



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

MAY 2, 2017

The Special Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, May 2, 2017 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: 30 Minutes
- B. Pledge of Allegiance
- C. Community Participation
- D. Informational Item
 - 1. Board Organizational Meeting 2
- E. Approval of Minutes 3
- F. Motion to Adjourn *sine die*
- G. Seating New Board
 - 1. Oath of Office 10
 - 2. Election of Officers 11
- H. Approval of Board of Education Meeting Schedule 2017-2018 13
- I. Approval of ELC Articles of Agreement Amendment 14
- J. Community Participation
- K. Adjournment



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: April 27, 2017
Re: Board Organizational Meeting

School boards are required to hold an organizational meeting following the consolidated election. The organizational meeting must be held in open session to seat new members, elect officers, and set a time and place for regular meetings.

The outgoing board conducts its final action, the approval of minutes. This action is an approval of the record of business already conducted by the outgoing board.

Adjourn the Outgoing Board

Traditionally, the school board of District 103 has adjourned the outgoing board *sine die*, a Latin expression meaning "indefinitely". This motion adjourns the board indefinitely or without a future meeting.

Seating the New Board

Once the board is adjourned, the retiring members leave their seats and new members take their seat on the board. Name plates are exchanged.

Oath of Office

Mr. Gordon will lead the newly elected members in the Oath of Office.

Election of Officers

Refer to the script to elect the President, Vice President, Secretary and Treasurer.

Approve Meeting Schedule

The first order of business for the new board is to approve its meeting schedule.



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BOARD OF EDUCATION REGULAR MEETING MINUTES

Tuesday, April 18, 2017

The Board of Education of Lincolnshire-Prairie View School District 103 held its Regular Meeting on Tuesday, April 18, 2017 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
Anne van Gerven, Vice President
Malathy Dwaraknath
Kate Harper
Sandy Simon
Sherri Thomas

Absent: Chris Curtis

Also present:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
Dr. Gina Finaldi, Assistant Director of Student Services
R.J. Bialk, Director of Technology and Assessment
Scott Gaunky, Director of Facilities
Norma Taylor, Board Secretary

Public: 7

Press: 0

Staff: 2

Call to Order and Roll Call

Mr. Gordon called the meeting to order at 7:02 p.m.

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Celebrating Success

PTO/D103 Music Boosters/Learning Fund Foundation

Dr. Warren acknowledged the outstanding efforts of three parent volunteer organizations of the District: the PTO, Learning Fund Foundation, and D103 Music Boosters. He noted these organizations have provided programming, funding, and countless volunteer hours in support of education. A short reception was held in their honor.

Approval of Minutes

Motion by Mrs. Harper, seconded by Mrs. van Gerven, to approve the minutes of the March 21, 2017 meeting and Executive Sessions, and the April 6, 2017 Special meeting and Executive Session.

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

Consent Agenda

Motion by Mrs. Harper, seconded by Mrs. Simon, the Board approve the following items on the Consent Agenda:

Approval of Bills

Approval of School Donations

Approval of Employment Actions

Approval of Field Trips

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

Action Items

1. Approval of Disposal Bid

Motion by Mrs. van Gerven, seconded by Mrs. Harper, the Board approve the disposal bid as presented.

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

2. Approval of Construction Change Order

Motion by Mrs. Harper, seconded by Mrs. Thomas, the Board approve the construction change order with Gilbane Building Company in the amount of \$67,623.00.

Dr. Warren explained the construction at Sprague School uncovered construction materials from previous projects buried in the soil. This construction change order allows for removal and replacement of material to ensure a stable foundation.

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

3. Approval of Payment to the Regional Office of Education for Depke Juvenile Center
Motion by Mrs. Dwaraknath, seconded by Mrs. van Gerven, to approve payment to the Regional Office of Education for Depke Juvenile Center in the amount of \$22,368.99.

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

Discussion Items

Preliminary Budget FY 2018

Mr. Stanley provided an overview of the preliminary budget. He noted the tentative budget will be presented in May.

1:1 Teaching and Learning Program 2017-2018

Mr. Bialk presented an update of the 1:1 program, and his recommendation to eliminate the "Rent-to-Own" participation option from the program for the 2017-2018 school year. Discussion was held of the evolution of the program over the years, and the Board's desire to have further philosophical discussions of the program. The Board expressed favor in removing the Rent-to-Own option. Discussion was held of the fees and the consensus was to reduce fees for 2017-18.

Extra-curricular Guidelines

Dr. Warren provided a draft of guidelines for extra-curricular activities for the Board's review. These guidelines help define procedures for all extra-curricular activities. Discussion was held and Dr. Warren will provide additional information for further discussion at a later meeting.

Activity Fees

Dr. Warren discussed an activity fee proposal for the Board's consideration. He provided the analysis that was conducted in 2015-2016 of neighboring districts. Discussion was held. A majority of the Board was amicable to the proposed fees.

Administrator Salary Increases

Dr. Warren presented his recommendation for administrator and classified staff increases for the 2017-2018 year.

ELC - Articles of Agreement Amendment

Dr. Warren discussed the Exceptional Learners Collaborative (ELC) Articles of Agreement Amendment to allow Fox Lake School District to become a non-voting member of the ELC. He recommended the Board approve the amendment at the next meeting.

Board of Education Meeting Schedule 2017-2018

Dr. Warren presented a draft of the meeting schedule that will be presented for approval at the next meeting.

Board Representatives Committee Update

Mrs. Simon attended the PTO meeting and noted they seated their new board for the next school year.

Dr. Warren attended the Learning Fund Foundation meeting and discussion was held of their finances, and their involvement in the Run for 103 event with the PTO.

Mr. Gordon attended the Daniel Wright Display Night and Cultural Festival held on April 6, 2017. He congratulated the Daniel Wright team for a very successful event.

Superintendent's Report

Dr. Warren reported work with the village and the county is progressing for crosswalk improvement in front of Daniel Wright. He will continue to update the board as the project moves forward. He also reported he is seeking volunteers to serve on District Initiative Committees. An announcement was sent out and responses are coming in. The District received one FOIA request.

Dr. Warren presented board members *The Art of School Boarding* for the Board Workshop scheduled in May.

Community Participation

A community member referenced *The Zones of Regulation* program at Sprague School that was highlighted at a recent Board meeting, and shared how the program is working in her household.

Executive Session

Motion by Mrs. Harper, seconded by Mrs. Simon, the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and student disciplinary cases.

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

The Board moved into Executive Session at 9:59 p.m.

Open Session

The Board reconvened to Open Session at 10:07 p.m.

Dr. Warren discussed the hiring process of the two Assistant Principal positions.

Discussion was held of student clubs and parent education.

Executive Session

Motion by Mr. Gordon, seconded by Mrs. van Gerven, to move into Executive Session to discuss the placement of individual students in Special Education programs and other matters relating to individual students in keeping with ILCS 120/2.

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

The Board moved into Executive Session at 10:22 p.m.

Open Session

The Board reconvened to Open Session at 10:24 p.m.

Adjournment

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

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

The meeting adjourned at 10:25 p.m.

President Board of Education

Secretary Board of Education

DRAFT

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BOARD OF EDUCATION 1st EXECUTIVE SESSION MINUTES

Tuesday, April 18, 2017

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, April 18, 2017 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
Anne van Gerven, Vice President
Malathy Dwaraknath
Kate Harper
Sandy Simon
Sherri Thomas

Absent: Chris Curtis

Also present:

Dr. Scott Warren, Superintendent
Norma Taylor, Board Secretary

Executive Session convened at 10:00 p.m. for the Board to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and student disciplinary cases.

Regarding student disciplinary cases, Dr. Warren informed the Board of a 3rd grade student, Bryce Haverty, received a half day suspension for inappropriate behavior.

Regarding performance of specific personnel, Dr. Warren provided the progress on the goals for Dan Stanley, Katie Reynolds, Julie Postma, Gina Finaldi, Michelle Blackley, Thomas Herion, Melody Littlefair, Christy Adler, Jill Mau, Anthony Mendoza, Scott Gaunky, and RJ Bialk.

Open Session

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

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

The meeting reconvened to Open Session at 10:07 p.m.

President Board of Education

Secretary Board of Education

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BOARD OF EDUCATION 2nd EXECUTIVE SESSION MINUTES

Tuesday, April 18, 2017

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, April 18, 2017 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
Anne van Gerven, Vice President
Malathy Dwaraknath
Kate Harper
Sandy Simon
Sherri Thomas

Absent: Chris Curtis

Also present:

Dr. Scott Warren, Superintendent
Norma Taylor, Board Secretary

Executive Session convened at 10:22 p.m. for the Board to go into Executive Session to discuss the placement of individual students in Special Education programs and other matters relating to individual students.

Dr. Warren updated the Board regarding the placement of student Spencer Glickson and his transition to Daniel Wright.

Open Session

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

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

The meeting reconvened to Open Session at 10:24 p.m.

President Board of Education

Secretary Board of Education

School Board Member Oath of Office



“I, _____, do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education (or Board of School Directors) of _____, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

“I further swear (or affirm) that:

“I shall respect taxpayer interests by serving as a faithful protector of the school district's assets;

“I shall encourage and respect the free expression of opinion by my fellow board members and others who seek a hearing before the board, while respecting the privacy of students and employees;

“I shall recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public board meeting; and

“I shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.”

BOARD MEMBER

DISTRICT

BOARD PRESIDENT

SUPERINTENDENT

DATE

10

Script for Election of Officers
May 2, 2017

ELECTION OF PRESIDENT PRO TEM

Secretary asks for a nomination for President Pro Tem: “Nominations are now in order for the office of President Pro Tem.”

Member: I nominate _____ for the office of President Pro Tem.

ELECTION OF PRESIDENT

President Pro Tem asks for nominations for President. “Nominations are now in order for the office of President.”

Any member of the Board may nominate any other member. Nominations do not require a second.
--

Member: “I nominate _____ as President of the Board of Education for a _____-year term to expire in April _____.”

President Pro Tem: “ _____ is nominated.
Are there any additional nominations for the office of President?”
(President Pro Tem should pause and repeat the call for nominations.)

President Pro Tem: “If there are no further nominations, nominations for the office of President are closed.”

President Pro Tem: “ _____, being the only candidate nominated for the office of President, the chair hereby declares him/her elected by acclamation and directs the Secretary to so record in the minutes.”

President Pro Tem is retired.

The President assumes the duties of the Presiding Officer and conducts the election of a Vice President.

ELECTION OF VICE PRESIDENT

President: Nominations are now in order for the office of Vice President.

Board Member: "I nominate _____ as Vice President of the Board of Education for a _____-year term to expire in April _____."

President: "Are there any further nominations for Vice President?"

If not, I ask the Secretary to record a unanimous vote for _____ as Vice President for a _____-year term to expire in April _____.

APPOINTMENT OF BOARD SECRETARY

President asks for a motion to appoint a Secretary.

Board Member: "I move that _____ be appointed to serve as the Secretary to the Board of Education."

APPOINTMENT OF BOARD TREASURER

President asks for a motion to appoint a Treasurer.

Board member. "I move that **Dan Stanley** be appointed to serve as the Treasurer to the Board of Education."

ADOPTION OF RULES, REGULATIONS, AND POLICIES

Board Member: I move that the newly organized Board adopt all previously approved policies and regulations of the Board of Education of School District 103."

ADOPTION OF BOARD MEETING SCHEDULE 2017-2018

Board Member: I move that the Board of Education approve its meeting schedule for 2017-2018 as presented.

Voice Vote:



Lincolnshire-Prairie View School District 103

**BOARD OF EDUCATION
REGULAR and COMMITTEE OF THE WHOLE (COW)
MEETING SCHEDULE
2017-2018**

Tuesday	July 11, 2017 (REGULAR)
Tuesday	August 22, 2017 (REGULAR)
Tuesday	September 5, 2017 (COW)
Tuesday	September 19, 2017 (REGULAR)
Tuesday	October 3, 2017 (COW)
Tuesday	October 24, 2017 (REGULAR)
Tuesday	November 14, 2017 (REGULAR)
Tuesday	December 5, 2017 (COW)
Tuesday	December 19, 2017 (REGULAR)
Tuesday	January 16, 2018 (REGULAR)
Tuesday	February 6, 2018(COW)
Tuesday	February 20, 2018 (REGULAR)
Tuesday	March 6, 2018 (COW)
Tuesday	March 20, 2018 (REGULAR)
Tuesday	April 10, 2018 (COW)
Tuesday	April 24, 2018 (REGULAR)
Tuesday	May 8, 2018 (COW)
Tuesday	May 22, 2018 (REGULAR)
Tuesday	June 5, 2018 (COW)
Tuesday	June 19, 2018 (REGULAR)



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: April 27, 2017
Re: ELC Articles of Agreement - Amendments

The ELC has amended the Articles of Agreement to allow Fox Lake School District to become a non-voting member of ELC. A non-voting member district will have the ability to access the services of ELC, but not participate in its governance. The ELC Governing Board approved the Articles of Agreement at the April 13, 2017 Board meeting. Member Districts need to approve the Articles to ratify the changes. The Board will take action on the Articles of Agreement at the March 2, 2017 meeting.

**ARTICLES OF JOINT AGREEMENT FOR THE
EXCEPTIONAL LEARNERS' COLLABORATIVE**

ARTICLE I – STRUCTURE

Section 1 - Name

The name of this organization shall be the Exceptional Learners' Collaborative (“ELC”).

Section 2 - Legal Entity

ELC shall operate as a legal entity pursuant to Section 10-22.31 of the *School Code* (105 ILCS 5/10-22.31) or any successor statute.

Section 3 - Purpose

The purpose of ELC is to promote, operate, organize, coordinate, and supervise special education and other needed educational programs and/or services as authorized by the *School Code* and its Member School Districts.

ARTICLE II - MEMBERSHIP

Section 1 – Voting Member Districts

The Voting Member Districts of ELC are Kildeer-Countryside Community Consolidated School District No. 96, Lincolnshire-Prairie View School District No. 103 and Adlai E. Stevenson High School District No. 125.

Section 2 - Non-Voting Member Districts

The Non-Voting Member District of ELC is Fox Lake School District No. 114.

Section 3 - Admittance of Member Districts

A non-member public school district may petition ELC for membership. Such petition shall be submitted to the Executive Board of ELC in such form and substance as required by the Executive Board. A petition for admission may be approved if recommended for approval by each member of the Executive Board and upon unanimous affirmative vote of the membership of the Governing Board. The Governing Board may grant the petition for membership of a school district on such terms and conditions as it deems appropriate, but in all cases the school district petitioning for membership shall, at a minimum, provide a resolution adopted by the Board of Education stating the school district’s agreement to abide by these Articles of Joint Agreement and ELC’s policies and procedures.

Section 4 – Responsibilities of Voting Member Districts

Voting Member Districts shall have the following rights and responsibilities as members of ELC.

- A. Voting Member Districts shall promptly and fully pay all fees and bills for services submitted to them by ELC.

B. Each Voting Member District shall appoint or provide one (1) Governing Board member as that procedure is set forth in Article III, Section 1. Each Member District Superintendent shall serve as an Executive Board Member.

C. Voting Member Districts shall have the right to receive appropriate services, programs and administrative support from ELC consistent with these Articles of Joint Agreement and Governing Board policy.

D. Voting Member Districts shall be responsible to provide a free, appropriate public education to all students with disabilities residing within their respective school districts, whether the special education services are provided by the Member District or ELC.

E. Each Voting Member District shall assist the Governing Board in accomplishing the purposes set forth in these Joint Articles of Agreement. Further, Voting Member Districts shall work collaboratively to provide for the needs of all special education students within the Member Districts.

F. Voting Member Districts shall operate and maintain comprehensive special education programs, including services provided to students in general education classrooms and special education classrooms when the incidence of a student needs within a Member District supports the establishment of such services and/or programs.

G. Voting Member Districts shall perform and provide such other services as determined by the Governing Board.

Section 5 – Responsibilities of Non-Voting Member Districts

Non-Voting Member Districts shall have the following rights and responsibilities as members of ELC.

A. Non-Voting Member Districts shall promptly and fully pay all fees and bills for services submitted to them by ELC.

B. Non-Voting Member Districts shall have the right to receive appropriate services, programs and administrative support from ELC consistent with these Articles of Joint Agreement and Governing Board policy.

C. Non-Voting Member Districts shall be responsible to provide a free, appropriate public education to all students with disabilities residing within their respective school districts, whether the special education services are provided by the Member District or ELC.

D. Non-Voting Member Districts shall operate and maintain comprehensive special education programs, including services provided to students in general education classrooms and special education classrooms when the incidence of a student needs within a Member District supports the establishment of such services and/or programs.

F. Non-Voting Member Districts may petition any of the Member Districts of ELC to seek enrollment of one of its student with disabilities in a special education instructional program operated by one of the Member Districts. The right to petition for enrollment of a

student into an instructional program operated by a Member District does not guarantee admission.

G. Non-Voting Member Districts shall perform and provide such other services as determined by the Governing Board.

ARTICLE III – GOVERNANCE - GOVERNING BOARD

Section 1 - Members

The Governing Board shall consist of one Board of Education member from each Voting Member District selected by the Voting Member District's Board of Education. The term for the Board of Education member to serve as a Governing Board member is two years.

Section 2 - Alternates

In case of an absence of a selected Governing Board member, an alternate from the Voting Member District's Board of Education, selected in accordance with such Board of Education's procedures, shall act as its Governing Board member during such absence.

Section 3 - Officers

A. The Governing Board shall have a President and Vice-President which the members of the Governing Board shall elect at its May meeting. The terms of the office of President and Vice-President shall be two years (2) from the date of the election. In the event the office of the President becomes vacant during the year of office, or the President is not able to preside at a meeting, the Vice-President shall assume this office during the vacancy.

B. The Governing Board shall appoint a Secretary and Treasurer for a term of two years at the June meeting. The Secretary and Treasurer may be members of the ELC or Member District staff. The Secretary shall be responsible for the completion of the minutes of all Governing Board meetings and the distribution of the proposed minutes to the membership of the Governing Board prior to the next meeting. In the absence of the Secretary, the Governing Board members present shall elect a *Pro Tem* Secretary.

Section 4 - Governing Board Responsibilities and Duties

The responsibility for the governance of ELC shall be vested in the Governing Board. The Governing Board has the following duties:

A. To receive, review and approve or deny amendments to these Articles of Joint Agreement;

B. To adopt an annual budget after a public hearing and after input and recommendation from the Executive Board (as defined in Article IV);

- C. To determine the nature and extent of services that ELC shall provide to its Member Districts after input and recommendation from the Executive Board;
- D. To determine the need for site acquisition, construction, and capital improvement, and to take appropriate and necessary action to acquire necessary sites, to build new construction and or improve existing buildings, and or make appropriate and necessary capital improvements to buildings after input and recommendation from the Executive Board;
- E. To approve the expenditure of funds as provided in the adopted budget for the fiscal year;
- F. To incur debt as provided for under the *School Code*;
- G. To approve the employment of the Director of Special Education and other personnel after input and recommendation from the Executive Board;
- H. To approve the resignation and/or dismissal of any employee;
- I. To lease or purchase real estate for use by ELC after input of recommendation from the Executive Board, including, but not limited to, buildings, rooms, grounds, and appurtenances;
- J. To adopt an annual calendar of meetings which shall be held quarterly and to hold such meetings in accordance with the laws of the State of Illinois;
- K. To establish basic policies consistent with this Joint Articles of Agreement and the Illinois *School Code*;
- L. To approve contracts with service providers, labor unions, professional organizations, and or amendments thereto after input and recommendation from the Executive Board; and
- M. To execute or authorize to be done such other matters as may be necessary or appropriate for the operation of ELC as permitted by law.

Section 5 - Meetings

- A. The Governing Board shall hold an organizational meeting each June. At the organizational meeting, the Governing Board shall establish the dates, times and places for regular meetings.
- B. All meetings shall be conducted in compliance with the Illinois *Open Meetings Act*.
- C. A quorum shall consist of a majority of the Governing Board membership.
- D. Each member of the Governing Board, or the alternate serving in his or her stead, shall have one (1) vote. An affirmative vote of a majority of the members of the Governing Board present at a duly called meeting at which a quorum has

been established shall be required for passage of a proposition unless otherwise specifically stated herein.

E. Governing Board members may participate in Governing Board meetings by electronic or telephonic means so long as such attendance complies with the Illinois *Open Meetings Act*, other provisions of these Articles of Joint Agreement and ELC policy.

ARTICLE IV - EXECUTIVE BOARD

The Executive Board shall consist of the Superintendent of Schools from each Voting Member District. In addition to the matters set forth in these Joint Articles of Agreement requiring input and recommendation from the Executive Board, the Executive Board shall directly supervise and evaluate the Director of Special Education. The Director of Special Education shall seek the input and direction from the Executive Board on matters pertaining to collective bargaining, acquisition of property and classroom space, the ELC budget, establishment of programs and services, and hiring, evaluation and termination of staff. The Executive Board shall search for and recommend to the Governing Board the Director of Special Education or any successor Director of Special Education.

ARTICLE V – THE DIRECTOR OF SPECIAL EDUCATION

Section 1 - Employment

ELC shall employ a Director of Special Education who shall be a State Approved Director of Special Education and shall hold the certifications and endorsements as required by the State of Illinois, or any other appropriate controlling authority.

Section 2 - Duties

The Director of Special Education shall be responsible for the daily administration and management of ELC in accordance with these Articles of Joint Agreement, Governing Board policies and procedures, and applicable law. The Director of Special Education shall report to the Executive Board. The Director of Special Education shall recommend to the Executive Board the hiring or dismissal of such administrative, supervisory and educational support personnel as the Director of Special Education deems appropriate. The Director of Special Education shall also seek the input and direction from the Executive Board on matters pertaining to collective bargaining, acquisition of property and classroom space, the ELC budget, establishment of programs and services, and hiring, evaluation and termination of staff. The Director of Special Education shall also establish appropriate job duties and functions for said personnel and shall directly supervise or establish a designee that will supervise all ELC personnel. The Director of Special Education shall perform such other duties as are assigned by the Governing or Executive Board.

ARTICLE VI - CERTIFIED AND RELATED SERVICE STAFF

Section 1 - Employment of Personnel

ELC shall employ certified, related service and support personnel as recommended by the Executive Board and the Director of Special Education.

Section 2 - Dismissal of Personnel

Employees of ELC shall be dismissed in accordance with the provisions of the *School Code of Illinois* and Governing Board Policy and shall be carried out by the Governing Board upon recommendation by the Executive Board and the Director of Special Education.

ARTICLE VII - PROGRAMS AND SERVICES

Section 1 - Programs and Services

ELC programs and services are those programs and services that are operated and supervised by ELC and that provide special education programs and services to meet the needs of students with disabilities. ELC programs and services may include instructional, consultative, supervisory, administrative, diagnostic, related services (including transportation), and other such services that are operated and managed by ELC.

Programs and services that are provided to students of two (2) or more of the Member Districts may be supervised by ELC as determined appropriate by the Executive Board.

ELC programs and services may be provided in the following areas as determined by the Governing Board:

- A. **Classroom Instruction:** ELC may establish special education classes designed to provide instructional services to meet the needs of Member District students with disabilities.
- B. **Related Services:** ELC may provide related services (i.e. school psychology, social work, speech pathology, occupational therapy, physical therapy, orientation and mobility, transition, special education transportation, and other related services) when appropriate to meet the needs of students with disabilities as determined by the Executive Board.
- C. **Supervision, Technical Assistance and Staff Development:** ELC may provide supervision, technical assistance and staff development services to Member Districts to support the appropriate delivery of special education services to meet the needs of students with disabilities and to support Member Districts' compliance with the requirements of the *Individuals with Disabilities Education Act*, the *School Code* of Illinois, and any applicable successor legislation or implementing regulations.
- D. **Full-Time Professional Worker:** Any full-time professional worker employed by ELC who spends over fifty percent (50%) of his or her time in one (1) school district shall not be required to work a different teaching schedule than the other professional worker in that school district. A professional worker is defined to be a "qualified worker" as described in §5/14-1.10 of the *School Code*.
- E. **Transportation:** ELC may provide transportation for students as determined appropriate by the Executive Board.

Section 2 - Classroom Space for ELC Programs

Member Districts shall assist and support ELC programs by providing classroom space for ELC special education programs within their respective school buildings when space is available.

Section 3 - Director of Special Education Review of Special Education Programs

Upon request of the Member District's Superintendent, the Director of Special Education shall review Member District programs and services to provide guidance and consultation as to any suggested changes, modifications or improvements to the programs.

ARTICLE VIII- FINANCE

Section 1 – Fiscal Year

The fiscal year of ELC shall be from July 1 through June 30.

Section 2 – Budget

A proposed annual budget shall be prepared by the Director of Special Education or his or her designee, for review and approval by the Executive Board and recommendation to and final action by the Governing Board. Each budget approved by the Governing Board shall delineate the costs that are to be allocated among the Voting Member Districts, Non-Voting Member Districts and Non-Member Districts. Such costs shall be determined in accordance with this Section 2 and Governing Board policy.

A. “Fee for Service” Fees

A “Fee for Service” Fee shall be established by the Governing Board and assessed to Voting Member Districts, Non-Voting Member Districts and Non-Member Districts for purchased services established annually by the Governing Board as recommended by the Director of Special Education and the Executive Board. The fees for such services shall be determined according to a formula or formulas established annually by the Governing Board as recommended by the Director of Special Education and the Executive Board. The Director of Special Education will survey each Voting Member District and Non-Voting Member District by January of each year to ascertain what services, supports and personnel may be requested by the Member Districts for the next school year.

B. Membership Fees

A “Membership Fee” is a fee charged to each Member District for its membership in ELC which shall include the cost of employment of the Director of Special Education and other administrative and support personnel and other expenses established by the Governing Board as recommended by the Executive Board. Each Voting Member District's Membership Fee shall be equal to 1/3 of the Member District's IDEA Part B Flow Through Final Allocation as determined by the Illinois State Board of Education. Each Non-Voting Member District's Membership fee shall be equal to one third (1/3) of

the Non-Voting Member District's IDEA Part B Flow Through Final Allocation as determined by the Illinois State Board of Education or \$25,000, whichever is greater.

C. Program Tuition

"Program Tuition" is all costs associated with attendance and education of a student at an ELC program including teacher salaries, related service staff salaries, support staff salaries, text books and equipment, learning aides and other instructional related items and may include but are not limited to some or all facilities costs as identified annually by the Governing Board in the budget: Examples of items that may be included in part or full are rental, utilities, custodial maintenance, supplies and services and property services. Instructional fees shall be assessed against Member Districts based upon a tuition amount for each full-time equivalent student attending an ELC program with such tuition amount stated in the annual budget as approved by the Governing Board.

D. Other Expenses

Any other expenses or costs of ELC that are not specifically set forth in this Joint Agreement may be assessed against any Member District as authorized by the Governing Board as recommended by the Executive Board.

Section 3 – Grants or Gifts

Grants or gifts may be accepted by ELC upon approval of the Governing Board.

Section 4 – Payments

ELC may bill Member Districts or Non-Member Districts at intervals deemed necessary by the Governing Board; however, ELC shall bill Member Districts at least two (2) times per year. All payments required to be paid to ELC shall be paid promptly. Payments that are more than thirty (30) days past due date shall bear interest at the rate of 1½ % per month from the due date of such payment to the date payment is received.

ARTICLE IX - TERMINATION OF MEMBERSHIP

Section 1 - Voluntary Withdrawal by Member District

1. **Notice of Withdrawal.** Any Member District may seek to withdraw from ELC by following the process provided for in Section 10-22.31 of the Illinois *School Code* (105 ILCS 5/10-22.31) or any successor legislation provided. Additionally, such withdrawing Member District must provide a written petition seeking withdrawal to the Executive Board, the Governing Board and the Director of Special Education stating its intent to withdraw at least two (2) full fiscal years prior to the effective date of withdrawal and within 30 days of approval of the withdrawal petition by the Member District Board of Education. All voluntary withdrawals shall become effective on July 1 unless otherwise approved by the Governing Board.

A. Procedures for Withdrawal:

1. Concurring Resolutions of Member Districts.

A Member District seeking to withdraw from ELC may present a written petition seeking to withdraw to the Governing Board, the Executive Board and the Director of Special Education. Such written petition shall be sent certified mail return receipt requested. The written petition to withdraw must be approved by resolution of the Board of Education of the Member District seeking to withdraw and must state the reasons and rationale for the proposed withdrawal and the proposed date for withdrawal. The Boards of Education of the remaining Member Districts must approve the withdrawal petition within six months of the date the written petition for withdrawal is presented to the Executive Board, the Governing Board and the Director of Special Education. If the Boards of Education of the remaining Member Districts approve the withdrawal petition by written resolution within such six month period, the petitioning Member District shall be withdrawn from ELC effective July 1 which is two years after the withdrawal petition was presented to the Executive Board, Governing Board and Director of Special Education (or another July 1 as stated in the withdrawal petition) and shall notify the State Board of Education of the approved withdrawal in writing. If the Boards of Education of the remaining Member Districts do not approve the withdrawal petition by written resolution within such six month period, the petition to withdraw cannot be approved by concurring resolution as provided in this paragraph.

2. Hearing Before Regional Board of School Trustees.

A petition for withdrawal may also be made to the Regional Board of School Trustees exercising oversight or governance over the Member Districts. The Member District seeking to withdraw must simultaneously present a copy of the written petition seeking to withdraw to the Executive Board, Governing Board and the Director of Special Education of ELC. Such written petition shall be sent certified mail return receipt requested. The Regional Board of School Trustees shall then hold a hearing on the petition for withdrawal in accordance with the *School Code*.

B. Continuing Services.

Member Districts which voluntarily withdraw from ELC may request continued participation in selected ELC programs or services after withdrawal. Such participation is subject to approval by the Governing Board as recommended by the Executive Board and the Director of Special Education.

Should the Governing Board allow a former Member District to participate in ELC programs or services, the Governing Board shall enter into a written agreement with the former Member District setting forth the mutually agreed upon terms and conditions of participation, including the fees for such continuing services.

Section 2 - Removal of Member District

Membership in ELC is conditional upon the Member Districts continued compliance with the terms of these Joint Articles of Agreement and ELC policies. If the Governing Board finds that a Member District has failed to comply with these Articles of Joint Agreement or ELC policies after input and recommendation from the Executive Board, the Governing Board may put said Member District on written notice for such failure. If, after one (1) year from the date of the written notice to the Member District, the Member District has not remediated the failure as determined by the Governing Board, the Governing Board may remove such Member District pursuant to the following procedure:

A. Notice. Upon approval of a majority of the Executive Board and Governing Board, the Director of Special Education shall send a written notice to the Board of Education of the Member District in question, specifying in detail the items which the Governing Board deems sufficient cause to justify removal of the Member District from ELC.

B. Hearing. Should the Member District fail to take the remedial action required in the aforementioned notice to the satisfaction of the Executive Board and Governing Board, the Governing Board shall, upon reasonable written notice, call a special meeting, at which time the matter shall be brought before the Governing Board for hearing and action. At least thirty (30) days prior written notice of the time and place of such hearing shall be given to the Member District in question by certified mail addressed to the Superintendent of said Member District. The Member District in question shall be permitted to appear and to submit reasons why it should not be removed from membership.

C. Action. A unanimous vote of the Governing Board members, excluding the representative from the Member District subject to the removal proceeding if the Member District subject to removal is a Voting Member District, shall be required to terminate the membership of a Member District in ELC. Removal from membership shall not relieve the Member District of the obligations incurred during its membership in ELC and such termination shall become effective no later than July 1 following the date of action by the Governing Board.

Section 3 - Rights and Responsibilities Upon Withdrawal or Removal

In the event that any Member District withdraws or is removed from ELC, such Member District shall forfeit any claim or right it may have to any ELC assets provided, however, that ELC shall return to the withdrawn or removed Member District any unspent Federal IDEA Part B Funds generated by students in the withdrawing Member District (i.e. IDEA carry over funds). Such withdrawn or removed Member District, however, shall continue to be liable for all costs, expenses and liabilities accrued by ELC on or before the effective date of withdrawal and shall continue to pay such costs, expenses and liabilities until they are paid in full. Costs, expenses and liabilities of ELC shall include, but not be limited to, costs; expenses; any form of debt, bonded indebtedness or notes; Life Safety work approved by the Executive Board and/or Governing Board prior to the effective date of withdrawal;

any retirement incentives/enhancement payments and multi-year contract obligations for ELC employees or other costs related to retiring staff who are approved for such retirement incentives/enhancements or benefits prior to the effective date of withdrawal, including any employer contributions to the Illinois Teacher Retirement System or Illinois Municipal Retirement Fund; any costs associated with claims, litigation, lawsuits, administrative proceedings, grievances/arbitrations, workers' compensation claims and/or unemployment claims which accrue prior to the effective date of withdrawal; any liabilities as provided by law or any other financial or other liability incurred by ELC pursuant to its approved budget. Unless otherwise specifically provided, the withdrawing or removed Member District's proportionate share of the costs, expenses or liabilities shall be equal to the withdrawing or removed Member District's share of the Membership Fees as of the date the written petition for withdrawal is submitted to the Executive Board, the Governing Board and the Director of Special Education. If the withdrawing or removed Member District is a Non-Voting Member District, the withdrawing or removed Member District's share of the costs, expenses or liabilities shall be equal to the balance of the Non-Voting Member District's Membership Fees, Fee for Service Fees, Tuition Fees and other expenses as described in Article XIII above which were incurred or assessed while the Non-Voting Member District was a member of ELC. The withdrawing Member District shall also be responsible for all costs associated with the withdrawal proceedings described above, including ELC's attorney's fees, any auditor or accounting fees incurred by ELC related to the withdrawal and costs related to the hearing before the Regional Board of School Trustees, including court reporter and other fees assessed by the Regional Board of School Trustees.

ARTICLE X – AMENDMENTS

Any Member District or the Director of Special Education may submit to the Executive Board a written proposed amendment to these Articles of Joint Agreement. If approved by the Executive Board, the proposed amendment to these Articles of Agreement shall be presented to the Governing Board. The Governing Board shall consider the proposed amendment at two (2) meetings and a final consideration for approval shall occur after two (2) readings by the Governing Board. If approved by the Governing Board, the Governing Board shall submit the proposed amendment in sufficient copies to each Member District Board of Education for ratification by certified mail. To become effective, an amendment must be approved by at least two-thirds (2/3) of the Member District Boards of Education within ninety (90) days of the date on which the proposed amendment was mailed to each Member District.

The effective date of said amendment, unless otherwise stated therein, shall be the date of ratification of the last Member District Board of Education acting to approve the amendment.

ARTICLE XI - SERVICES TO NON MEMBER DISTRICT STUDENTS

ELC may provide programs or services to non-Member District children. The Director of Special Education shall have the authority to enroll such student(s), to arrange for the placement of such student(s) and to negotiate any necessary agreements and financial arrangements between the resident school district of the student and ELC subject to review and approval of the Executive Board.

ARTICLE XII – DISSOLUTION

Section 1 - Dissolution

Dissolution of ELC may be recommended by the Executive Board to the Governing Board. Dissolution may occur if approved by the affirmative vote of two-thirds (2/3) of the entire membership of the Governing Board, in the following manner:

- A. Any Voting Member District may submit a Resolution for Dissolution with the Board proposing that ELC be dissolved voluntarily. If approved by the Executive Board, the question of such dissolution shall be submitted to a vote at a meeting of the Governing Board, which may be either a regular or a special meeting.
- B. Written notice stating that the purpose, or one of the purposes, of the meeting is to consider the voluntary dissolution of ELC shall be given to each member of the Governing Board within the time and in the manner provided in these Articles of Joint Agreement for giving notice of meetings of the Governing Board.
- C. Such Resolution for Dissolution shall be filed at least two (2) years prior to the requested effective date of the dissolution.

Section 2 - Effect of Dissolution

Upon dissolution ELC shall not thereafter carry on any business except that necessary to conclude and liquidate its business and affairs, including, but not limited to:

- A. Collecting receivables;
- B. Liquidating and or disposing of its assets as provided in Section 3 hereof;
- C. Returning to each then-current Member District any unspent Federal IDEA Part B Funds generated by students in each Member District;
- D. Discharging or making provision for discharging of its liabilities and obligations;
- E. Causing the honorable dismissal or otherwise terminating the employees of ELC;
and
- F. Taking such other actions as may be necessary to wind up the affairs of ELC.

Section 3 – Distribution of Assets

Once ELC has accounted for all of its assets and liabilities, any remaining assets after such accounting shall be distributed to each Voting Member District, at the time of dissolution, on an equal basis. Non-Voting Member Districts have no right to any portion of the remaining assets of ELC.

ARTICLE XIII - SAVINGS CLAUSE

In the event that any section or part of these Articles of Joint Agreement violate any applicable statute or regulation, such section or part of the Articles of Joint Agreement shall be null and

void and shall not be binding. To the extent that the purpose of and the ability to operate ELC remains unaltered, such partial invalidation of any part of this Joint Agreement shall not in any way affect the validity of the remainder of these Articles of Joint Agreement.

**BOARD OF EDUCATION OF ADLAI E. STEVENSON SCHOOL
DISTRICT NO. 125**

By: _____
Mr. Bruce Lubin, President

Attest: _____
Secretary

Date: _____

**BOARD OF EDUCATION OF KILDEER COUNTRYSIDE COMMUNITY
CONSOLIDATED SCHOOL DISTRICT NO. 96**

By: _____
Mr. Marc Tepper, President

Attest: _____
Secretary

Date: _____

**BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT NO. 103**

By: _____
Mr. Gary Gordon, President

Attest: _____
Secretary

Date: _____

BOARD OF EDUCATION OF FOX LAKE SCHOOL DISTRICT NO. 114

By: _____
Mr. Matthew Dabrowski, President

Attest: _____
Secretary

Date: _____