



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
Cc: Katie Reynolds, Ed.D. Superintendent
From: Scott Warren, Ed.D.
Date: August 13, 2026
Re: Associate Superintendent Project Update

The purpose of this memorandum is to provide the Board of Education with an update regarding specific summer projects.

Project Updates

1. Administrative Procedures
 - a. Status: Near completion
 - b. Details: The majority of the summer workload has been dedicated to updating our administrative procedures—which dictate the operational actions taken to implement the policies created and adopted by the Board.
 - c. Current Action: I am finalizing every procedure to ensure compliance with the law and the most recent model updates. The last of the procedures will be completed the week of August 17, 2026 and ready for the school year.
2. Strategic Planning
 - a. Status: Ongoing
 - b. Details: Dr. Reynolds, the consultant and I met on July 23 to plan for the strategic planning process. We discussed the agenda and timeline to be presented to the Board for input at the next Board meeting.
 - c. Next Steps: A Board discussion regarding Strategic Planning will occur at the August 18 Board meeting.
3. Stipend Project
 - a. Status: Dr. Reynolds is now the lead on this project.

Superintendent Support

In addition to the projects listed above, I continue to serve as a resource to Dr. Reynolds, on an as-needed basis throughout the summer.