



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

MARCH 6, 2018

The Committee of the Whole Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, March 6, 2018 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: Estimated time for meeting: 2 Hours 45 Minutes
- B. Pledge of Allegiance
- C. Community Participation
- D. Celebrating Success 2
Time: 15 Minutes
- E. Discussion Items
Time: 2 Hours
 - 1. Draft Staffing Plan 2018-19 3
 - 2. Medicaid Reimbursement 7
 - 3. 1:1 Device Recommendation 2018-19 16
 - 4. Sealcoat Bid 19
- F. Community Participation
- G. Executive Session
Time: 30 Minutes
- H. Adjournment



Lincolnshire-Prairie View School District 103
Administration Offices

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Scott H. Warren, Ed.D.
Superintendent

Jill Mau
Principal

Laura Delagrange
Assistant Principal

Memo

To: Board of Education
From: Half Day Administrative Team
Date: March 1, 2018
Re: Celebrating Success

Half Day is excited for a group of 3rd grade students share about their recent work with Lego Robotics!



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 1, 2018
Re: Draft 3 Staffing Plan 2018-2019

A third draft of the staffing plan is presented for the Board's review. The current draft has been updated to show the changes to adding one Full Day Kindergarten section for the 2018-2019 school year and reducing the half-day sections by one. This change adds a 0.5 FTE Certified teacher and a 0.5 FTE Classified classroom assistant. The addition of this section does not require any addition to the special areas as we will be able to absorb the class with the current staffing. The lists consist of the actual filled positions (blue) along with a separated itemization of the reasons for the changes. The total changes are calculated (in yellow) to determine the proposed staffing (blue+yellow=green)

With the changes in the schedule and student enrollment, the overall change in FTE from the beginning of the year to the proposed staffing plan for certified staff is 1.3 FTE. Classified staffing shows a total change of 1.0 FTE. The administration does not show any changes in FTE.

As noted before, student data, which informs position needs, is not yet available in two areas:

- EL – ACCESS data will be available late April. However, at this time, we are not anticipating a change.
- Special Education – IEP meeting data continues to progress and more information will be available in late May at the earliest.

Except for EL and Special Education, these changes complete the needs for the staffing plan. The Board will take action to adopt the staffing plan at the March Regular meeting.

DRAFT 2018-19 Teacher Staffing Plan - Updated 03/01/2018

Title	Actual		DW Minutes Adj.		Other Changes		Total Changes		Proposed	
	2017-18		2018-19		2018-19		2018-19		2018-19	
	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions
Adaptive P.E. Teacher	1.00	1							1.00	1
Art Teacher	3.30	4							3.30	4
Early Childhood Teacher	3.00	3							3.00	3
EL Teacher	4.70	5							4.70	5
REACH Coordinator	4.00	5	0.80	0			0.80	0.00	4.80	5
English Language Arts Teacher	8.30	9	-1.10	0			-1.10	0.00	7.20	9
Family And Consumer Science Teacher	1.00	1							1.00	1
Guided Teacher	2.00	2							2.00	2
Health Teacher	1.00	1							1.00	1
Learning Behavior Specialist	15.00	15							15.00	15
Librarian	2.70	3	0.30	0			0.30	0.00	3.00	3
Math Teacher	6.00	6	1.50	2			1.50	2.00	7.50	8
Music Teacher	8.20	9							8.20	9
Nurse	1.00	1							1.00	1
P.E. Teacher	6.50	7							6.50	7
Performing Arts Teacher	0.80	1							0.80	1
Psychologist	4.00	4							4.00	4
RTI Teacher	9.00	10	0.30	0			0.30	0.00	9.30	10
Science Teacher	6.00	6							6.00	6
Self-Contained Kindergarten Teacher	7.50	8			0.50	0	0.50	0.00	8.00	8
Self-Contained 1st Grade Teacher	8.00	8							8.00	8
Self-Contained 2nd Grade Teacher	8.00	8							8.00	8
Self-Contained 3rd Grade Teacher	9.00	9			-1.00	-1	-1.00	-1.00	8.00	8
Self-Contained 4th Grade Teacher	8.00	8			1.00	1	1.00	1.00	9.00	9
Self-Contained 5th Grade Teacher	9.00	9			-1.00	-1	-1.00	-1.00	8.00	8
Service Learning Teacher	0.00	0							0.00	0
Social Studies Teacher	6.00	6							6.00	6
Social Worker	4.50	5							4.50	5
Spanish Teacher	10.00	10							10.00	10
Speech Language Pathologist	4.40	5							4.40	5
Tech Resource Teacher	0.00	0							0.00	0
Technology Integration Specialist	3.00	3							3.00	3
Grand Total	164.90	172.00	1.80	2.00	-0.50	-1.00	1.30	1.00	166.20	173.00

DRAFT 2018-19 Classified Staffing Plan - Updated 03/01/2018

Title	Actual		DW Minutes Adj.		Other Changes		Total Changes		Proposed	
	2017-18		2018-19		2018-19		2018-19		2018-19	
	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions
103 Club Associates	4.25	17							4.25	17
103 Club Asst. Director	1.00	1							1.00	1
103 Club Director	1.00	1							1.00	1
103 Club Supervisor	3.00	3							3.00	3
1st Grade Associate	2.00	2							2.00	2
2nd Grade Associate	0.00	0							0.00	0
Admin Assistant	3.00	3							3.00	3
Bookkeeper	2.50	3							2.50	3
Bus Aide	1.50	2							1.50	2
Bus Driver/Crossing Guard	30.00	30							30.00	30
Clerical Aide	2.40	5							2.40	5
Communications Coordinator	0.80	1							0.80	1
Crossing Guard	3.00	3							3.00	3
Custodian	12.50	13			0.50	1	0.50	1	13.00	14
Data/SIS Manager	1.00	1							1.00	1
EL Associate	2.00	3							2.00	3
Kindergarten	7.00	7			0.50	0.5	0.50	0.5	7.50	7.5
HDK Associate	0.00	0							0.00	0
Head Custodian	3.00	3							3.00	3
Human Resources Coordinator	1.00	1							1.00	1
Library Associate	3.00	3							3.00	3
Lunchroom Associate	1.60	3							1.60	3
Maintenance	1.00	1							1.00	1
Network System Manager	1.00	1							1.00	1
Nurse	2.00	2							2.00	2
Occupational Therapist	1.00	1							1.00	1
Occupational Therapist Asst.	1.00	1							1.00	1
PE Associate	3.50	4							3.50	4
Physical Therapist	1.00	1							1.00	1
Receptionist	0.50	1							0.50	1
Rivershire Coordinator	1.00	1			-1.00	-1	-1.00	-1	0.00	0
RTI Associate	1.00	1							1.00	1
Secretary	5.92	6							5.92	6
SpEd Associate	19.50	18			3.00	3	3.00	3	22.50	21
SpEd EC Associate	5.23	6							5.23	6
SpEd Guided Associate	11.00	11			-2.00	-2	-2.00	-2	9.00	9
Team Lit Associate	1.62	4							1.62	4
Tech Support Specialist - District	0.00	0			0.25	1	0.25	1	0.25	1
Tech Support Specialist - School	3.00	3			-0.25	0	-0.25	0	2.75	3
Grand Total	144.82	167	0.00	0	1.00	3	1.00	3	145.82	170

DRAFT 2018-19 Administration Staffing Plan - Updated 03/01/2018

Title	Actual		DW Minutes Adj		Other Changes		Total Changes		Proposed	
	2017-18		2018-19		2018-19		2018-19		2018-19	
	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions
Superintendent	1.00	1							1.00	1
Principal	3.00	3							3.00	3
Asst. Principal - Elementary	1.60	2							1.60	2
Asst. Principal - Junior High	1.50	2							1.50	2
Director of Student Services	1.00	1							1.00	1
Asst. Director of Student Services	0.50	1							0.50	1
Asst. Supt. for Business	1.00	1							1.00	1
Asst. Supt. for Curriculum & Instruction	1.00	1							1.00	1
Curriculum Coordinator	0.50	1							0.50	1
Director of Technology	1.00	1							1.00	1
Director of Transportation	1.00	1							1.00	1
Director of Facilities	1.00	1							1.00	1
Grand Total	14.10	16.00	0.00	0.00	0.00	0.00	0.00	0.00	14.10	16.00



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MEMO

To: Board of Education
From: Patrick Palbicke, Gina Finaldi
CC: Dr. Scott Warren
Date: March 6, 2018
Re: R&G Consulting

Presented here is an agreement with R&G Consulting for additional Medicaid billing services.

Currently there are two ways for the district to receive federal Medicaid revenue for the educational services we provide to certain students; Fairbanks time study billing and direct billing. The consulting firm will help with the latter. Many districts use this type of firm to help maximize the dollars we are able to bill and do it through efficiencies of scale by the sheer number of districts they serve. This agreement allows them to help us bill and they will receive 5% of what we get. Currently we are getting nothing. They will help get us going then monitor both our staff and the student's eligibility.



Consultants

Division of RB Systems, Inc.
8833 Gross Point Road • Suite #310
Skokie, IL 60077
(847) 933-9030

MEDICAID FEE FOR SERVICE PROGRAM

R&G Consultants has been providing Medicaid Fee for Service claim services to Illinois school districts since the program's inception. We currently provide these services to over 100 Illinois districts. At R&G we pride ourselves on providing exceptional service to our clients. We work to maximize their Medicaid reimbursements, reduce the cost of submitting Medicaid claims and adhere to the U-200 guidelines.

R&G works hard to provide all of these services while maintaining one of the lowest fees to our clients. Currently, we charge only 5% of the Medicaid funds you receive as a result of the claims submitted by R&G. There are no additional charges, per claim charges or up-front fees for any of these services. Our clients also receive on-site training and unlimited phone support.

R&G works to identify every Medicaid eligible student in your District. Other services simply rely on the results provided by the REV Vendor report. R&G staff spend the extra time and look up each individual record returned on the REV Vendor report as "Not Found". This extra effort often results in identifying an additional 10% of the total Medicaid eligible student population. We also encourage your providers to submit student information when they suspect a student may be Medicaid eligible but does not appear on the list.

R&G examines all rejected claims and makes any necessary corrections prior to resubmitting them when appropriate. We submit Special Transportation billing, in house, for all R&G clients. Our software program allows administrators to view each provider's claiming and print a variety of reports. R&G also offers to email a friendly reminder to your providers after analyzing their participation.

Our web based software was designed with the input of providers from a number of school districts. The R&G staff is always available to provide friendly and competent support services to all of our clients. A partial list of our references is included in this packet.

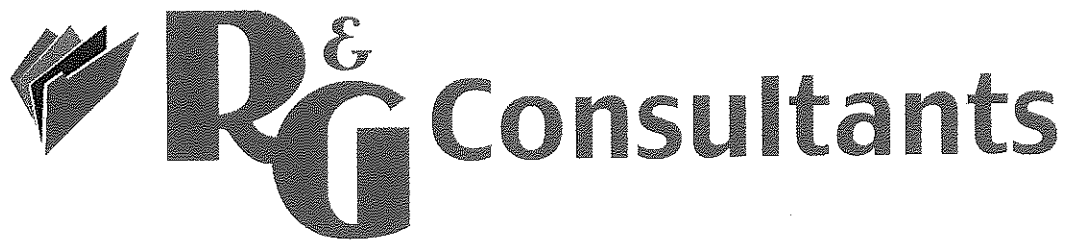
We would welcome the opportunity to provide Medicaid Fee for Service claim services to your organization. Thank you for considering R&G Consultants.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Stein', written in a cursive style.

Ron Stein

Fee for Service Program Guidelines



Fee for Service (FFS) Overview

FFS is a Federal Medicaid Program. The program is administered in Illinois through the Illinois Department of Healthcare and Family Services (HFS) and all funds are Federal. The Fee for Service Program is an important funding source for your district's Special Education budget.

Services Covered

The FFS program provides reimbursement for the following:

- Speech
- Social Work
- Psychologists
- Physical Therapy
- Occupational Therapy
- Nursing
- Audiology
- One on One Health Aides/ Paraprofessionals
- Special Transportation

FFS Qualifications

To qualify for reimbursement: the student *must* be Medicaid eligible for Federal Funds and:

- Student must have an IEP
- Service to be claimed must be written in the IEP
- Providers can only bill for amount of time specified in the IEP. *(You may exceed IEP minutes for purposes of rounding to the nearest 15-minute increment for billing)*

Submitting Claims

- Only face-to-face time is billable. *(No phone contact)*
- Providers may enter 1 Individual and 1 Group service per day. *(If a student has 2 group sessions on one day with the same provider, that provider will combine the time and only record 1 group service)*
- When entering sessions into the database: providers will enter the closest 15-minute increment. *(For a 23-minute session, the provider would enter 30 minutes, as HFS only allows billing in 15 minute increments)*
- For Health Aides/ Paraprofessionals: If more than 1 Aide services the student per day, the primary provider should enter the entire time spent during the day.
- Providers may go back and bill for services 18 months from the current date.

Billable Services Above and Beyond IEP Minutes

The following services do *not* have to be included in the IEP, however, the student must still be Medicaid eligible.

- Initial Evaluation: the face-to-face time you spend with a student and/or student's family that goes into the creation of an IEP. An IEP must be formed to bill for the evaluation.
- Re-Evaluation: Providers can bill for annual re-evaluations for students with an IEP. *(only for time spent face-to-face with the student and/or student's family)*
- Crisis Intervention: For students with an IEP: Providers can bill for crisis intervention above and beyond a student's IEP minutes if their notes reflect the extra time was due to crisis. This must be for a short duration, not to exceed more than a few weeks.
- Vision & Hearing Screening: All Medicaid Eligible students with an IEP are entitled to one Vision and one Hearing screening per year. A second screening is claimable if they fail the initial one.
- Medication: Nurses can bill for administering medication up to 3 times per day with documentation from the student's doctor.

Medicaid Eligibility

- Verify which students are Medicaid eligible by referring to the Student Medicaid Eligibility list from the December Child Count.
- Students not on the eligibility list: If a provider suspects a student may be Medicaid eligible but is not on the current list: inform the district office to send R&G the student's name and date of birth. R&G will access the state database and if the student is Medicaid eligible, we will report back with a Medicaid number for billing.
- A provider may suspect a student is Medicaid Eligible if:
 - i. A sibling is Medicaid Eligible
 - ii. Student receives free or reduced lunch
 - iii. Student is a foster child
 - iv. Extenuating family financial circumstances

(R&G does not apply for, or create Medicaid numbers. All Medicaid information is supplied through HFS)

Web Application

- The R&G web application requires a separate student record for each related service provided. *(A student receiving Speech and Social Work will have 2 separate records in the database. Each provider will only have access to the record for the related service they provide.)*
- For Web Instructions: Click on the Web Instructions tab on the top menu bar of the website to learn how to enter information into the web application.
- Training Videos: To view training videos for each feature of the web application, click on the Training Videos tab on the top menu bar.

FEE FOR SERVICE INDEPENDENT CONTRACTOR AGREEMENT

_____, known as the Client, agrees to retain the services of R&G Consultants, a division of RB Systems, Inc., known as R&G, to perform Medicaid Fee for Service (Type 47) billing for the Client's school children for a period to be determined as noted in the conditions section below.

I. RESPONSIBILITIES

A. Client will:

- 1) Supply an electronic list of all students enrolled in their special education program.
- 2) Forward to R&G all IDPA Remittance Advices, IDPA Quarterly Total Cost Summary Report(DPA 3790B) and all other information necessary so that R&G can perform its responsibilities as a third party billing service.
- 3) Oversee related service staff to ensure that claimable services are being entered into the R&G database.

B. R&G will:

- 1) Provide accurate billing for all procedures.
- 2) Respond in a timely, considerate and confidential manner to all authorized inquiries.
- 3) Promptly update the data base.
- 4) Provide reports of amounts billed and received plus provide participant lists as required.
- 5) Meet with Client personnel when requested.
- 6) Submit one complete Special Education roster from the December Child Count to the State REV vendor annually at no cost. Additional submissions, if requested, will be charged .90 per name.

II. CONDITIONS

A. This agreement will commence _____ and end _____

B. An extension of the agreement will be offered before the expiration of this agreement.

C. R&G will receive 5% of all monies collected as their fee for providing the Medicaid billing service.

Accepted: _____, 2018.

By: _____

By: _____

Name: _____

Ron A. Stein

Title: _____

President, R&G Consultants



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: RJ Bialk
Date: March 1st, 2018
Re: 1:1 Participation Options for SY 2018-2019

1:1 Participation Options for SY 2018-2019

The primary goal of adopting a managed device model for our 1:1 program, is to support the teaching and learning that happens across District 103. Although having a ‘mixed’ device environment is helpful for families in various capacities, we have learned over the last three years that it adds a significant burden to the workflow of many classrooms. Some of the reasons to standardize devices include:

- **Reliability** - As a 1:1 device is leveraged for learning in more ways, teachers rely on the assurance that each student has a working device everyday in the classroom. Because we have a ‘mixed’ device environment, there is currently no assurance of this.
- **Continuity of Teaching** - Finding ways to integrate new technology learning opportunities is a continuous process for teachers. Because our teachers encounter multiple students with various models of devices, different applications and unpredictable technical conditions, they constantly face obstacles to meeting the learning objectives.
- **Consistency of Devices** - Although an iPad is a consistent type of device, there are a number of different iPad models that are brought to school. Certain apps can be specific to a minimum model type or hardware specification. This adds an additional layer of consideration when developing lessons, that can be almost impossible to plan for.
- **Assessment** - Our various testing platforms have different device requirements. Because these requirements are fluid, it is difficult to implement those requirements in a ‘mixed’ device environment. There are also added layers of device security implications when developing our testing environments.
- **Equitability** - As educators, one of our goals is to meet the educational needs of all students. Because we teach in a ‘mixed’ device environment, when a non-District device has issues or needs attention, the District ends up supplementing those personal devices with District ones. This process adds extra burden to the District to keep a stock of “loaner” devices, which impacts educational time for both the student and teacher when support is needed, and unfortunately has a segregating affect on the students in general.

The below chart is a general outline of the fiscal impact to the District, should we move to standardize our 1:1 model. These numbers are based on numerous fiscal assumptions, and should only be used for discourse.

			(+ 5%)	(+ 5%)	(+ 5%)	(+ 5%)
	Projected Yearly Costs	SY '18-'19	SY '19-'20	SY '20-'21	SY '21-'22	SY '22-'23
Device Costs	Latest iPad model is purchased, at least a 4-year use projection	\$ 300.00	\$ 315.00	\$ 330.75	\$ 347.29	\$ 364.65
	Device case	\$ 40.00	\$ 42.00	\$ 44.10	\$ 46.31	\$ 48.62
	Keyboard	\$ 38.00	\$ 39.90	\$ 41.90	\$ 43.99	\$ 46.19
	Apps (Avg \$15 per year)	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23
	Casper MDM at \$7 per device	\$ 7.00	\$ 7.35	\$ 7.72	\$ 8.10	\$ 8.51
	Repairs per device/per year	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16
	Device Costs (Projected)	\$ 105,472.50	\$244,314.00	\$ 205,513.17	\$ 225,257.62	\$ 238,090.33
	Tech Fee (Projected)	\$ 83,200.00	\$ 133,200.00	\$ 164,700.00	\$ 192,400.00	\$ 189,200.00
	Net	\$ (22,272.50)	\$ (111,114.00)	\$ (40,813.17)	\$ (32,857.62)	\$ (48,890.33)
Additional Costs	Bandwidth Costs	\$ 75,776.76	\$ 112,976.76	\$ 112,976.76	\$ 112,976.76	\$ 112,976.76
	Faculty Device Refresh Costs	\$ 41,794.20	\$ 13,944.42	\$ 4,306.37	\$ 4,521.68	\$ 50,801.11

For the 2018-2019 school year, we would assume the below:

- Daniel Wright - All 6th, 7th & 8th grade students will be considered legacy and continue the ‘mixed’ device environment.
- Half Day School -
 - Class of 2024 (3rd Grade) - All students would follow the standardization model.
 - Class of 2023 (4th Grade) - Our 4th grade cohort would be considered legacy for all BYO & RtO students. All Rent students would be required to standardize. This would be the final year of a ‘mixed’ option.
 - Class of 2022 (5th Grade) - Our 5th grade cohort would be considered legacy for all BYO & RtO students. All Rent students would be required to standardize. This would be the final year of a ‘mixed’ option.
- Laura B. Sprague School -
 - All 1st & 2nd grade students will follow the standardization model.
 - All Kindergarten students will follow the shared model.

For the 2019-2020 school year, we would assume the below:

- Daniel Wright -
 - All 7th & 8th grade students will be considered legacy and continue the ‘mixed’ device environment.
 - Class of 2022 (6th Grade) - All 6th grade students will follow the standardized model.
- Half Day School -

- Class of 2025 (3rd Grade) - All students would follow the standardization model.
- Class of 2024 (4th Grade) - All students would follow the standardization model.
- Class of 2023 (5th Grade) - All students would follow the standardization model.
- Laura B. Sprague School -
 - All 1st & 2nd grade students will follow the standardization model.
 - All Kindergarten students will follow the shared model.



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MEMO

To: Board of Education
From: Patrick Palbicke
CC: Dr. Scott Warren
Date: March 6, 2018
Re: Seal Coat Bid Review

Presented here are the results of the Seal Coat Bids.

As you may recall, at the December 5th meeting we discussed joining District 96 and Stevenson for a seal coat bid that would be good for three years. It provides us the ability to pick and choose projects over the next few years at a fixed rate; also allows us to also do nothing if we find we don't feel it is a priority, without penalty or obligation.

