



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 18, 2014

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, March 18, 2014 at 7:00 PM in the Half Day School, 239 Olde Half Day Road, Lincolnshire, IL 60069.

- | | |
|--|-----|
| A. Call to Order and Roll Call
Time: 1 Hour 40 Minutes | |
| B. Pledge of Allegiance | |
| C. Community Participation | |
| D. Celebrating Successes - DW
Time: 15 minutes | |
| E. Financial Projections Presentation - Dan Stanley | 3 |
| F. Approval of Minutes
Time: 5 minutes | 18 |
| G. Consent Agenda
Time: 5 minutes | |
| 1. Approval of Bills | 32 |
| 2. Approval of School Donations | 48 |
| 3. Approval of Tenure Recommendations | 49 |
| 4. Approval of 2014-2015 Certified Staffing Plan | 51 |
| 5. Approval of 2014-2015 Classified Staffing Plan | 53 |
| 6. Approval of Renewal of Continued Employment for Non-Tenured Staff | 55 |
| 7. Approval of Renewal of Continued Employment for Part-Time Staff | 57 |
| 8. Approval of Non-Certified Employment | 60 |
| 9. Approval of Copier Lease | 61 |
| 10. Approval of 2013-2014 Amended Administrator Contracts | 67 |
| 11. Approval of 2014-2015 Administrator Contracts/Increases | 86 |
| 12. Approval of Classified Staff Salary Increases | 139 |
| 13. Approval of Resolution for Honorable Dismissals | 141 |
| 14. Approval of SEDOL Contractual Services | 147 |

H. Action Items	
Time: 5 minutes	
I. Information	
Time: 30 minutes	
1. Board Representatives Committee Updates	
2. Written Department Updates	
a. Business Office	150
b. Facilities	162
c. Curriculum, Student Services, Technology, and Enrollment	164
3. Superintendent's Informational Report	168
J. New Business	
Time: 10 Minutes	
1. Discussion on Visioning Workshop	
K. Old Business	
L. In The Press	182
M. Community Participation	
N. Executive Session	
Time: 30 minutes	
O. Adjournment	



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Lincolnshire-Prairie View

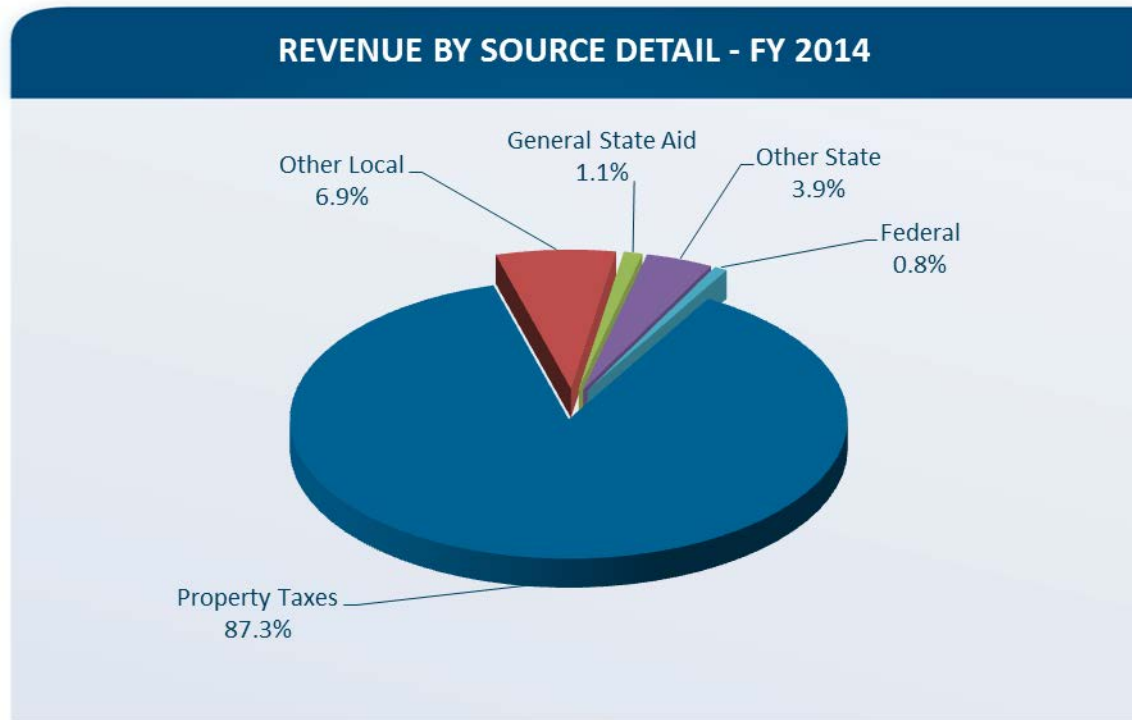
PMA Financial Planning Program
Prepared by
Howard Crouse, Sr. Vice President
PMA Financial Network, Inc.
March 12, 2014

Data Elements

- Annual Financial Reports (AFRs) for the past five years
- District's FY14 Budget - Base for financial projections
- Historical Tax Levy/Tax Extension Reports
- History of Equalized Assessed Valuations and New Property Values
- Tax collection history
- Current contract for certified staff
- Current scattergram and FTEs
- Current Salaries & Benefits information
- Current student/staffing ratios
- Historical enrollment from Fall Housing Report

Revenue by Source FY14 Budget

Operating Funds: Educational, O&M, Transportation, IMRF and Working Cash Funds

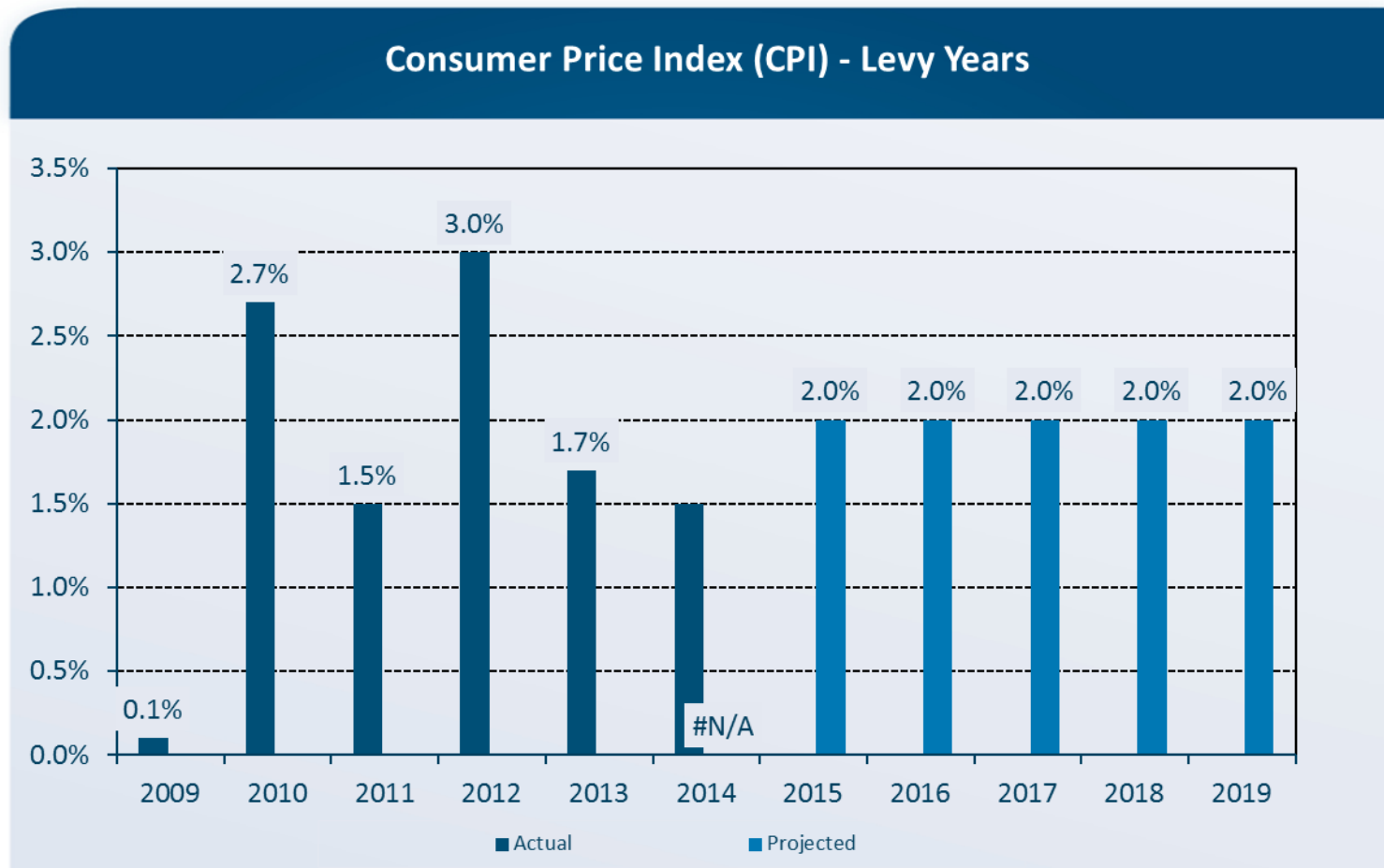


5

Local Revenue Assumptions

- Existing EAV:
 - -6% in LY13, -3% in LY14, and -1% in LY15;
 - Flat in LY16 and LY 17, then 1% increase per year
- New Construction:
 - A TIF brings approximately \$30M EAV in LY13
 - \$7.5M annually after that
- CPI:
 - 1.7% for LY13, (each 1% = approximately \$260,000)
 - 1.5% for LY14
 - 2% annually after that
- Tuition revenue increased in FY15, Student Fees in FY16

Consumer Price Index – Historical View

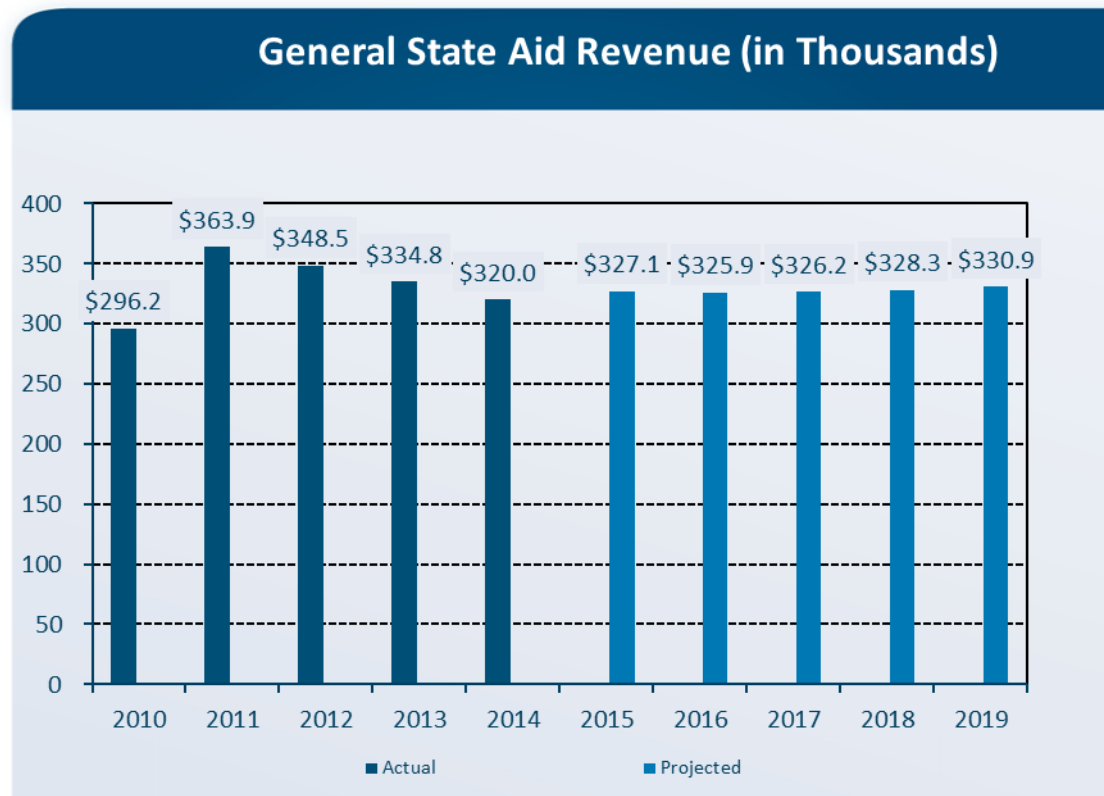


State and Federal Revenue Assumptions

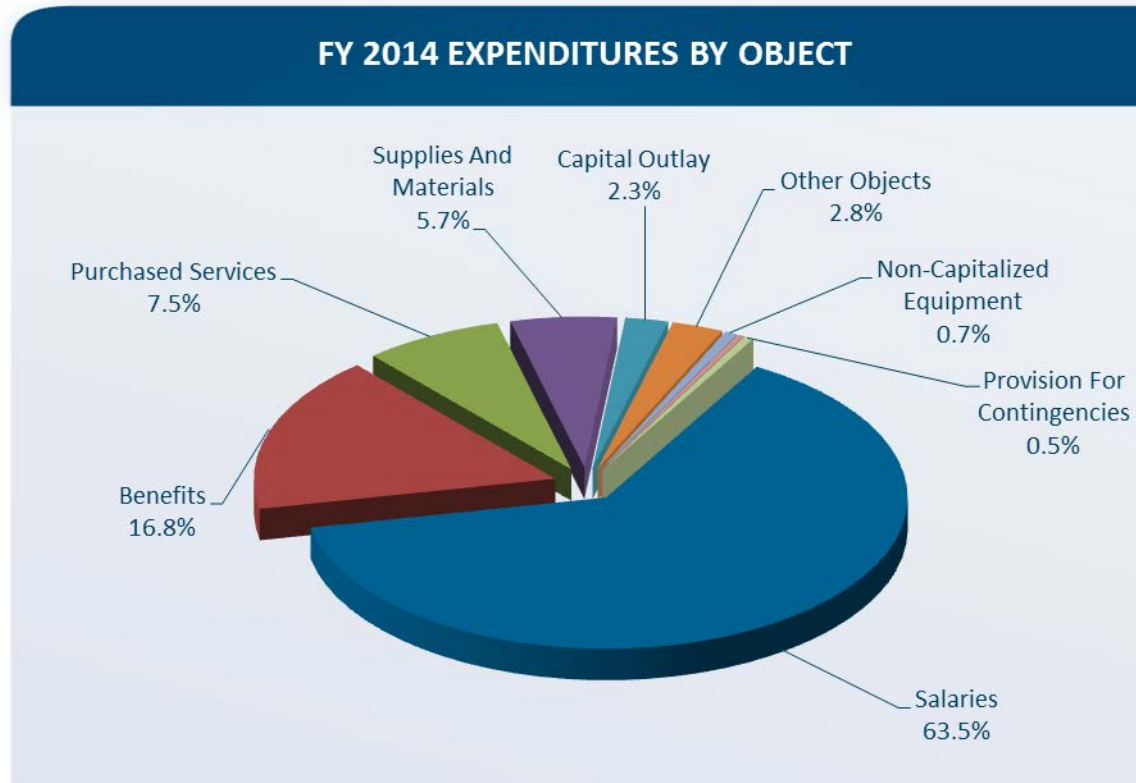
- GSA Foundation Level held at \$6119
- GSA Proration
 - 89% FY13 and FY14
 - 85% proration in FY15 and beyond
 - GSA in FY14 is approximately \$335,000
- Most state categoricals are held flat
 - Bilingual grant reduced from FY14 level
- Federal funds are also held flat

General State Aid

6



Expenditure by Object FY14 Budget



10

Expenditure Assumptions

- Teacher contract expires at end of FY16
 - Future salaries subject to negotiation
 - All other staff assumed to receive comparable increases
- Assumes District's share of TRS will not increase
- Medical insurance
 - Anticipate 8% increase for next year, then 10% annually
- Most purchased services and supplies increase 3% annually
- All Summer 2014 Capital Projects EXCEPT Half Day Roof
- Transfers from Educational Fund to abate LY13 Debt Service bond payments and ongoing capital lease payments
- Transfers from O&M Fund to Debt Service Fund to pay for debt certificates

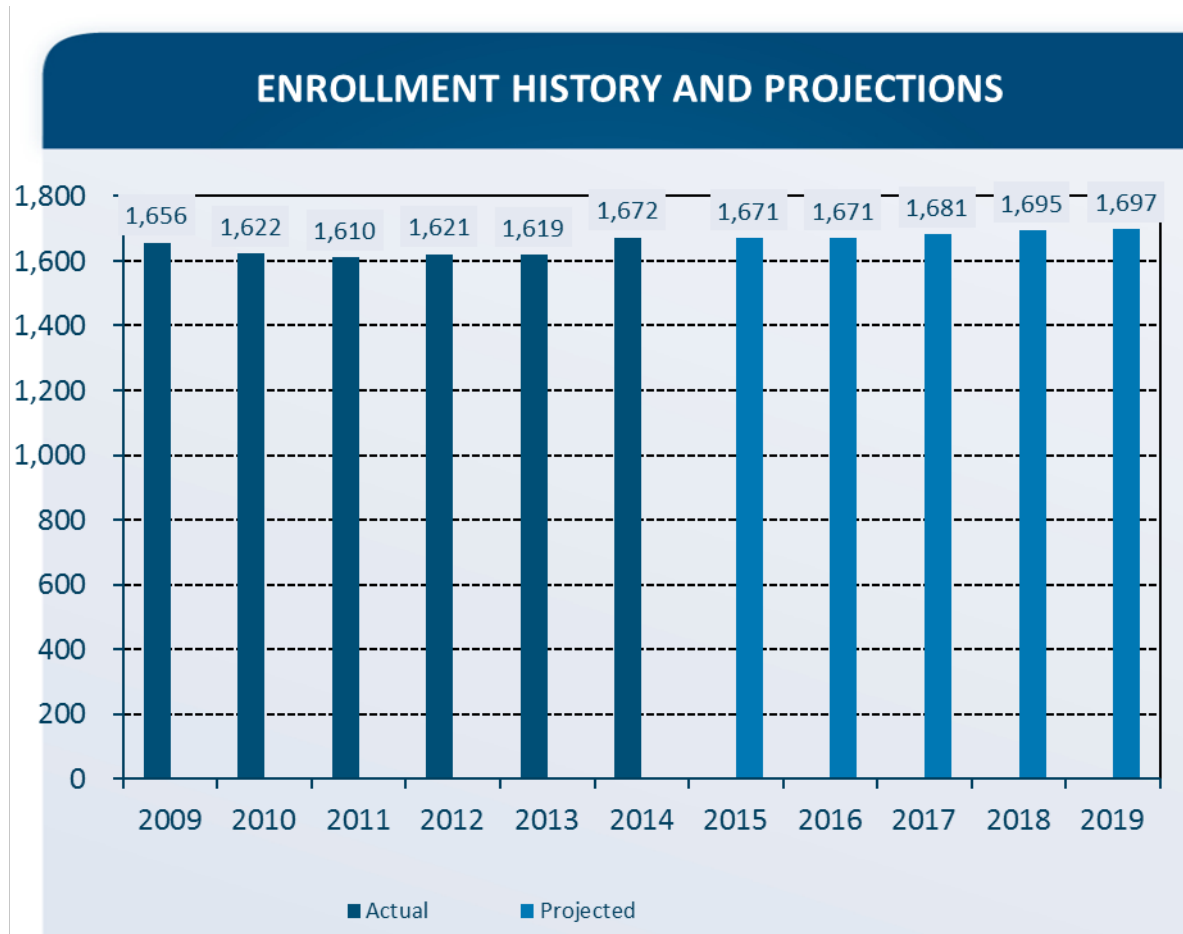
11

Expenditure Assumptions

- Does not include
 - Half Day roof replacement
 - Additional facility or security assessment resolutions
 - 1 to 1 implementations beyond FY15
 - ELM changes

12

Enrollment Projections



13

Base Projections for Operating Funds

Aggregate - Projection Summary

	BUDGET	REVENUE / EXPENDITURE PROJECTIONS									
	FY 2014	FY 2015	% chg	FY 2016	% chg	FY 2017	% chg	FY 2018	% chg	FY 2019	% chg
REVENUE											
Local	\$27,786,100	\$28,493,865	2.55%	\$29,145,396	2.29%	\$29,997,680	2.92%	\$30,673,154	2.25%	\$31,583,233	2.97%
State	\$1,468,500	\$1,509,119	2.77%	\$1,525,107	1.06%	\$1,544,443	1.27%	\$1,566,764	1.45%	\$1,590,585	1.52%
Federal	\$221,900	\$154,400	-30.42%	\$221,900	43.72%	\$221,900	0.00%	\$221,900	0.00%	\$221,900	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
TOTAL REVENUE	\$29,476,500	\$30,157,384	2.31%	\$30,892,403	2.44%	\$31,764,023	2.82%	\$32,461,818	2.20%	\$33,395,719	2.88%
EXPENDITURES											
Salary and Benefit Costs	\$22,452,800	\$23,951,375	6.67%	\$24,453,740	2.10%	\$24,801,341	1.42%	\$25,403,107	2.43%	\$25,548,209	0.57%
Other	\$5,534,800	\$5,167,158	-6.64%	\$5,478,940	6.03%	\$5,591,557	2.06%	\$5,707,463	2.07%	\$5,826,756	2.09%
TOTAL EXPENDITURES	\$27,987,600	\$29,118,533	4.04%	\$29,932,680	2.80%	\$30,392,898	1.54%	\$31,110,571	2.36%	\$31,374,965	0.85%
SURPLUS / DEFICIT	\$1,488,900	\$1,038,850		\$959,723		\$1,371,126		\$1,351,247		\$2,020,754	A
OTHER FINANCING SOURCES/USES											
Transfer Among Funds (Net)	(\$33,858)	(\$284,000)		(\$284,000)		(\$284,000)		(\$284,000)		(\$284,000)	
Sale of Bonds	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Sources	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Uses	(\$2,793,020)	(\$328,803)		\$0		\$0		\$0		\$0	
TOTAL OTHER FIN. SOURCES/USES	(\$2,826,878)	(\$612,803)		(\$284,000)		(\$284,000)		(\$284,000)		(\$284,000)	B
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	(\$1,337,978)	\$426,047		\$675,723		\$1,087,126		\$1,067,247		\$1,736,754	A+B

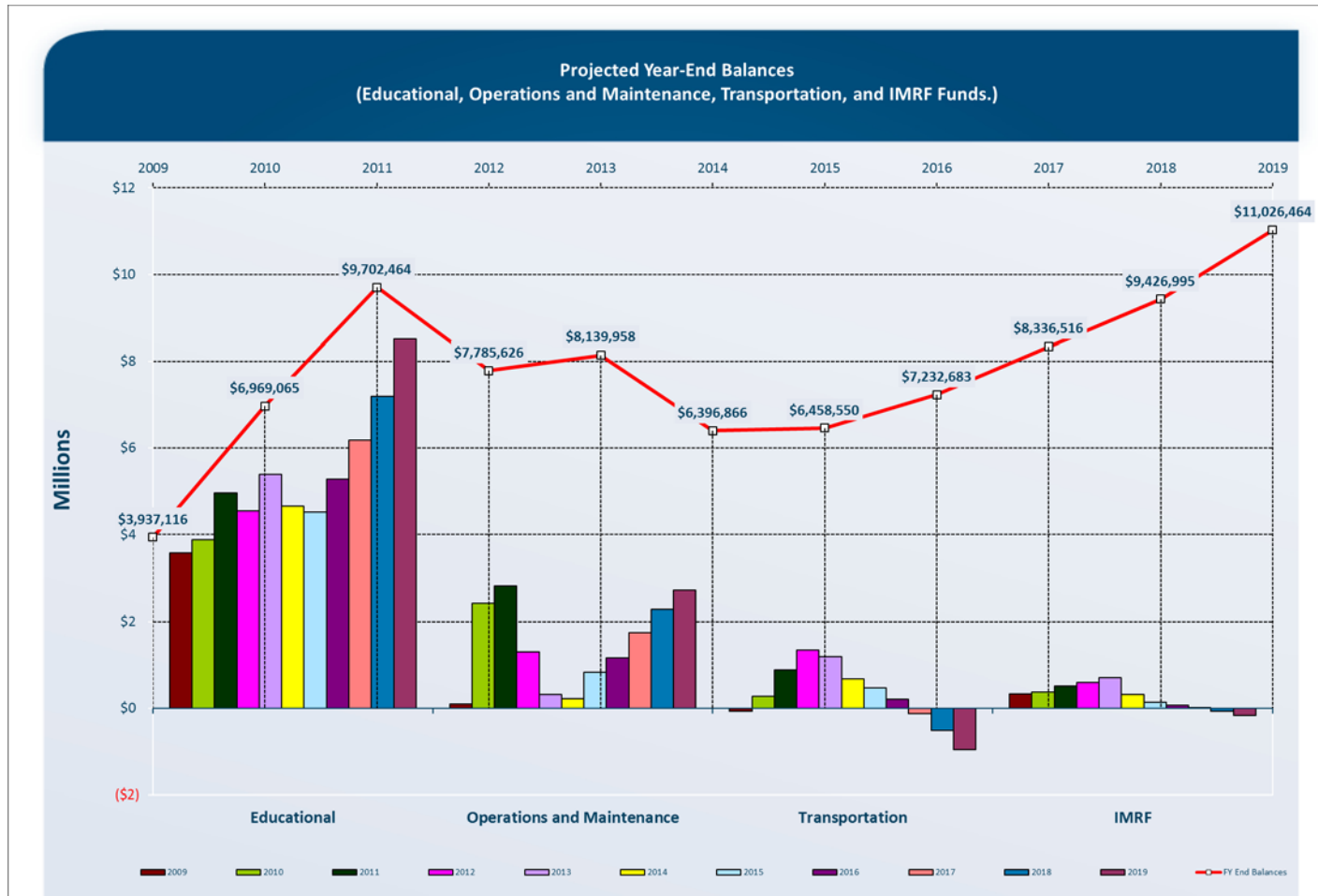
14

Base Projections for Operating Fund Balances

Aggregate - Projection Summary

	BUDGET	REVENUE / EXPENDITURE PROJECTIONS									
	FY 2014	FY 2015	% chg	FY 2016	% chg	FY 2017	% chg	FY 2018	% chg	FY 2019	% chg
REVENUE											
Local	\$27,786,100	\$28,783,734	3.59%	\$29,533,345	2.60%	\$30,399,943	2.93%	\$31,092,050	2.28%	\$32,020,008	2.98%
State	\$1,468,500	\$1,509,119	2.77%	\$1,525,107	1.06%	\$1,544,443	1.27%	\$1,566,764	1.45%	\$1,590,585	1.52%
Federal	\$221,900	\$154,400	-30.42%	\$221,900	43.72%	\$221,900	0.00%	\$221,900	0.00%	\$221,900	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
TOTAL REVENUE	\$29,476,500	\$30,447,253	3.29%	\$31,280,352	2.74%	\$32,166,287	2.83%	\$32,880,714	2.22%	\$33,832,493	2.89%
EXPENDITURES											
Salary and Benefit Costs	\$22,452,800	\$23,951,375	6.67%	\$24,432,329	2.01%	\$24,801,341	1.51%	\$25,403,107	2.43%	\$25,548,209	0.57%
Other	\$5,534,800	\$5,167,158	-6.64%	\$5,478,940	6.03%	\$5,591,557	2.06%	\$5,707,463	2.07%	\$5,826,756	2.09%
TOTAL EXPENDITURES	\$27,987,600	\$29,118,533	4.04%	\$29,911,269	2.72%	\$30,392,898	1.61%	\$31,110,571	2.36%	\$31,374,965	0.85%
SURPLUS / DEFICIT	\$1,488,900	\$1,328,719		\$1,369,083		\$1,773,389		\$1,770,144		\$2,457,528	A
OTHER FINANCING SOURCES/USES											
Transfer Among Funds (Net)	(\$33,858)	(\$284,000)		(\$284,000)		(\$284,000)		(\$284,000)		(\$284,000)	
Sale of Bonds	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Sources	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Uses	(\$2,793,020)	(\$328,803)		\$0		\$0		\$0		\$0	
TOTAL OTHER FIN. SOURCES/USES	(\$2,826,878)	(\$612,803)		(\$284,000)		(\$284,000)		(\$284,000)		(\$284,000)	B
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	(\$1,337,978)	\$715,916		\$1,085,083		\$1,489,389		\$1,486,144		\$2,173,528	A+B
BEGINNING FUND BALANCE	\$7,734,844	\$6,396,866		\$6,458,550		\$7,232,683		\$8,336,516		\$9,426,995	
PROJECTED YEAR END BALANCE	\$6,396,866	\$6,458,550		\$7,232,683		\$8,336,516		\$9,426,995		\$11,026,464	
FUND BALANCE AS % OF EXPENDITURES	22.86%	22.18%		24.18%		27.43%		30.30%		35.14%	
FUND BALANCE AS # OF MONTHS OF EXPEND.	2.74	2.66		2.90		3.29		3.64		4.22	

Base Projections for Operating Funds



16

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Lincolnshire/Prairie View District 103

Strategic Planning Discussion

Friday, February 21, 2014

Agenda

Call to order at 5:53 pm.

Present – Gary Gordon, Chris Curtis, Kate Harper, Sandy Simon, Sherri Thomas, Anne van Gerven, Ben Yomtoob, Scott Warren, Dan Stanley, Katie Reynolds, Julie Postma, Mark Westhoff, Scott Gaunky, Vicki Mattson, Gina Finaldi-Schmidt, Christy Adler, Jill Mau, Margaret St. Claire, Julie Bodeen, Tracy Gordon, Hank Gmitro.

1. Introductions and Overview – Hank Gmitro discussed the agenda regarding what would be accomplished tonight. The group participated in an activity to get to know each other better. Gary Gordon then discussed that the Board would like to focus on the Strategic ideas this evening and then provide information for the community to react to in the fall during the strategic planning process.

2. Update on Current Initiatives – Admin team

The administration reviewed the various initiatives that the district is working on currently and in the next few years. The initiatives include both District initiated projects as well as state initiatives. (See attached sheet.)

3. Needs and New Ideas - Hank

Hank Gmitro asked the groups to define major themes and considerations that the group may consider in the future, suggested idea to address it, and the critical factors to be considered in addressing the issues. The groups took time for individual reflection, small group and whole group discussion. The topics that were raised and discussed included facility needs, scheduling, creativity and innovation, technology, financial stability, changing demographics, and transportation.

4. Next Steps – Gary

The next steps were discussed regarding the creation of the topics. The Board will need to have a follow up meeting to consider the topics raised and decide on the next initiatives to consider. Those topics will be brought to the community during the strategic planning sessions in the fall.

Motion to adjourn was made by Ben Yomtoob. Second by Anne van Gerven.

Meeting adjourned at 9:30 pm.

President, Board of Education

Secretary, Board of Education

**TOPICS for Strategic Planning
Initiatives and Tasks**

District Initiatives	2014-2015	2015-2016	2016-2017
Facility Master Planning – space utilization	Planning	Implementation	
ELM	Implementation	Implementation	
World Language – K-8	Implementation	On going	On going
Ubiquitous Learning Initiative – 1:1 tech integration	Planning/Expanded Pilots	Implementation	On going
Special Education Cooperative Creation	Planning	Implementation	
ELL	Planning	Implementation	

State Initiatives	2014-2015	2015-2016	2016-2017
Math	Refining & Assessment Development	Refining	Program evaluation
ELA	Curriculum Documents and Assessments – creation	Curriculum Documents and Assessments – creation	
Science	K-5 Unpacking, scope and sequence, scaling	Unpacking, scope and sequence, scaling	
	6-8 Implementation and Assessments	6-8 Implementation and Assessments	
	Professional development – STEM and Problem Based Learning		
Social Sciences		K-5 Awareness	(Waiting on A125 Committee Timeline Recommendations)
	6-8 (Waiting on A125 Committee Timeline Recommendations)	(Waiting on A125 Committee Timeline Recommendations)	(Waiting on A125 Committee Timeline Recommendations)
SEL	K-5 Implement 6-8 Plan	6-8 Implement	
PERA – Teacher Evaluation - integrating student growth component	Create and Pilot	Refine	Implement
PARCC Assessment – how to use locally	Plan and Implement	Implement	
Preschool Programming	Review	Implement	



Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION MEETING MINUTES

Tuesday, February 25, 2014

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
Dan Stanley, Assistant Superintendent for Business
Julie Postma, Director of Student Services
Mark Westhoff, Director of Technology
Scott Gaunky, Facilities Director
Norma Taylor, Board Secretary

Public: 8

Press: 0

Staff: 22

Call to Order and Roll Call

President Gordon called the meeting to order at 7:00 pm.

Pledge of Allegiance

Celebrating Successes - Half Day School

Mrs. Mau introduced Mrs. Rebecca Ristow, Technology Integration Specialist at Half Day School. Mrs. Ristow talked about the Hour of Code Week held last December. Students from

around the world were challenged to participate in one hour of learning the basics of computer science and writing code. Mrs. Ristow presented a video showing the students participating in the Hour of Code. Students then worked with each Board Member and Administrator showing them how to write code. The Board thanked the students and enjoyed learning how to write code.

Community Participation

Jon Scarbrough, 50 Wilshire Drive. Lincolnshire, IL addressed the Board regarding the pilot iPad program in District 103.

Approval of Minutes

Motion by Mrs. Harper, seconded by Mrs. Simon, to approve the minutes of the January 14, 2014 Regular and Executive Session Minutes, and the February 4, 2014 COW and Executive Session Minutes.

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

Consent Agenda

Motion by Mrs. Thomas, seconded by Mrs. van Gerven, the Board approve the following items on the Consent Agenda:

Approval of Bills

Approval of Donations

Approval of School Calendar

Approval of Resignations of Margaret St. Claire, Arlene Singer, Lauren DuFloth, Sallie Rootberg, and Matthew Crowley.

Approval of Retirement of Vicki Mattson, William Mattson, and Corky Greenfield.

Approval of Employment of Jessica Spurrier, Jennifer Mather, Melissa Crowley, Matthew Crowley, and Yungwoon Yoon.

Approval of the Municipal Lease Agreement with Santander Leasing, LLC, for 21 school buses for delivery on July 2, 2014, and the Leased Vehicle Assignment Agreement with Midwest Transit Equipment Incorporated assigning the leased school buses to Midwest Transit Equipment effective July 1, 2017.

Approval of Science Bowl Trip

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

Action Items

1. Approval of Lake County Developer Contribution Agreement Resolution

Motion by Mrs. Harper, seconded by Mr. Yomtoob, to approve the Lake County Developer Contribution Agreement Resolution between District 103 and Lake County, Illinois.

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

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

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

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

3. Approval of School Fees for 2015-2017

Motion by Mrs. Thomas, seconded by Mrs. Simon, to approve the school fee schedule based on the current 2013-14 year with an approximate 2.4% increase each year.

The Board discussed the two options Mr. Stanley presented.

Motion by Mr. Yomtoob, seconded by Mrs. van Gerven, to amend the motion to approve the blended rate so fees are consisted over all grade levels.

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

Motion to pass as amended:

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

Information

Board Representatives Committee Updates

Mrs. van Gerven attended the PTO meeting and reported the PTO will be sponsoring Apples Around Town to celebrate Lincolnshire Community Nursery School's 50 Year Anniversary. PTO is also working on teacher appreciation week and expanding the day of recognition to the entire week.

Mr. Gordon reported on a meeting held on Friday, February 21, 2014, with the Board and Administration and Tracy Gordon about the Board's long-term strategic planning process. He reported the meeting was helpful and productive. He thanked the Administration and everyone who participated. The Board was able to hear all the current district initiatives.

Mr. Westhoff reported on the 1:1 Pilot Program and commended the pilot teachers who have put in extra work during this pilot year. He reported some observations thus far include:

- Increased engagement by the students
- Increased collaboration among the students
- Repair rate of equipment is lower among the younger students
- More Chromebook repairs than iPads repairs
- Other districts in the 1:1 Pilot Program have reported similar observations

Mrs. Postma updated the Board on the withdrawal from SEDOL.

Superintendent's Informational Report

Dr. Warren reported the district had a FOIA request, which was fulfilled within the allotted time. Dr. Warren provided the Board with the Superintendent Goals Update. He reported the principal search for Daniel Wright Junior High School is under way and first round interviews are scheduled for the first week of March. Dr. Warren congratulated the Science Bowl Team for winning regionals and will be going to the national competition in Washington, D.C. on April 24, 2014. Dr. Warren congratulated Daniel Wright's Mathletes who won 1st place at the regional Mathcounts competition. They will advise to the State competition on March 8, 2014 to be held in Lisle, IL. Dr. Warren presented the annual Rivershire Report.

Mrs. Thomas acknowledged Mrs. Snowden, 8th grade Spanish teacher, for developing some exciting and interesting activities that engaged the students and the parents.

Community Participation

There was no community participation at this time.

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 litigation.

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

The meeting moved into Executive Session at 7:39 p.m.

Open Session

The meeting moved into Open Session at 8:49 p.m.

Adjournment

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

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

The meeting adjourned at 8:50 p.m.



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

DRAFT



Lincolnshire-Prairie View School District 103

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<http://www.d103.org>

BOARD OF EDUCATION COW MEETING MINUTES
Tuesday, March 4, 2014

The Board of Education Committee of the Whole 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
Dan Stanley, Assistant Superintendent for Business
Julie Postma, Director of Student Services
Katie Reynolds, Assistant Superintendent of Curriculum and Instruction

Public: 6

Press: 0

Staff: 8

Call to Order and Roll Call

President Gordon called the meeting to order at 7:06 pm.

Pledge of Allegiance

Mr. Curtis joined the meeting at 7:12 p.m.

Community Participation

Dylan Tarkington, 14558 W. River Oaks Drive, Lincolnshire, IL addressed the Board with a presentation to raise awareness of bullying within the school district.

Mr. Gordon asked for any further public comment. There was no further public participation.

Action Items

1. Approval of Withdrawal Agreement from Special Education District of Lake County.

Motion by Mrs. Harper, seconded by Mrs. van Gerven, the board approve the withdrawal agreement from Special Education District of Lake County.

Dr. Warren noted this is the withdrawal agreement the SEDOL governing board approved at their regular meeting on February 26, 2014. Mr. Gordon thanked Dr. Warren, Mrs. Postma, Special Education teachers, and the staff for their work on this. He noted this is an excellent example of the district working for the best interest of students, as well as the district. Mr. Gordon asked for questions or comments on this action item from the Board. No further questions or comments were raised.

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

2. Approval of Resolution Approving an Amended Petition for Withdrawal from Special Education District of Lake County.

Motion by Mrs. Harper, seconded by Mrs. Thomas, to approve the Resolution approving an Amended Petition for Withdrawal from Special Education District of Lake County.

Mr. Gordon asked for questions or comments on this action item.

Dr. Warren noted the amended petition moves the withdrawal date effective July 1, 2015.

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

SEL Presentation

Mrs. Reynolds and the Social Emotional Learning "SEL" Committee Members: Geraldine Gartside, Kara Fergus, Dr. Gina Finaldi-Schmidt, Susan Elbaum, Lauren Lenzini, Lori O'Hara, and Chris Hoover presented an update on the committee goals and the program the committee has adopted for K-4 for the 2014-2015 school year. The *Second Step Program* has been piloted in a few classrooms this year. A short video was presented of students who have participated in the program. The committee goals for 2013-2014 were reviewed:

1. Pilot SEL curriculum materials in grades K-5 and create a system for everyone to have exposure to what the program looks like.
2. Investigate SEL instruction models for middle school and pilot curriculum materials/models in the spring of 2014.
3. Create a professional development and implementation plan in order to effectively implement SEL instruction during the 2014-2015 school year.

Mrs. Thomas expressed appreciation for the work of the committee and the work that is being done with SEL for the success of our students. Mrs. Thomas asked about the implementation of the program and how many times per week lessons are taught. Mrs. Lenzini explained in 2nd grade lessons are taught once per week, however, she noted students use the language and the ideas frequently as they go through their day. In 4th grade the lesson is taught once per week, however, just as in 2nd grade, students are using the language and ideas throughout their day. At the junior high the 5th grade homeroom teacher manages the lesson, while in 6th grade it's the advisory teacher. In 7th and 8th grade the lessons are taught 5 times per year, and the lessons are rotated between teachers. Mrs. Reynolds explained Illinois has recently released the Health Class standards so that curriculum will be rewritten this summer to align with those standards, which will include SEL. Mrs. Thomas asked about professional development for SEL for all staff. Mrs. Reynolds explained they are looking at modules people can watch at their convenience.

Mrs. Thomas noted it is National School Social Work Week and thanked all the social workers for their tireless work on behalf of students.

Mrs. Simon asked how the district collects data on bullying. Mrs. Reynolds suggested this is an important component to SEL, and the committee has been talking about survey data and other means of collecting information. Mrs. Simon asked about how we follow up after the district receives a report of bullying to let the student/parent know the district has done something. The social workers answered that they explain to the student the next steps and encourage the student to come back if the behavior continues. This allows for the social worker to continue working with the student.

Mr. Yomtoob discussed the social groups that children develop outside of the classroom, and the importance of being cognizant and sensitive about the social dynamics and the roles children play within their social framework when addressing this issue.

Discussion Items

Mr. Stanley reviewed the staffing needs for the 2014-2015 school year.

Dr. Warren discussed his recommendation to add an Assistant Principal for Student Services at Daniel Wright Junior High. He cited the added administrative requirements from local, state and federal agencies, the added mandates of the teacher evaluation system, combined with the size of the school encompassing four grade levels, he recommends this position be added for Daniel Wright.

Dr. Warren provided an update on the district's strategic plan, Vision 2015 and presented a snapshot detailing progress on each goal, and descriptions of how the goals have either been accomplished or when they are scheduled for completion.

Mr. Stanley reviewed the proposed summer 2014 capital projects. The board asked for further information regarding the Half Day roof.

Mr. Yomtoob suggested the board review the community participation guidelines at a future meeting.

Community Participation

Mr. Gordon offered a second opportunity for community participation.

Karen Harrold, 113 S. Deerpath, Vernon Hills, IL addressed the board regarding bullying within the district.

Executive Session

There being no further business, motion by Mr. Yomtoob, seconded by Mr. Curtis, 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, Thomas, van Gerven, Yomtoob, Gordon. Nays: None. Abstain: None. Motion carried.

The meeting moved into Executive Session at 8:38 p.m.

Open Session

The meeting moved into Open Session at 10:43 p.m.

Mr. Stanley returned to the meeting.

Adjournment

Motion by, Mr. Curtis, seconded by Mrs. Simon to adjourn.

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

The meeting adjourned at 10:45 p.m.

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

Bills Payable List Fund Total

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Lincolnshire-Prairie View SD #103

Fund Code	Description	Amount
10	Education Fund	405,421.88
20	Oper, Build, & Maint Fund	171,640.62
30	Debt Service Fund or Fund Group	47,753.65
40	Transportation Fund	52,427.67
60	Capital Projects Fund or Fund Group	4,552.00
Report Total		<u><u>\$681,795.82</u></u>

Bills Payable List

Printed: 3/17/2014 10:05 AM
 Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
ACADEMIC ADVANTAGE					
		IPAD REPAIR	3	250.00	10-2660-319
				<u>\$250.00</u>	
ALBAN, NANCY					
		SHEET MUSIC	3	16.50	10-1190-410
		UMBRELLA PROPS - DW MUSICAL	3	49.42	10-1190-410
				<u>\$65.92</u>	
ALEXIAN BROTHERS BEHAVIORAL					
		HOMEBOUND EDUCATION SERVICES	3	560.00	10-1200-314
				<u>\$560.00</u>	
AMALGAMATED BANK OF CHICAGO					
		SERIES 2013 INTEREST	3	27,041.25	30-5220-620
		SERIES 2004 INTEREST	3	20,556.25	30-5220-620
				<u>\$47,597.50</u>	
AMAZON					
0000008375		IPAD COVERS (8) - LTL	3	119.92	10-2215-410
0000008378		IPAD MINI CASE	3	39.39	10-2660-414
0000008380		OTTERBOX COVER FOR IPAD MINI	3	39.99	10-1200-410
0000008399		SPANISH BOOKS (17)	3	180.12	10-1111-413
				<u>\$379.42</u>	
AMERICAN FLOOR SHOW					
		CARPET SP RMS 22-26, PHASE 2	3	4,552.00	60-2530-530
0000007968		CARPET MAIN OFFICE AREA HD	3	7,450.00	20-2540-500
				<u>\$12,002.00</u>	
AMERICAN LANGUAGE SERVICES					
		TRANSLATION SERVICES	3	386.88	10-1200-314
				<u>\$386.88</u>	
ANDERSON PEST SOLUTIONS					
		DISTRICT MONTHLY IPM	3	144.05	20-2540-329
		DISTRICT MONTHLY IPM	3	144.05	20-2540-329
				<u>\$288.10</u>	
APPLE COMPUTER INC.					
		IPADS (4) - LTL	3	1,596.00	10-2215-410
		IPADS (3) - LTL	3	1,197.00	10-2215-410
				<u>\$2,793.00</u>	
AT&T BUSINESS SERVICE					
		LONG DISTANCE	3	35.95	10-2540-341
				<u>\$35.95</u>	
AT&T MOBILITY					
		IPAD DATA SERVICE	3	280.00	10-2540-341
				<u>\$280.00</u>	
AT&T ONENET					
		LONG DISTANCE	3	47.34	10-2540-341
		LONG DISTANCE	3	43.05	10-2540-341
				<u>\$90.39</u>	
AT&T					

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		TELEPHONE D103 CLUB	3	99.34	10-3500-341
		TELEPHONE	3	7,979.59	10-2540-341
				<u>\$8,078.93</u>	
AUTO GLASS SERVICE TWO					
		WINDSHIELD TINT	3	350.00	40-2550-319
				<u>\$350.00</u>	
BEST, LAURA					
		REIMB TRAVEL, FOOD FOR ICE CONF	3	200.72	10-2210-312
				<u>\$200.72</u>	
BINDER, STACY					
		REIMB CLASS BOOKS	3	63.89	10-1111-420
				<u>\$63.89</u>	
BLICK ART MATERIALS					
	0000008385	BLUE PAINT .5 GALLONS	3	14.89	10-1190-410
	0000008385	PAINT, MARKERS, BACKGRNDS FOR MUSICAL	3	77.35	10-1190-410
				<u>\$92.24</u>	
BOND, DEBBIE					
		CLASSRM VALENTINE PROJECT	3	42.32	10-1112-414
				<u>\$42.32</u>	
BUCHWEITZ, DEBORAH					
		REIMB IDITAROD MAG SUBSCR	3	33.95	10-1120-419
				<u>\$33.95</u>	
BUILDING BLOCKS FOR KIDS SUCCESS					
		OCC THERAPY CONSULT	3	950.00	10-1200-314
				<u>\$950.00</u>	
CARPET SQUARE RECORDS					
		EDUCATION THROUGH MUSIC PROG	3	1,500.00	10-2210-314
				<u>\$1,500.00</u>	
CDW GOVERNMENT INC.					
		BATTERY FOR UPS	3	243.82	10-2660-410
		MONITORS (2)	3	239.32	10-2660-410
		PRINTER	3	358.83	10-2660-410
		SWITCH FOR SECURITY PROJECT	3	267.52	20-2540-500
		AC ADAPTER	3	56.71	10-2660-410
		PRINTER	3	546.24	10-2660-700
		PROJECTOR LAMPS (6)	3	831.42	10-2660-410
				<u>\$2,543.86</u>	
CESAL, BARB					
		WORM PROGRAM	3	500.00	10-1111-314
				<u>\$500.00</u>	
CHEMERS, DENA					
		STICKERS, VARIOUS PRIZES	3	24.77	10-1112-414
				<u>\$24.77</u>	
CINEMA ACADEMY					
		ANNE FRANK PRESENTATION	3	420.00	10-2210-314

Bills Payable List

Printed: 3/17/2014 10:05 AM
 Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$420.00</u>	
CINTAS		CUSTODIAL SUPPLIES	3	381.91	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	429.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	429.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	429.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	429.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	429.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	429.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	375.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	375.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	375.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	375.11	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	381.91	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	381.91	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	381.91	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	381.91	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	381.91	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	381.91	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	381.91	20-2540-410
		CUSTODIAL SUPPLIES - SP	3	360.76	20-2540-410
				<u>\$7,491.14</u>	
CITICARE TRANSPORTATION		SPEC ED TRANS SERVICES	3	1,295.95	40-2550-331
				<u>\$1,295.95</u>	
COCA COLA REFRESHMENTS		SODA/WATER - SP	3	195.84	10-2310-392
				<u>\$195.84</u>	
COLE, LISA		REIMB IPAD COVER	3	29.99	10-1200-410
				<u>\$29.99</u>	
COMCAST CABLE		RIVERSHIRE INTERNET	3	79.90	10-2540-392
				<u>\$79.90</u>	
CONSERV FS INC		DISTRICT ICE MELTER	3	1,275.75	20-2540-410
		DISTRICT ICE MELTER	3	75.00	20-2540-410
				<u>\$1,350.75</u>	
COVE SCHOOL INC., THE		PRIVATE SCHOOL TUITION	3	3,245.34	10-1912-670
				<u>\$3,245.34</u>	
CROWN AWARDS	0000008423	PMSC BASKETBALL MEDALS	3	50.03	10-1500-410
				<u>\$50.03</u>	
DAN THE KEYMAN		KEY COPIES	3	10.40	20-2540-410

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$10.40</u>	
DECKER INC		REPLACEMENT MIRROR - HD	3	108.86	20-2540-410
				<u>\$108.86</u>	
DEMCO	0000008413	BKMARKS, BKENDS, TAPE, MISC SUPPLIES	3	171.93	10-2220-410
				<u>\$171.93</u>	
DON JOHNSTON INCORPORATED	0000008362	SOLO UNLIMITED SITE SUBSCR	3	478.00	10-1200-410
	0000008362	WRITER SITE SUBSCR UPGRADE	3	400.00	10-1200-410
				<u>\$878.00</u>	
DORNFELD PIANO TUNING		PIANO TUNING - DW	3	145.00	10-1190-319
		PIANO TUNING - SP	3	145.00	10-1190-319
				<u>\$290.00</u>	
EDER CASELLA & CO		AUDITING SERVICES	3	42.00	10-2310-317
				<u>\$42.00</u>	
FACE TO FACE PRODUCTIONS		LEWIS & CLARK PRESENTATION	3	445.00	10-2210-314
				<u>\$445.00</u>	
FEDEX		POSTAGE	3	32.16	10-2520-342
				<u>\$32.16</u>	
FELD, MONICA		REIMB ART CLASSROOM SUPPLIES	3	158.43	10-1111-411
				<u>\$158.43</u>	
FINALDI SCHMIDT, GINA		REIMB MILEAGE FALL SEMESTER	3	144.59	10-2330-332
				<u>\$144.59</u>	
FOLLETT LIBRARY RESOURCES	0000008326	LIBRARY BOOKS - HD	3	381.57	10-2220-430
				<u>\$381.57</u>	
FOX RIVER FOODS INC.		103 CLUB FOOD	3	1,223.47	10-3500-410
		103 CLUB FOOD	3	684.07	10-3500-410
		103 CLUB FOOD	3	1,076.86	10-3500-410
				<u>\$2,984.40</u>	
GARVEYS OFFICE PRODUCTS	0000008391	MARKERS, POST-IT NOTES	3	12.38	10-2520-410
				<u>\$12.38</u>	
GELLER, LAURA		REIMB MILEAGE, PARKING ISHA CONF	3	34.56	10-2210-312
				<u>\$34.56</u>	
GIRKAR, USHAKIRAN					

Bills Payable List

Printed: 3/17/2014 10:05 AM
 Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		REIMB FDK DEPOSIT	3	500.00	10-1311
				<u>\$500.00</u>	
GRAPHIC 14 INCORPORATED					
		HEPCO BINDING SUPPLIES	3	30.63	10-2210-490
0000008420		WHITE CARDSTOCK	3	43.10	10-2520-412
				<u>\$73.73</u>	
GTM SPORTSWEAR					
0000008356		SPIRIT SHOWCASE T-SHIRTS	3	715.00	10-1500-414
				<u>\$715.00</u>	
HAFNER, TONY					
		REIMB SCI BOWL CAR TEAM SUPPLIES	3	253.11	10-1550-410
				<u>\$253.11</u>	
HAIKU LEARNING SYSTEMS					
		HAIKU SETUP & ANNUAL SUBSCR	3	2,800.00	10-2660-392
				<u>\$2,800.00</u>	
HANNIGAN, MARY ANNE					
		REIMB RETIREE INSURANCE	3	1,914.84	10-1111-225
				<u>\$1,914.84</u>	
HARDING MECHANICAL					
		THERMOSTAT REPLACEMENT	3	307.07	20-2540-329
		RTU REPAIR (3) - DW	3	2,628.31	20-2540-329
		RTU REPAIR - SP	3	266.50	20-2540-329
		RTU BREAKER REPLACEMENT - SP	3	780.60	20-2540-329
		PREVENTATIVE MAINT AIR HANDLER - DW	3	1,074.38	20-2540-329
		REPAIR ROOF TOP UNIT - DW	3	730.50	20-2540-329
		REPAIR UNIVENT	3	2,164.09	20-2540-329
				<u>\$7,951.45</u>	
HOME DEPOT CREDIT SERVICES					
		SHOP SUPPLIES	3	18.72	20-2540-410
		SHOP SUPPLIES - HD	3	140.60	20-2540-410
		SHOP SUPPLIES - DW	3	17.74	20-2540-410
		SHOP SUPPLIES - SP	3	54.87	20-2540-410
		SHOP SUPPLIES - DW	3	19.97	20-2540-410
		SHOP SUPPLIES	3	163.82	20-2540-410
		SHOP SUPPLIES	3	614.58	20-2540-410
		SHOP SUPPLIES	3	14.03	20-2540-410
		SHOP SUPPLIES - DW	3	18.45	20-2540-410
		SHOP SUPPLIES - DW	3	16.21	20-2540-410
		SHOP SUPPLIES	3	31.92	20-2540-410
		SHOP SUPPLIES	3	22.31	20-2540-410
				<u>\$1,133.22</u>	
ICE SNOW REMOVAL & LANDSCAPE					
		SNOW REMOVAL	3	1,680.00	20-2540-322
				<u>\$1,680.00</u>	
IDVILLE					
0000008426		VISITOR LANYARDS SEC PROJ (50)	3	166.00	20-2540-500

Bills Payable List

Printed: 3/17/2014 10:05 AM
 Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$166.00</u>	
ILLINOIS MUSIC EDUCATION ASSOCIATION					
		ILMEA DISTRICT 7 AUDITIONS	3	520.00	10-1190-640
				<u>\$520.00</u>	
ILLINOIS TOLLWAY					
		TOLLS, REPLACEMENT TRANSPONDER	3	25.70	20-2540-410
				<u>\$25.70</u>	
IMPREST					
		JAKE FERAZACCA 2/4 VBALL	3	50.00	10-1500-319
		JOAN SHELDON 2/4 VBALL	3	50.00	10-1500-319
		IESA CHESS COMPETITION	3	75.00	10-1550-640
		PAPA JOHNS-SNOWFLAKE DANCE	3	541.50	10-1120-419
		AMP DJ SERVICES-SNOWFLAKE	3	200.00	10-1120-392
		DAN STANLEY-GUIDED PETTY CASH	3	444.58	10-1200-410
		RON JAKUBISIN-SNOWFLAKE SPEAKER	3	400.00	10-1120-392
		DONNA KORDA-2/6 VBALL	3	50.00	10-1500-319
		SHELLEY GRAY-2/6 VBALL	3	50.00	10-1500-319
		LESLYE JONES-BEATTY-WELLNESS ZUMBA	3	150.00	10-2310-392
		SEC OF STATE-BUS PERMIT	3	4.00	40-2550-640
		SEC OF STATE-BUS PERMIT	3	4.00	40-2550-640
		ROE - TRANS REFRESHER CLASS	3	80.00	40-2550-312
		NORTH SUB REG IJAS-SCI FAIR SESSION	3	225.00	10-1550-640
		NORTH SUB REG IJAS-SCI FAIR SESSION	3	45.00	10-1550-640
		DON BURZA-2/11 VBALL	3	50.00	10-1500-319
		CINDY PANAGIOTAROS-2/11 VBALL	3	50.00	10-1500-319
		CINDY PANAGIOTAROS-2/13 VBALL	3	50.00	10-1500-319
		FRANK NATHAN-2/13 VBALL	3	50.00	10-1500-319
		BLAST ZONE-103 CLUB FIELDTRIP	3	540.00	10-3500-390
		JASON HYERDALL-2/19 WRSLG	3	65.00	10-1500-319
		SHELLEY GRAY-2/20 VBALL	3	50.00	10-1500-319
		IMPROV PLAYHOUSE-SP PRESENTATION	3	973.50	10-1111-390
		SEC OF STATE-BUS PERMIT	3	4.00	40-2550-640
		SEC OF STATE-BUS PERMIT	3	4.00	40-2550-640
		SEC OF STATE-BUS PERMIT	3	4.00	40-2550-640
		JACK WIESNETH-2/24 WRSLG	3	65.00	10-1500-319
		BRUNSWICK-SP FIELDTRIP	3	318.75	10-1111-390
		RICH PANICH-2/26 VBALL	3	50.00	10-1500-319
		LORI OPITZ-2/26 VBALL	3	50.00	10-1500-319
		NATL GEO-MAP RENTAL	3	580.00	10-2210-314
		DON BURZA-2/27 VBALL	3	50.00	10-1500-319
		RAYMUND VERGARA-2/27 VBALL	3	50.00	10-1500-319
		DONNA KORDA-2/20 VBALL	3	50.00	10-1500-319
		FEB BANK FEES	3	825.01	10-2520-316
				<u>\$6,248.34</u>	
INSTITUTE FOR EDUCATIONAL DEV.					
	000008374	GOOGLE TOOLS WORKSHOP - SOTOS	3	229.00	10-2210-312
	000008374	GOOGLE TOOLS WORKSHOP - TERSINA	3	229.00	10-2210-312
	000008374	GOOGLE TOOLS WORKSHOP - LYMAN	3	229.00	10-2210-312

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$687.00</u>	
INTEGRATED SYSTEMS CORP					
		APR SKYWARD HOSTING	3	400.00	10-2660-392
				<u>\$400.00</u>	
INTEGRYS ENERGY SERVICES					
		JAN NATURAL GAS	3	18,693.64	10-2540-465
				<u>\$18,693.64</u>	
INTERSTATE ALL BATTERY CENTER					
		SHOP SUPPLIES	3	410.60	20-2540-410
				<u>\$410.60</u>	
JERZYK, MICHAEL					
		REIMB FUEL, TOLLS	3	118.10	10-2192-410
				<u>\$118.10</u>	
KEIL, MARY ANN					
		REIMB CERAMIC TILES, PAINT	3	123.09	10-1111-416
				<u>\$123.09</u>	
KOSCO FLAGS					
		REPLACEMENT FLAGS - DW & SP	3	690.00	20-2540-410
				<u>\$690.00</u>	
KRAUSE ELECTRICAL CONTRACTORS INC					
		REPLACE WALL PACKS	3	3,950.00	20-2540-329
				<u>\$3,950.00</u>	
KULIEKE, BRIAN					
		REFUND FOR FOUND LIBRARY BK	3	15.10	10-1790
				<u>\$15.10</u>	
LAKELAND/LARSEN ELEVATOR CORP.					
		ELEVATOR MAINTENANCE	3	182.00	20-2540-329
				<u>\$182.00</u>	
LAUREATE DAY SCHOOL					
		PRIVATE SCHOOL TUITION	3	4,530.74	10-1912-670
				<u>\$4,530.74</u>	
LECHNER AND SONS INC.					
		TOWEL SERVICE - 2/11	3	108.00	10-1500-392
		TOWEL SERVICE - 2/18	3	108.00	10-1500-392
		TOWEL SERVICE - 2/25	3	108.00	10-1500-392
		TOWEL SERVICE - 3/4	3	108.00	10-1500-392
				<u>\$432.00</u>	
LENZINI, LAUREN					
		REIMB PAPER BAGS CLASS PROJECT	3	10.13	10-1111-414
		TUITION REIMBURSEMENT	3	1,300.00	10-1111-230
				<u>\$1,310.13</u>	
LIBRARY STORE INC.					
000008414		JINGO GAME - DW	3	25.93	10-2220-490
				<u>\$25.93</u>	
MACKLIN, LAUREN					

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		SCREENS FOR SCREEN PRINTING	3	90.00	10-2192-410
				<u>\$90.00</u>	
MIDCO		PHONE SWITCH REPAIR	3	95.00	10-2660-319
		ACCESS POINT REPAIR	3	95.00	10-2660-319
		PHONE JACK REPAIR	3	176.52	10-2660-319
				<u>\$366.52</u>	
MIDWEST ENVIRONMENTAL CONSULTING SERVICES, INC.		3 YEAR ASBESTOS SURVEY	3	10,790.00	20-2540-329
				<u>\$10,790.00</u>	
MIDWEST TRANSIT EQUIPMENT, INC.		REPLACE BROKEN WINDOW - BUS 23	3	91.25	40-2550-319
		BODY REPAIR - BUS 23	3	147.37	40-2550-319
		REPLACEMENT LAMP - BUS 23	3	12.85	40-2550-319
		REPAIR CHAIR LIFT - BUS 23	3	74.20	40-2550-319
		REPAIR STOP SIGN ARM - BUS 20	3	285.44	40-2550-319
		BATTERY REPLACEMENT - BUS 16	3	463.56	40-2550-319
		REPAIR WIRING - BUS 14	3	106.00	40-2550-319
		REPLACED ACCEL SENSOR - BUS 11	3	232.85	40-2550-319
		REPAIR PARKING LT - BUS 10	3	74.20	40-2550-319
		REPLACED BATTERIES - BUS 9	3	404.10	40-2550-319
		REPAIR PARKING LT - BUS 3	3	74.20	40-2550-319
				<u>\$1,966.02</u>	
MODULARHOSE	000008360	IPAD COVER	3	24.39	10-1225-410
	000008360	3M DUALLOCK FASTENER	3	11.26	10-1225-410
				<u>\$35.65</u>	
MONTELLANO, MARY		SPANISH TEACHER INTERVIEWS	3	100.00	10-2210-314
				<u>\$100.00</u>	
MUSIC & ARTS CENTER		REPAIR BARITONE SAXOPHONE	3	99.25	10-1190-319
		REPAIR YAMAHA BARITONE	3	142.55	10-1190-319
	000008329	SKYFALL ARR L MOORE - MUSIC	3	36.00	10-1190-410
	000008329	FOREST INANTATIONS BY SILVA - MUSIC	3	42.00	10-1190-410
	000008329	RAIN FESTIVAL BY J WOOLSTENHULME- MUSIC	3	42.00	10-1190-410
	000008331	LION CITY/SOON HEE NEWBOLD - MUSIC	3	40.00	10-1190-410
	000008331	ALLEGRO GIOCOSO/BRAHMS - MUSIC	3	38.40	10-1190-410
				<u>\$440.20</u>	
MUSIC CENTER OF DEERFIELD		TROMBONE SOLO BOOK	3	8.05	10-1190-410
				<u>\$8.05</u>	
MUTUAL ACE HARDWARE		SHOP SUPPLIES	3	78.56	20-2540-410
				<u>\$78.56</u>	
NASCO					

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name				
P.O. Number	Description	Batch #	Amount	State Account Number
000008358	BLUE FOOTY PJ	3	8.50	10-1225-410
000008358	SWEATSHIRT AND PANT SET	3	8.50	10-1225-410
000008358	GIRL DOLL	3	17.95	10-1225-410
000008358	GIRL DOLL	3	17.95	10-1225-410
000008358	CLASSIC DOLL HIGH CHAIR	3	53.75	10-1225-410
			<u>\$106.65</u>	
NCS PEARSON INC				
000008277	EVT-2 RECORD FORM A - PKG OF 25	3	58.03	10-2150-410
000008277	PPVT - 4 RECORD FORM A - PKG OF 25	3	51.92	10-2150-410
			<u>\$109.95</u>	
NETWORK SERVICES COMPANY				
	VACUUM BAGS	3	13.26	20-2540-410
	CUSTODIAL SUPPLIES - HD	3	1,578.85	20-2540-410
	REPLACEMENT MATS - SP	3	556.95	20-2540-410
	CUSTODIAL SUPPLIES - DW	3	281.95	20-2540-410
	CUSTODIAL SUPPLIES - SP	3	38.46	20-2540-410
	RETURNED CUSTODIAL SUPPLIES	3	(24.45)	20-2540-410
	CUSTODIAL SUPPLIES	3	3,564.89	20-2540-410
	CUSTODIAL SUPPLIES - SP	3	1,077.00	20-2540-410
			<u>\$7,086.91</u>	
NIHIP				
	MEDICAL INSURANCE - ED	3	224,608.95	10-2690-220
	LIFE/LTD INSURANCE - ED	3	3,053.39	10-2690-221
	VOLUNTARY LIFE - ED	3	392.50	10-2690-221
	MEDICAL INSURANCE - O&M	3	13,532.42	20-2540-220
	LIFE/LTD INSURANCE - O&M	3	76.95	20-2540-221
	MEDICAL INSURANCE - TRANS	3	23,798.60	40-2550-220
	LIFE/LTD INSURANCE - TRANS	3	128.39	40-2550-221
	VOLUNTARY LIFE - TRANS	3	250.80	40-2550-221
	MEDICAL INSURANCE - RETIREE	3	1,769.11	10-2330-225
	LIFE/LTD INSURANCE - RETIREE	3	12.60	10-2330-225
	MEDICAL INSURANCE - RETIREE	3	4,086.41	10-2320-225
	LIFE/LTD INSURANCE - RETIREE	3	22.05	10-2320-225
	MEDICAL INSURANCE - RETIREE	3	2,570.19	10-2210-225
	LIFE/LTD INSURANCE - RETIREE	3	12.60	10-2210-225
			<u>\$274,314.96</u>	
NORTHERN ILLINOIS UNIVERSITY				
	OUTDOOR ED PROGRAM	3	23,554.35	10-2192-390
			<u>\$23,554.35</u>	
NORTHWEST SUBURBAN SPECIAL				
	TRANS ASSOCIATE	3	2,966.27	40-2550-331
			<u>\$2,966.27</u>	
ORALS, PAM				
	REIMB HEADPHONE SPLITTERS (11)	3	53.68	10-1111-410
			<u>\$53.68</u>	
OTTO, TABATHA				
	REIMB LIBRARY SUPPLIES	3	23.88	10-2220-410

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$23.88</u>	
PADDOCK PUBLICATIONS					
		NEWSPAPER - SP	3	92.00	10-2220-440
				<u>\$92.00</u>	
PARDYS, AMANDA					
		REIMB INTRADISTRICT TRAVEL	3	15.22	10-2210-332
				<u>\$15.22</u>	
PEAK PLUMBING & MECHANICAL					
		REPAIR WATER HEATER - DW	3	1,603.00	20-2540-329
				<u>\$1,603.00</u>	
PEARSON EDUCATION					
0000007719		ENVISION MATH GRADES 3-5 TEXTBOOKS	3	7,771.30	10-2210-420
				<u>\$7,771.30</u>	
PIONEER LIVING					
		PIONEER LIVING PRESENTATION	3	875.00	10-2210-314
				<u>\$875.00</u>	
PITNEY BOWES					
		POSTAGE MACHINE LEASE - HD	3	100.00	10-2520-342
		POSTAGE MACHINE LEASE - DW	3	240.00	10-2520-342
		POSTAGE MACHINE LEASE - SP	3	118.00	10-2520-342
		POSTAGE MACHINE SUPPLIES	3	379.84	10-2520-342
				<u>\$837.84</u>	
PMA FINANCIAL NETWORK, INC					
		FINANCIAL PLANNING SERVICES	3	4,500.00	10-2310-392
				<u>\$4,500.00</u>	
PRESUTTI, KAREN					
		REIMB OUTDOOR ED TRAVEL	3	106.67	10-2310-332
				<u>\$106.67</u>	
PYRAMID EDUCATIONAL CONSULTANTS					
0000008338		LARGE PECS COMMUNICATION BOOK	3	43.00	10-2150-410
				<u>\$43.00</u>	
QUEST FOOD MANAGEMENT SERVICES INC.					
		NOV-FEB MILK	3	687.30	10-3500-410
		REIMB DISTRICT LABOR	3	1,269.60	10-2560-390
		REIMB DISTRICT LABOR	3	5,409.60	10-2560-390
				<u>\$7,366.50</u>	
QUILL CORPORATION					
		TONER (3)	3	571.17	10-2660-414
		TONER (7)	3	1,054.78	10-2660-414
		TONER (5)	3	776.00	10-2660-414
		TONER (2)	3	339.98	10-2660-414
0000008387		AA BATTERIES (24)	3	13.99	10-2410-410
0000008387		PACKING TAPE, PAPER CLIPS, PENS	3	54.79	10-2410-410
0000008390		HP TONER CARTRIDGE	3	309.36	10-2310-410
0000008390		LETTER FILE FOLDERS	3	14.66	10-2520-410
0000008390		FILE FOLDER LABELS	3	19.79	10-2520-410

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	000008390	LETTER SIZE WALLET FOLDERS	3	62.99	10-2520-410
	000008418	PAPER CLIPS, BINDER, PENCIL SHARPENER	3	37.63	10-2410-410
	000008418	PENCILS (960)	3	220.00	10-2410-410
	000008422	1099 FORMS	3	6.56	10-2520-410
	000008425	VISITOR BADGE HOLDERS SEC PROJ	3	34.72	20-2540-500
				<u>\$3,516.42</u>	
RAPTOR					
	000008382	VISITOR MGMT SYSTEM FOR 4 BUILDINGS	3	6,400.00	20-2540-500
				<u>\$6,400.00</u>	
REED, JAMI					
		REIMB TUITION	3	148.00	10-1112-230
				<u>\$148.00</u>	
ROBBINS SCHWARTZ					
		LEGAL SERVICES	3	10,940.96	10-2310-318
				<u>\$10,940.96</u>	
ROLER, JO ANNE					
		REIMB RETIREE INSURANCE	3	1,436.13	10-1120-225
				<u>\$1,436.13</u>	
SAMS CLUB					
		CAFE SUPPLIES	3	46.72	10-1111-419
		CAFE SUPPLIES	3	16.06	10-2310-410
		FOOD FOR BOE MTG 2/25/14	3	34.47	10-2310-410
		CAFE SUPPLIES	3	83.68	10-2410-410
		SUPPLIES - DW	3	42.90	10-2410-410
		FOOD FOR BOE MTG 3/4/14	3	14.96	10-2310-410
		103 CLUB FOOD	3	27.90	10-3500-410
		103 CLUB FOOD, ZIPLOC BAGS	3	16.49	10-3500-410
		103 CLUB FOOD	3	82.00	10-3500-410
				<u>\$365.18</u>	
SAVANNA DESIGN INC					
		STAFF UNIFORMS	3	2,097.00	20-2540-410
				<u>\$2,097.00</u>	
SCANTRON CORPORATION					
		SCANTRON TEST FORMS (5000)	3	105.88	10-1120-410
				<u>\$105.88</u>	
SCHOOL SPECIALTY INC.					
	000007836	CLASSROOM OFFICE SUPPLIES	3	187.74	10-1120-410
	000008311	CLASSROOM COLORED TOTES (6)	3	93.90	10-1120-410
	000008312	LAMINATING POUCHES (100)	3	19.79	10-2192-410
	000008312	CARD HOLDER (100)	3	26.00	10-2192-410
	000008312	FILE FOLDERS, PENS, MARKERS	3	110.06	10-2192-410
	000008341	FOLDERS, PENCILS, CHART	3	121.10	10-1120-410
	000008341	ERASERS (20)	3	5.39	10-1120-410
	000008369	SHEET PROTECTORS	3	12.05	10-1111-410
	000008369	VELCRO LOOP FASTENER COINS 3/4"	3	17.27	10-1111-410
	000008373	PENCILS (408)	3	73.10	10-2410-410
	000008388	MUSICAL SET SUPPLIES	3	133.96	10-1190-410

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	0000008401	CLIPBOARDS (6), FARM SET	3	40.67	10-1111-413
	0000008405	ART SUPPLIES	3	269.67	10-1111-411
	0000008416	MARKERS, POST-IT NOTES	3	43.32	10-1112-410
				<u>\$1,154.02</u>	
SEARS COMMERCIAL ONE ACCOUNT					
		153 PIECE TOOL SET	3	58.30	20-2540-410
				<u>\$58.30</u>	
SHELL FLEET PLUS					
		FUEL - O&M	3	864.80	20-2540-464
		FUEL - TRANS	3	21,035.60	40-2550-464
				<u>\$21,900.40</u>	
SHERIDAN AUTO PARTS					
		MISC CAR PARTS	3	313.49	40-2550-490
		FUSES (2)	3	5.38	40-2550-490
				<u>\$318.87</u>	
SIEMENS INDUSTRY, INC.					
		DISTRICT SECURITY SYSTEM	3	93,063.63	20-2540-500
				<u>\$93,063.63</u>	
SMART APPLE MEDIA					
	0000008370	LIBRARY BOOKS (4)	3	94.80	10-2220-430
				<u>\$94.80</u>	
SOLO CLASSIC					
		INTRUMENT REPAIRS (3)	3	160.00	10-1190-319
				<u>\$160.00</u>	
SPECIAL EDUCATION DISTRICT					
		HEARING SPECIALIST	3	6,417.00	10-4120-314
				<u>\$6,417.00</u>	
SPECIALIZED DATA SYSTEMS					
		ANNUAL SOFTWARE MAINTENANCE	3	4,430.00	10-2520-392
				<u>\$4,430.00</u>	
SPEECH PATH SPECIALISTS					
		SPEECH SERVICES	3	8,456.25	10-2150-314
				<u>\$8,456.25</u>	
SPORTS 11					
		SCHOLASTIC BOWL SHIRTS (13)	3	104.00	10-1550-410
				<u>\$104.00</u>	
SPRINT					
		CELL PHONE - O&M	3	213.07	20-2540-341
		CELL PHONE - TRANS	3	45.68	40-2550-341
				<u>\$258.75</u>	
SRAGA HAUSER LLC					
		LEGAL SERVICES	3	660.00	10-2310-318
				<u>\$660.00</u>	
ST. CLAIRE, MARGARET					
		REIMB STAFF BREAKFAST	3	30.98	10-2410-410
		REIMB TEACHER BREAKFAST	3	272.48	10-2410-410

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$303.46</u>	
STUMPS PARTY					
	000008424	STAGE SUPPLIES - DW MUSICAL	3	53.94	10-1190-414
				<u>\$53.94</u>	
SUDDATH RELOCATION SYSTEMS					
		STORAGE RENTAL - SP	3	774.00	20-2540-329
				<u>\$774.00</u>	
SUNSET FOODS					
		103 CLUB FOOD	3	16.15	10-3500-410
		FOOD FOR STAFF MEETING	3	20.57	40-2550-410
		FOOD FOR STAFF MEETING	3	50.92	40-2550-410
				<u>\$87.64</u>	
TDS METROCOM					
		TELEPHONE	3	2,026.77	10-2540-341
				<u>\$2,026.77</u>	
TEACHERS DISCOVERY					
	000008376	SPANISH TEACHING AIDS	3	396.92	10-1112-413
	000008376	SPANISH TEACHING AIDS	3	61.46	10-1112-413
	000008398	SPANISH TEACHING AIDS	3	308.58	10-1112-413
	000008402	SPANISH TEACHING AIDS	3	133.05	10-1111-413
				<u>\$900.01</u>	
TEAM WAREHOUSE					
	000008408	GIRLS VOLLEYBALL SOCKS	3	367.68	10-1500-414
				<u>\$367.68</u>	
TECHSTAR AMERICA CORPORATION					
		STAPLES	3	54.95	10-2410-410
		TONER SHIPPING, STAPLES	3	113.70	10-2410-410
		TONER SHIPPING	3	20.95	10-2410-410
		REPAIR STAPLE JAM	3	175.00	10-2410-410
		STAPLES	3	45.00	10-2410-410
	000008397	TONER SHIPPING, STAPLES	3	208.45	10-2410-410
				<u>\$618.05</u>	
THOMAS, SHERRI					
		REIMB BOARD MEMBER TRAINING	3	50.00	10-2310-312
				<u>\$50.00</u>	
THOMPSON ELEVATOR INSPCT. SVC INC.					
		ELEVATOR INSPECTION - HD	3	100.00	20-2540-329
				<u>\$100.00</u>	
UCP INFINITEC					
		NOTEBOOK, ASSISTIVE EQUIPMENT	3	215.34	10-1200-700
				<u>\$215.34</u>	
US BANK VISA					
		SHELL - FUEL FOR OUTDOOR ED	3	94.48	10-2192-410
		JONES - LIBRARY COMPETITION AWARDS	3	94.35	10-2210-410
		FOOD FOR ELM MEETING	3	180.39	10-2210-390
		EDS - UHAUL RENTAL OUTDOOR ED	3	344.77	10-2192-390

Bills Payable List

Printed: 3/17/2014 10:05 AM
 Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		MAKERBOT - REPLICATOR SUPPLIES	3	160.53	10-2660-410
		IPASS - REPLENISHMENT	3	100.00	40-2550-329
		EDS - UHAUL RENTAL OUTDOOR ED	3	284.45	10-2192-390
		SAFETY MAPS	3	1,409.40	20-2540-500
		GMAIL PRINT SERVICE SOFTWARE	3	21.24	10-2660-410
		FACTORYOUTLET - RADIO BATTERIES	3	113.88	10-2410-410
		UNITED - TRAVEL TO NSTA CONF	3	534.00	10-2210-312
		PHEASANT - HOTEL FOR ICE CONF	3	244.20	10-2210-312
		UNITED - TRAVEL TO SCIENCE BOWL	3	322.13	10-1550-332
		RAREDVDS - ISL OF BLUE DOLPHIN DVD	3	15.98	10-2210-490
		CARLEX - SPANISH TEACHING AIDS	3	8.85	10-1112-413
		BARNES - USED LIB BOOKS - DW	3	22.14	10-2210-490
		BARRACUDA NETWORK FILTER SERV	3	499.00	10-2660-392
		NSTA MEMB CHEIFETZ, ORTEGA	3	150.00	10-2210-640
		ARCOIRIS - SPANISH CDS	3	65.00	10-1112-413
		MPM - LIBRARY SUPPLIES	3	31.92	10-2220-410
		MCAFFEE - VIRUS PROTECTION	3	315.88	10-2660-392
		VERTICAL - EMAIL RE GAS ODOR	3	27.63	10-2630-410
		VERTICAL - EMAIL 103 MONTHLY	3	2.32	10-2630-410
		RESERVATIONS FOR LRP CONF	3	190.13	10-2330-312
		CARBONITE BACKUP SERVICE	3	66.02	10-2660-392
		ROE CONF REGISTRATION	3	195.00	10-2320-312
		SURVEYMONKEY ANNUAL DUES	3	136.24	10-2660-392
				<u>\$5,629.93</u>	
VAN GALDER BUS		BUS FOR SCIENCE OLYMPIAD	3	3,060.00	10-1550-332
				<u>\$3,060.00</u>	
VILLAGE OF LINCOLNSHIRE		WATER/SEWER - DW	3	664.36	10-2540-370
		WATER/SEWER - HD	3	420.11	10-2540-370
		WATER/SEWER - SP	3	683.90	10-2540-370
		WATER/SEWER - TRANS	3	58.62	10-2540-370
		ELECTRICITY - RIVERSHIRE	3	405.38	10-2540-466
		FALSE ALARM CHARGE - RIVERSHIRE	3	50.00	20-2540-329
		FALSE ALARM CHARGE - DW	3	25.00	20-2540-329
		FALSE ALARM CHARGE - SP	3	25.00	20-2540-329
		FALSE ALARM CHARGE - HD	3	175.00	20-2540-329
				<u>\$2,507.37</u>	
WALSH, CHRISTOPHER		OUTDOOR ED SUPPLIES	3	51.33	10-2192-410
				<u>\$51.33</u>	
WAREHOUSE DIRECT		REPAIR PARTS - DW	3	27.12	20-2540-410
				<u>\$27.12</u>	
WARNER, ANN		REIMB FLIPPED CLASSRM CONF	3	35.65	10-2210-312
				<u>\$35.65</u>	

Bills Payable List

Printed: 3/17/2014 10:05 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
WASTE MANAGEMENT OF ILLINOIS INC					
		SANITATION SERVICES - DW	3	540.35	10-2540-321
		SANITATION SERVICES - SP	3	360.49	10-2540-321
		SANITATION SERVICES - HD	3	375.49	10-2540-321
				<u>\$1,276.33</u>	
WILSNACK, MIRIAM					
		REIMB RETIREE INSURANCE	3	1,436.13	10-1120-225
				<u>\$1,436.13</u>	
WINDY CITY NOVELTIES INC					
	0000008389	MUSICAL POSTERS	3	89.37	10-1190-410
				<u>\$89.37</u>	
XEROX CORPORATION					
		COPIER LEASE	3	156.15	30-5370-610
		STAPLES	3	129.00	10-2410-410
				<u>\$285.15</u>	
			Report Total	<u><u>\$681,795.82</u></u>	



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: March 18, 2014
Re: February 2014 Donations

During the month of February 2014, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
Abbott Laboratories	\$36.00	Employee Giving Campaign

Recommendation:

We recommend approval by the Board of Education to accept the donations as presented with gratitude for the donor's' generosity.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 14, 2014
Re: Approval of Tenure Recommendations

The approval of renewal of tenure recommendations is presented for your review. These individuals have worked for the district for the past 4 years and have shown their dedication and hard work to the district and students of District 103. It is my recommendation that the employees listed are approved for continued employment for the 2014-2015 school year.



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: Dr. Scott Warren
Date: March 17, 2014
Re: Tenure Recommendations

We are pleased to recommend the following Lincolnshire-Prairie View School District 103 staff members for tenure at the end of the 2013-2014 school year.

SPRAGUE:
Danielle Cicero

HALF DAY:
Teresa Lau
Steven Turini

DANIEL WRIGHT:
Amanda Bacino
Karen Presutti
Amanda Toomey
Erinn Vincent



Lincolnshire-Prairie View School District 103

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<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: March 18, 2014
Re: Final 2014-15 Certified Staffing Plans

Included is the final certified staffing plan for the 2014-2015 year. There are no changes to the plan as it was presented at the March 4th COW meeting. It is recommended the board approve the plan as presented.

As a review, the position changes included:

- 3.0 FTE increase for Spanish Teachers pursuant to the expansion of the World Language Program.
- 1.0 FTE increase for a Kindergarten Teacher (Self-Contained) to increase the Full Day Kindergarten (FDK) program by 1 full section. The FDK revenues from existing sections and the new section will offset the cost of this position.
- 1.2 FTE increase for English Language Learners (ELL) teachers. This is relating to the increased ELL population and related services. Katie Reynolds can offer more information.
- 0.1 FTE increase for Speech Language Pathology (SLP). This is a result of the increased need in SLP services across the district. Julie Postma can provide more information.

Final 2014-15 Certified Staffing Plan

Position	Actual 2013-14		Change to 2014-15		Draft Proposed 2014-15	
	# of Positions	FTE	# of Positions	FTE	# of Positions	FTE
Adaptive Physical Education	1	1.00			1	1.00
Art Teacher	3	3.00			3	3.00
Band Teacher	2	1.75			2	1.75
Early Childhood Teacher	2	1.50			2	1.50
ELM Coordinator	4	4.00			4	4.00
English Language Learners Teacher	3	2.80	1	1.20	4	4.00
Family & Consumer Science Teacher	1	1.00			1	1.00
General Music & Chorus Teacher	1	1.00			1	1.00
General Music Teacher	2	2.00			2	2.00
Guided Classroom Teacher	1	1.00			1	1.00
Health Teacher	2	1.30			2	1.30
Kindergarten Intevention Specialist	1	1.00			1	1.00
Language Arts /Reading Teacher	8	8.00			8	8.00
Learning Behavior Specialist Teacher	15	14.50			15	14.50
Librarian	3	3.00			3	3.00
Literacy Specialist	5	4.50			5	4.50
Math Specialist	3	2.50			3	2.50
Math Teacher	5	5.00			5	5.00
Nurse	1	1.00			1	1.00
Orchestra Teacher	2	2.00			2	2.00
Performing Arts Teacher	1	1.00			1	1.00
Physical Education Teacher	6	6.00			6	6.00
Psychologist	2	2.00			2	2.00
Science Teacher	5	5.00			5	5.00
Self Contained Teacher	47	46.00	1	1.00	48	47.00
Social Studies Teacher	5	5.00			5	5.00
Social Worker	5	5.00			5	5.00
Spanish Teacher	6	6.00	3	3.00	9	9.00
Speech Language Pathologist	4	3.90	0	0.10	4	4.00
Technology Integration Specialist	5	5.00			5	5.00
Total	151	146.75	5	5.30	156	152.05



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: March 18, 2014
Re: Final 2014-2015 Classified Staffing Plan

Included is the final classified staffing plan for the 2014-2015 year. There are no changes to the plan as it was presented at the March 4th COW meeting. It is recommended the board approve the plan as presented.

As a review, the previous position changes included:

- 1.0 FTE for a Kindergarten Associate (Classroom Associate) to increase the Full Day Kindergarten (FDK) program by 1 full section. The FDK revenues from existing sections and the new section will offset the cost of this position.
- 0.08 FTE increase for a Secretary Position at Sprague. This will allow for adequate support during the summer.
- 0.15 FTE increase for the Payroll Bookkeeper. Currently this position is at 0.85 FTE and was always intended to be a 1.0 FTE position, however there was a personal arrangement to be at less than 1.0 FTE for the past few years.
- 0.2 FTE increase for Occupational Therapy (OT). This is a result of increased need in OT services and support across the district. Julie Postma can provide more information.

Final 2014-15 Classified Staffing Plan

Position	Actual 2013-14		Change to 2014-15		Draft Proposed 2014-15	
	# of Positions	FTE	# of Positions	FTE	# of Positions	FTE
103 Club Associate	14	3.81			14	3.81
103 Club Asst. Director	1	1.00			1	1.00
103 Club Director	1	1.00			1	1.00
103 Club Supervisor	3	3.00			3	3.00
Admin Assistant	3	3.00			3	3.00
Secretary	6	5.84	0	0.08	6	5.92
Clerical Aide	4	2.00			4	2.00
Receptionist	1	0.50			1	0.50
Bookkeeper	3	2.35	0	0.15	3	2.50
Human Resources	1	1.00			1	1.00
Bus Aide	1	0.50			1	0.50
Bus Driver	27	27.00			27	27.00
Lead Bus Driver	2	2.00			2	2.00
Classroom Associate	18	14.83	2	2.00	20	16.83
Classroom Assoc. EC	2	2.00			2	2.00
Classroom Assoc. Special Ed	15	14.50			15	14.50
Classroom Associate Guided	9	9.00			9	9.00
Communicaitons Coordinator	1	0.80			1	0.80
Crossing Guard	2	0.58			2	0.58
Custodian	11	10.50			11	10.50
Maintenance	1	1.00			1	1.00
Head Custodian	3	3.00			3	3.00
Lunchroom Assoc.	3	1.50			3	1.50
Nurse	2	2.00			2	2.00
Occupation Therapist	1	0.80	0	0.20	1	1.00
Occupational Therapist Assistant	1	1.00			1	1.00
Physical Therapist	1	0.18			1	0.18
Rivershire Coordinator	1	1.00			1	1.00
Technology Associate	4	4.00			4	4.00
Total	142.00	119.69	2.00	2.43	144.00	122.12



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 14, 2014
Re: Approval of Renewal of Continued Employment for Non-tenured Staff

The approval of renewal of continued employment for non-tenured staff is presented for your review. We appreciate the hard work and dedication of these individuals as they have served our students and the district well. It is my recommendation that the employees listed are approved for continued employment for the 2014-2015 school year.



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: Dr. Scott Warren
Date: March 17, 2014
Re: Probationary Staffing Recommendations

We are pleased to recommend continued employment of the following probationary staff members for the 2014-2015 school year.

SPRAGUE	HALF DAY	DANIEL WRIGHT
Catherine deMoxo	Brent Becker	Emily Bosley
Helen Friedli	Theresa Cummings	Justine Braskich
Luke Jones *	Kiera Degman	Tes Buchberger
Eleanor Kahn	Justine Gallup	Sheila Cummings
Heather Korah	Luke Jones *	Nicole Garziano
Lauren Lenzini	Esther Lee	Mike Jerzyk
Megan Merchen	Gretchen McLelland	Justin Joneikis
Christina Muller	Nicole Padron-Glass	Luke Jones *
Kathy Ryan *	Kathy Ryan *	James Juliano
Holly Schlan		Kimberly Long
Kara Shanley *		Alissa Lyman
		Lauren Macklin
		Jennifer Mather
		Stephanic McCaffer
		Megan Roulette
		Kara Shanley *
		Andrea Shelton
		Rachel Wiatrowski

*Assigned to two buildings



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 14, 2014
Re: Approval of Renewal of Continued Employment for Part-time Staff

The approval of renewal of continued employment for part-time staff is presented for your review. We appreciate the hard work and dedication of these individuals as they have served our students and the district well. It is my recommendation that the employees listed are approved for continued employment for the 2014-2015 school year.



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
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847.295.4030
(Fax) 847.295.9196

Memo

To: Board of Education
From: Dr. Scott Warren
Date: March 17, 2014
Re: Part-Time Contract Renewal

We are recommending the following staff to continue as part-time employees in the district for the 2014-2015 school year.

SPRAGUE:

Christine Anderson
Becky Clay
Laura Lunardi - Recommend moving to Full Time as FDK Teacher
Carol Smith

HALF DAY:

Margaret Duggan
Shirley Williamson

DANIEL WRIGHT:

Nancy Fencil
Derek Howell
Ann Warner



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
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Memo

To: Dr. Warren and the Board of Education
From: Christine Adler
Date: March 18, 2014
Re: Letter of Recommendation for Laura Lunardi

I am pleased to recommend Mrs. Laura Lunardi for a full-day kindergarten position at Sprague School for the 2014-2015 school year. Mrs. Lunardi is a familiar face, having spent the last two years successfully teaching half-day kindergarten at Sprague School.

Mrs. Lunardi is versed in best practice and has strong knowledge of kindergarten standards and objectives. Mrs. Lunardi strives to create student-focused, center-based learning opportunities to ensure that students are engaged in meaningful activities that will ultimately support their development as learners.

Mrs. Lunardi is committed to creating a learning environment that appeals to all students. She provides her students with a wide range of experiences in a supportive and challenging atmosphere. She partners with parents and provides frequent and ongoing communication.

It is my belief that Laura Lunardi will be an outstanding addition to full-day kindergarten and therefore it is my pleasure to recommend her for the position.



Lincolnshire-Prairie View School District 103

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<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: March 18, 2014
Re: Non-Certified Employment

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

Last Name	First Name	Hourly Rate	Position	Action
Laremore	Matthew	12.50	PE Assoc/Lunchroom 0.39 FTE	Replacement Hire
Laremore	Matthew	14.50	SpEd Guided/Adaptive PE Assoc 0.2 FTE	Replacement Hire
Yoon	Sungwoon	25.15	1.0 FTE Bus Driver	Replacement Hire



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<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley, Mark Westhoff
CC: Dr. Scott Warren
Date: March 18, 2014
Re: 5-Year Lease for 3 Copiers

As mentioned in the Business Office Report at the February board meeting, we have 3 MFPs that are coming to the end of a 5-year lease. These machines are in the admin office, DW office, and HD office. These are not the bigger copiers that we replaced last year, but the smaller office machines. The current machines are leased through Ricoh.

We received prices from four providers and two companies were essentially tied for lowest cost: Ricoh and Genesis (Canon). Due to the existing satisfactory relationship with Ricoh, we are recommending to lease with Ricoh again for the 3 copiers.

Ricoh currently has a state contract which we are eligible for that will lower our costs of the 3 copiers by approximately 20%. The savings over the 5-year period would be a little over \$10,000. Additionally, the 3 copiers will be newer and (slightly) faster than what we currently have.

Included for you is Ricoh's proposal. We recommend the board approve a 5-year lease and service agreement for 3 copiers with Ricoh as presented.

Prepared For:
**Lincolnshire-Prairie View
School District 103**

Ricoh Copying,
Printing, Scanning &
Faxing Solutions
Proposal

Prepared By:
Tony Elliott
Senior Account Executive
Phone: 847-229-6903
Email: tony.elliott@ricoh-usa.com

***Proposal Submitted:
February 25, 2014***

RICOH
imagine. change.

Proposed Solution #1

Ricoh Aficio MP 4002SP

Black & White Multifunctional Device

The MP 4002SP is a Black & White multifunction product that offers print, copy and scan capabilities in a compact design. The MP 4002SP combines economical, advanced scanning capabilities, flexible paper handling, and the latest security features, making it an ideal document management solution for any size organization.

Key Features

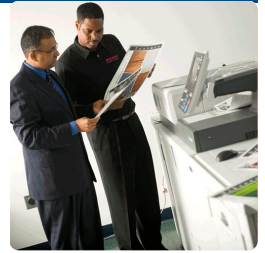
- Output speed of 40 pages per minute in black & white
- Copying, Printing, Scanning & Faxing Capabilities
- 100 Sheet Document Feeder
- 2 x 550 Sheet Paper Trays + 100 Sheet Bypass Tray
- 1-Bin Tray
- Adobe PostScript3 for Mac Printing
- 1 GB RAM and 128 GB HDD



Proposed Solution #2

Ricoh Aficio MP C4503

Color and Black & White Multifunctional Device



Transform your MFP into an information portal by connecting to the cloud from your smartphone, tablet or other mobile device and use this powerful system to print, share and discover the value of customized convenience. Packed with advanced versatility and energy-saving features in a space-saving design, it's ideal for fast-paced offices with heavy workloads.

Key Features

- Output speed of 45 pages per minute in color and black & white
- Copying, Printing, Scanning & Faxing Capabilities
- 220 Sheet Document Feeder
- 2 x 550 Sheet Paper Trays + 100 Sheet Bypass Tray
- 1,000 Sheet Finisher with Stapling
- Adobe PostScript3 for Mac Printing
- 2GB RAM and 250GB HDD



Equipment Lease & Service

60 Month FMV Lease

(2) MP 4002SP's

(1) MP C4503

➤ \$430 per month + tax

Service Agreement

MP4002SP's

➤ \$.0068 per page

MP C4503

➤ \$.008 per page (B&W)

➤ \$.048 per page (Color)

- Delivery & Installation is included
- Operator training is included
- Service includes all parts, labor, toner & staples
- Ricoh will pick up and return your current machines at no additional charge
- Once the new machines are delivered, no additional payments will be due on your current lease

Proposal Terms Valid Until: March 25, 2014

RICOH

imagine. change.

Our Approach. Our Solutions.

Ricoh believes that the key to transforming the way a company works starts with harnessing the collective imagination of people. This idea, paired with our award-winning technology and services, is how we are breathing new life into established forms of knowledge-sharing—helping companies move beyond paper and beyond the office, so employees can collaborate like never before. Services-led, technology-enabled and people-driven, Ricoh is committed to helping each customer leverage the powerful information and knowledge that already exists throughout its organization—often untamed, untapped and buried—to create the future it wants.



Lincolnshire-Prairie View School District 103

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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: March 18, 2014
Re: 2013-14 Administrator Amended Contracts

Earlier this school year, the board was made aware of the decision by Teachers Retirement System of Illinois (TRS) to not consider the \$500 monthly stipends as creditable earnings for the 2012-13 school year. While we staunchly disagree with this decision, there is little to be done about it.

For the 2013-14 school year, however, TRS has granted permission to amend the language of the contracts retroactively to July 1, 2013 so that this \$500 monthly stipend will clearly be considered creditable for the 2013-14 school year.

As review, the current language that TRS decided to be noncreditable is as follows:

“In addition, the [ADMINISTRATOR] will receive a stipend of \$500 per month for education purposes, payment of medical expenses, or retention as cash as the [ADMINISTRATOR] sees fit. It is understood that this stipend will be taxable to the [ADMINISTRATOR] and will constitute TRS creditable earnings.”

The amended language approved by TRS to allow this to be creditable is as follows:

“In addition, the [ADMINISTRATOR] will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.”

In order to accomplish this, the amendments restate the entire section 4 of the contracts which cover salary. The only changes to the contracts is the stipend language; everything else is exactly the same. Additionally, in order to avoid any TRS penalties from conversion rules (TRS prohibits districts from turning noncreditable earnings to creditable earnings for one administrator within the final 7 years before retirement), this amendment needs to be done with **all** current administrators covered under TRS no matter how close to, or how far away from, retirement. As this only covers TRS administrators, IMRF administrators (Director of Facilities and Director Transportation) are not affected.

The amendments are included for your review and consideration.

**RESOLUTION TO AMEND
ASSISTANT SUPERINTENDENT'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Dan Stanley ("Mr. Stanley" or "Assistant Superintendent") are parties to an Assistant Superintendent's Contract covering the term of July 1, 2012, through June 30, 2015, (the "Contract"); and

WHEREAS, the Board and Mr. Stanley wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. Section 4 of the Contract is replaced with the following retroactive to July 1, 2013:

SALARY - In consideration of the annual base salary of One Hundred Fifty Three Thousand Two Hundred Thirty Eight Dollars (\$153,238.00), the ASSISTANT SUPERINTENDENT agrees to devote such time, skill, labor and attention to his employment, during the term of this Agreement, in order to faithfully perform the duties of Assistant Superintendent for Business. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the ASSISTANT SUPERINTENDENT during the term of this Agreement, and thereafter, provided that the combined total of any salary and/or fringe benefit(s) adjustments will not be lower than the combined total of salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the ASSISTANT SUPERINTENDENT or that the termination date of this Agreement has been in any way extended. The BOARD and the ASSISTANT SUPERINTENDENT may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the ASSISTANT SUPERINTENDENT will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____
seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this ____ day of _____, 2014

AGREED:

Dan Stanley

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**RESOLUTION TO AMEND
EXECUTIVE DIRECTOR'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Katie Reynolds ("Ms. Reynolds") are parties to an Executive Director's Contract covering the term of July 1, 2012, through June 30, 2015, (the "Contract"); and

WHEREAS, the Board and Ms. Reynolds wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. Section 4 of the Contract is replaced with the following retroactive to July 1, 2013:

SALARY - In consideration of the annual base salary of One Hundred Fifty Three Thousand Two Hundred Thirty Eight Dollars (\$153,238.00), the EXECUTIVE DIRECTOR agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of Executive Director for Curriculum and Instruction. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the EXECUTIVE DIRECTOR during the term of this Agreement, and thereafter, provided that the combined total of any salary and/or fringe benefit(s) adjustments will not be lower than the combined total of salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the EXECUTIVE DIRECTOR or that the termination date of this Agreement has been in any way extended. The BOARD and the EXECUTIVE DIRECTOR may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the EXECUTIVE DIRECTOR will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____
seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this ____ day of _____, 2014

AGREED:

Katie Reynolds

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**RESOLUTION TO AMEND
PRINCIPAL'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Christine Adler ("Ms. Adler" or "Principal") are parties to a Principal's Contract covering the term of July 1, 2013, through June 30, 2014, (the "Contract"); and

WHEREAS, the Board and Ms. Adler wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. Section 4 of the Contract is replaced with the following retroactive to July 1, 2013:

SALARY - In consideration of the annual base salary of One Hundred Forty Thousand Eight Hundred Seven Dollars (\$140,807.00), the PRINCIPAL agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of Principal. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the PRINCIPAL during the term of this Agreement, and thereafter, provided that the combined total of any salary and/or fringe benefit(s) adjustments will not be lower than the combined total of salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the PRINCIPAL or that the termination date of this Agreement has been in any way extended. The BOARD and the PRINCIPAL may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the PRINCIPAL will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

In addition, the PRINCIPAL will receive a one-time bonus payment of Fifteen Thousand Dollars (\$15,000), subject to all withholding required by law, if the PRINCIPAL receives her doctorate degree during the term of this Contract. This bonus payment will not become part of the PRINCIPAL'S annual base salary for purposes of calculating future salary increases.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____ seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this ____ day of _____, 2014

AGREED:

Christine Adler

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**RESOLUTION TO AMEND
PRINCIPAL'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Jill Mau ("Ms. Mau" or "Principal") are parties to a Principal's Contract covering the term of July 1, 2013, through June 30, 2014, (the "Contract"); and

WHEREAS, the Board and Ms. Mau wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. Section 4 of the Contract is replaced with the following retroactive to July 1, 2013:

SALARY - In consideration of the annual base salary of One Hundred Eleven Thousand Four Hundred Four Dollars (\$111,404.00), the PRINCIPAL agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of Principal. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the PRINCIPAL during the term of this Agreement, and thereafter, provided that the combined total of any salary and/or fringe benefit(s) adjustments will not be lower than the combined total of salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the PRINCIPAL or that the termination date of this Agreement has been in any way extended. The BOARD and the PRINCIPAL may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the PRINCIPAL will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____ seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this ____ day of _____, 2014

AGREED:

Jill Mau

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**RESOLUTION TO AMEND
PRINCIPAL'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Margaret St. Claire ("Ms. St. Claire" or "Principal") are parties to a Principal's Contract covering the term of July 1, 2013, through June 30, 2014, (the "Contract"); and

WHEREAS, the Board and Ms. St. Claire wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. Section 4 of the Contract is replaced with the following retroactive to July 1, 2013:

SALARY - In consideration of the annual base salary of One Hundred Twenty Nine Thousand Two Hundred Twenty Five Dollars (\$129,225.00), the PRINCIPAL agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of Principal. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the PRINCIPAL during the term of this Agreement, and thereafter, provided that the combined total of any salary and/or fringe benefit(s) adjustments will not be lower than the combined total of salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the PRINCIPAL or that the termination date of this Agreement has been in any way extended. The BOARD and the PRINCIPAL may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the PRINCIPAL will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____ seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this ____ day of _____, 2014

AGREED:

Margaret St. Claire

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**RESOLUTION TO AMEND
ASSISTANT PRINCIPAL'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Julie Bodeen ("Ms. Bodeen" or "Assistant Principal") are parties to an Assistant Principal's Contract covering the term of July 1, 2013, through June 30, 2014, (the "Contract"); and

WHEREAS, the Board and Ms. Bodeen wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. Section 4 of the Contract is replaced with the following retroactive to July 1, 2013:

SALARY - In consideration of the annual base salary of Ninety Thousand Nine Hundred Seventy Four Dollars (\$90,974.00), the ASSISTANT PRINCIPAL agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of Assistant Principal. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the ASSISTANT PRINCIPAL during the term of this Agreement, and thereafter, provided that the combined total of any salary and/or fringe benefit(s) adjustments will not be lower than the combined total of salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the ASSISTANT PRINCIPAL or that the termination date of this Agreement has been in any way extended. The BOARD and the ASSISTANT PRINCIPAL may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the ASSISTANT PRINCIPAL will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____ seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this ____ day of _____, 2014

AGREED:

Julie Bodeen

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**RESOLUTION TO AMEND
DIRECTOR'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Julie Postma ("Ms. Postma" or "Director of Student Services") are parties to a Director's Contract covering the term of July 1, 2013, through June 30, 2014, (the "Contract"); and

WHEREAS, the Board and Ms. Postma wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. Section 4 of the Contract is replaced with the following retroactive to July 1, 2013:

SALARY - In consideration of the annual base salary of One Hundred Twenty Eight Thousand Fifty Three Dollars (\$128,053.00), the DIRECTOR OF STUDENT SERVICES agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of Director of Student Services. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the DIRECTOR OF STUDENT SERVICES during the term of this Agreement, and thereafter, provided that the combined total of any salary and/or fringe benefit(s) adjustments will not be lower than the combined total of salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the DIRECTOR OF STUDENT SERVICES or that the termination date of this Agreement has been in any way extended. The BOARD and the DIRECTOR OF STUDENT SERVICES may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the DIRECTOR OF STUDENT SERVICES will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____ seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this ____ day of _____, 2014

AGREED:

Julie Postma

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**RESOLUTION TO AMEND
ASSISTANT DIRECTOR'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Gina Finaldi-Schmidt ("Ms. Finaldi-Schmidt" or "Assistant Director of Student Services") are parties to an Assistant Director's Contract covering the term of July 1, 2013, through June 30, 2014, (the "Contract"); and

WHEREAS, the Board and Ms. Finaldi-Schmidt wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. Section 4 of the Contract is replaced with the following retroactive to July 1, 2013:

SALARY - In consideration of the annual base salary of Ninety Two Thousand Four Hundred Fifty Five Dollars (\$92,455.00), the ASSISTANT DIRECTOR OF STUDENT SERVICES agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of Assistant Director of Student Services. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the ASSISTANT DIRECTOR OF STUDENT SERVICES during the term of this Agreement, and thereafter, provided that the combined total of any salary and/or fringe benefit(s) adjustments will not be lower than the combined total of salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the ASSISTANT DIRECTOR OF STUDENT SERVICES or that the termination date of this Agreement has been in any way extended. The BOARD and the ASSISTANT DIRECTOR OF STUDENT SERVICES may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the ASSISTANT DIRECTOR OF STUDENT SERVICES will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____ seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this ____ day of _____, 2014

AGREED:

Gina Finaldi-Schmidt

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**RESOLUTION TO AMEND
DIRECTOR'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Mark Westhoff ("Mr. Westhoff" or "Director of Technology") are parties to a Director's Contract covering the term of July 1, 2013, through June 30, 2014, (the "Contract"); and

WHEREAS, the Board and Mr. Westhoff wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. Section 4 of the Contract is replaced with the following retroactive to July 1, 2013:

SALARY - In consideration of the annual base salary of One Hundred Ten Thousand Eight Hundred Fifty Six Dollars (\$110,856.00), the DIRECTOR OF TECHNOLOGY agrees to devote such time, skill, labor and attention to his employment, during the term of this Agreement, in order to faithfully perform the duties of Director of Technology. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the DIRECTOR OF TECHNOLOGY during the term of this Agreement, and thereafter, provided that the combined total of any salary and/or fringe benefit(s) adjustments will not be lower than the combined total of salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the DIRECTOR OF TECHNOLOGY or that the termination date of this Agreement has been in any way extended. The BOARD and the DIRECTOR OF TECHNOLOGY may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the DIRECTOR OF TECHNOLOGY will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____ seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this ____ day of _____, 2014

AGREED:

Mark Westhoff

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 14, 2014
Re: Approval of Administrator Contracts

The approval of administrator contracts is presented for your review. The salary increases for contracts are based upon a pool of 2.5% over the 2013-2014 school year. The administrators in District 103 are a hard working, devoted team and serve the district well. I recommend the Board approve the administrator contracts as presented.

PRINCIPAL OF LAURA B. SPRAGUE SCHOOL AGREEMENT

THIS AGREEMENT made this 18th day of March, 2014, by and between the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103 (“BOARD”), and CHRISTINE ADLER (“PRINCIPAL”), has been approved at the meeting of the BOARD held on March 18, 2014.

IT IS AGREED:

1. **EMPLOYMENT** - The PRINCIPAL is hereby hired and retained from July 1, 2014 through and including June 30, 2015, as PRINCIPAL of LAURA B. SPRAGUE SCHOOL in Lincolnshire-Prairie View School District No. 103.

2. **DUTIES** - The duties and responsibilities of the PRINCIPAL will be those incidental to the office of the PRINCIPAL, those set forth in the job description for the position of PRINCIPAL (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals determined pursuant to this Agreement, those obligations imposed by the laws of the State of Illinois upon the PRINCIPAL, and the performance of other professional duties customarily performed by a PRINCIPAL as from time to time may be assigned to the PRINCIPAL by the BOARD or the Superintendent. The BOARD reserves the right to reassign the PRINCIPAL to different duties requiring certification from time to time during the term of this Agreement, without loss of contract term, pay, benefits, notice or a hearing.

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract. The PRINCIPAL will address and fulfill student performance and academic improvement goals which are attached hereto, as Exhibit A, and may be modified by the BOARD, the Superintendent and the PRINCIPAL cooperatively, during the time between the effective date of this contract and the PRINCIPAL’s start of employment. Any modifications to the student performance and academic improvement goals will be attached to this Agreement and made a part hereof. Once the student performance and academic improvement goals have been attained, this Agreement may be extended by the express, written consent of the parties. For each succeeding school year covered by this Agreement, new student performance and academic improvement goals will be developed prior to the next school year and made a part hereof.

4. **SALARY** - In consideration of the annual salary of One Hundred Forty Four Thousand Three Hundred Twenty Seven Dollars (\$144,327.00), the PRINCIPAL agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of PRINCIPAL Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the PRINCIPAL during the term of this Agreement, provided that the salary and/or fringe benefit(s) adjustments will not be lower than the salary and fringe benefits paid by the BOARD as set forth herein. Any adjustment to this Agreement made

during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the PRINCIPAL or that the termination date of this Agreement has been in any way extended. The BOARD and the PRINCIPAL may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the PRINCIPAL will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

5. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** – In addition to the salary paid to the PRINCIPAL by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the PRINCIPAL'S behalf, a maximum contribution of 9.4% to TRS pursuant to Sections 16-152 and 16-152.1 of the *Illinois Pension Code*. The BOARD will remit this contribution to TRS.

The BOARD and the PRINCIPAL make no commitment or guarantee that the BOARD'S payment of the contribution limit will continue to be excludable from the PRINCIPAL'S gross income for federal or state income tax purposes or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each side will be responsible for any miscalculations for which it is legally responsible *without* indemnification or any other recourse from the other side. That is, if it is subsequently determined that the PRINCIPAL should have paid taxes on any portion of the contribution for which he did not pay taxes, the interest and penalties are the PRINCIPAL'S responsibility alone. If the BOARD is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution, those penalties are the BOARD'S responsibility alone. Both the BOARD and the PRINCIPAL expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the PRINCIPAL owes more taxes, she has *no* right to seek additional sums from the BOARD.

6. **DEFERRED COMPENSATION** - The PRINCIPAL may elect that a portion of her salary (as stated in Section 4) be used to purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Code Section 457. It is understood and agreed that the cost of the purchase of any annuity or plan shall be deducted from the PRINCIPAL'S annual salary and shall not require an expenditure of funds by the BOARD above the amount paid to the PRINCIPAL in the form of salary.

7. **HOSPITALIZATION/MAJOR MEDICAL INSURANCE**–The BOARD will provide and pay 80% of the cost of premiums for hospitalization and major medical insurance, as either individual or family coverage, in accordance with the basic insurance coverage provided to certificated members of the professional staff. The PRINCIPAL will be responsible for the remaining 20% of the cost of the premiums.

8. **TERM LIFE INSURANCE** - The BOARD will provide and pay the premiums for a term life insurance policy for the PRINCIPAL for a ten (10) year term in the amount of Two Hundred Thousand Dollars (\$200,000.00). The BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the PRINCIPAL, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or her) own expense.

9. **MEDICAL EXAMINATION** – At the request of the BOARD, the PRINCIPAL will obtain a comprehensive medical examination at BOARD expense, after submission to the insurance carrier. A copy of the certificate of the physician certifying the physical ability of the PRINCIPAL to perform her essential job functions will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the Board, or by mutual agreement of the Board and PRINCIPAL.

10. **SICK AND PERSONAL LEAVE** – The PRINCIPAL will be entitled to fourteen (14) work days of sick leave annually. If the PRINCIPAL does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The PRINCIPAL will receive three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave.

11. **VACATION LEAVE** - The PRINCIPAL will receive twenty five (25) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve month staff. Other Spring, Summer and Winter non-student attendance periods will constitute work days unless specifically scheduled and credited toward the vacation listed above. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following contract year. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the PRINCIPAL.

12. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the PRINCIPAL will be required to incur certain personal expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the PRINCIPAL for expenses incurred by her on behalf of the BOARD, which have received pre-approval by the Superintendent; subject, however, to the PRINCIPAL'S substantiation and the BOARD'S approval of such expenses. The PRINCIPAL will submit appropriate substantiation of all business expenses incurred.

13. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the PRINCIPAL will be reimbursed for the dues and membership fees for one national and one state administrator, teacher and/or school board organization memberships to which she belongs. The BOARD shall also pay the costs for professional educational journals to which the PRINCIPAL subscribes.

14. **PROFESSIONAL ACTIVITIES** - The PRINCIPAL will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the Superintendent and the BOARD, the costs of attendance will be paid by the BOARD.

15. **CERTIFICATE** - The PRINCIPAL will furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered certificate to act as PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the BOARD.

16. **TUITION REIMBURSEMENT** - The BOARD will reimburse the PRINCIPAL for the tuition costs and fees for coursework approved by the BOARD and related to the position's duties, to a credit hour maximum of \$500 per credit hour and an annual maximum of Seven Thousand Five Hundred Dollars (\$7,500.) For reimbursement to be made, such approval must be in writing from the Superintendent and obtained in advance of taking the course. The PRINCIPAL agrees that by accepting such reimbursement she is agreeing not to seek other employment for a period of two (2) years following the receipt of the last tuition reimbursement she receives from the BOARD. If the PRINCIPAL voluntarily resigns her employment for reasons other than disability, retires, or is terminated pursuant to Section 17 (D) or (E) below, prior to fulfilling her two-year commitment to remain employed by the BOARD, she will immediately become liable to the BOARD for repayment of all tuition reimbursements received in the preceding three (3) years, unless otherwise agreed to in writing signed by the Parties. The PRINCIPAL hereby consents to satisfying any or all of such liability from any remaining compensation that may be due to her under this Agreement or otherwise. The PRINCIPAL'S repayment obligation will be reduced by fifty percent (50%) if she fulfills one year of her two-year commitment, and the obligation will be eliminated upon fulfillment of the full two-year commitment. The repayment obligation will not attach if the BOARD elects not to renew the PRINCIPAL'S contract or if this Contract is terminated by mutual agreement.

17. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the PRINCIPAL gives the BOARD at least ninety (90) days prior written notice of the proposed resignation.
- D. Disability. In the event of disability by illness or incapacity, after the PRINCIPAL'S sick leave has been exhausted, the compensation will be reinstated after the PRINCIPAL has returned to employment and undertaken the full discharge of her duties. The BOARD may terminate this Agreement by written notice to the PRINCIPAL at any time after the PRINCIPAL has exhausted any accumulated sick leave and such other leave as may be available and has been absent from her employment for whatever cause for an additional continuous period of three (3) months. All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the PRINCIPAL to return to her duties the BOARD may require the PRINCIPAL to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and PRINCIPAL will mutually agree upon the physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his/her report to the issue of whether the PRINCIPAL has a continuing disability which

prohibits her from performing her duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to act by the PRINCIPAL which is prejudicial to the School District as determined by the BOARD, including, but not limited to, neglect of duty, inefficiency or incompetence, insubordination to the Board, or violation of the terms of this Agreement. Reasons for discharge for cause will be given in writing to the PRINCIPAL, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the PRINCIPAL chooses to be accompanied by legal counsel, she will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the PRINCIPAL.
- F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the PRINCIPAL without pay pending completion of the requirements of this section. After the effective date of dismissal the PRINCIPAL will not be entitled to further payments of compensation of any kind under this Agreement, except that the PRINCIPAL will be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

18. **EVALUATION** - The BOARD and PRINCIPAL agree that there will be an annual evaluation of the PRINCIPAL'S performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals set forth in this Agreement, administration of personnel, rapport with the BOARD and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the Superintendent and given to the PRINCIPAL by March 1.

In the event that the SUPERINTENDENT determines that the performance of the PRINCIPAL is unsatisfactory in any respect, the SUPERINTENDENT will describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the SUPERINTENDENT deems performance to be unsatisfactory. The PRINCIPAL will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the evaluation and placed in the PRINCIPAL'S personnel file.

19. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the PRINCIPAL from any and all demands, claims, suits, actions and legal proceedings brought against the PRINCIPAL in her individual capacity, or in her official capacity as agent and employee of the BOARD provided the incident arose while the PRINCIPAL was acting within the scope of her employment and excluding criminal litigation

and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for indemnifying the PRINCIPAL against such demands, claims, suits, actions and legal proceedings.

20. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the BOARD, to: President
Board of Education
Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, Illinois 60069

If to the PRINCIPAL, to: Christine Adler
21304 S. Sylvan Drive
Mundelein, IL 60060

(or at the last address of the PRINCIPAL contained in official Business Office records of the BOARD).

21. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement will be binding upon and inure to the benefit of the PRINCIPAL, her successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and

duly authorized and signed by each of them.

- H. The BOARD retains the right to repeal, change or modify any policies, procedures or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

PRINCIPAL

BOARD OF EDUCATION OF
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103, LAKE
COUNTY, ILLINOIS

By: _____
Christine Adler

By: _____
President

ATTEST:

Secretary

ASSISTANT PRINCIPAL OF DANIEL WRIGHT JUNIOR HIGH'S AGREEMENT

THIS AGREEMENT made this 18th day of March, 2014, by and between the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103 ("BOARD"), and JULIE BODEEN ("ASSISTANT PRINCIPAL"), has been approved at the meeting of the BOARD held on March 18, 2014.

IT IS AGREED:

1. **EMPLOYMENT** - The ASSISTANT PRINCIPAL is hereby hired and retained from July 1, 2014 through and including June 30, 2015, as ASSISTANT PRINCIPAL of DANIEL WRIGHT JUNIOR HIGH in Lincolnshire-Prairie View School District No. 103.

2. **DUTIES** - The duties and responsibilities of the ASSISTANT PRINCIPAL will be those incidental to the office of the ASSISTANT PRINCIPAL, those set forth in the job description for the position of ASSISTANT PRINCIPAL (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals determined pursuant to this Agreement, those obligations imposed by the laws of the State of Illinois upon the ASSISTANT PRINCIPAL, and the performance of other professional duties customarily performed by an ASSISTANT PRINCIPAL as from time to time may be assigned to the ASSISTANT PRINCIPAL by the BOARD or the Superintendent. The BOARD reserves the right to reassign the ASSISTANT PRINCIPAL to different duties requiring certification from time to time during the term of this Agreement, without loss of contract term, pay, benefits, notice or a hearing.

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract. The ASSISTANT PRINCIPAL will address and fulfill student performance and academic improvement goals which are attached hereto, as Exhibit A, and may be modified by the BOARD, the Superintendent and the ASSISTANT PRINCIPAL cooperatively, during the time between the effective date of this contract and the ASSISTANT PRINCIPAL's start of employment. Any modifications to the student performance and academic improvement goals will be attached to this Agreement and made a part hereof. Once the student performance and academic improvement goals have been attained, this Agreement may be extended by the express, written consent of the parties. For each succeeding school year covered by this Agreement, new student performance and academic improvement goals will be developed prior to the next school year and made a part hereof.

4. **SALARY** - In consideration of the annual salary of Ninety Three Thousand Two Hundred Forty Eight Dollars (\$93,248.00), the ASSISTANT PRINCIPAL agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of ASSISTANT PRINCIPAL. Salary will be paid in twenty- four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the ASSISTANT PRINCIPAL during the term of this

Agreement, provided that the salary and/or fringe benefit(s) adjustments will not be lower than the salary and fringe benefits paid by the BOARD as set forth herein. Any adjustment to this Agreement made is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the ASSISTANT PRINCIPAL or that the termination date of this Agreement has been in any way extended. The BOARD and the ASSISTANT PRINCIPAL may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the ASSISTANT PRINCIPAL will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

5. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** – In addition to the salary paid to the ASSISTANT PRINCIPAL by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the ASSISTANT PRINCIPAL'S behalf, a maximum contribution of 9.4% to TRS pursuant to Sections 16-152 and 16-152.1 of the *Illinois Pension Code*. The BOARD will remit this contribution to TRS.

The BOARD and the ASSISTANT PRINCIPAL make no commitment or guarantee that the BOARD'S payment of the contribution limit will continue to be excludable from the ASSISTANT PRINCIPAL'S gross income for federal or state income tax purposes or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each side will be responsible for any miscalculations for which it is legally responsible *without* indemnification or any other recourse from the other side. That is, if it is subsequently determined that the ASSISTANT PRINCIPAL should have paid taxes on any portion of the contribution for which he did not pay taxes, the interest and penalties are the ASSISTANTPRINCIPAL'S responsibility alone. If the BOARD is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution, those penalties are the BOARD'S responsibility alone. Both the BOARD and the ASSISTANT PRINCIPAL expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the ASSISTANTPRINCIPAL owes more taxes, she has *no* right to seek additional sums from the BOARD.

6. **DEFERRED COMPENSATION** - The ASSISTANT PRINCIPAL may elect that a portion of her salary (as stated in Section 4) be used to purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Code Section 457. It is understood and agreed that the cost of the purchase of any annuity or plan shall be deducted from the ASSISTANT PRINCIPAL'S annual salary and shall not require an expenditure of funds by the BOARD above the amount paid to the ASSISTANT PRINCIPAL in the form of salary.

7. **HOSPITALIZATION/MAJOR MEDICAL INSURANCE** – The BOARD will provide and pay 80% of the cost of premiums for hospitalization and major medical insurance, as

either individual or family coverage, in accordance with the basic insurance coverage provided to certificated members of the professional staff. The ASSISTANT PRINCIPAL will be responsible for the remaining 20% of the cost of the premiums.

8. **TERM LIFE INSURANCE** - The BOARD will provide and pay the premiums for a term life insurance policy for the ASSISTANT PRINCIPAL for a ten (10) year term in the amount of Two Hundred Thousand Dollars (\$200,000.00). The BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the ASSISTANT PRINCIPAL, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or her) own expense.

9. **MEDICAL EXAMINATION** – At the request of the BOARD, the ASSISTANT PRINCIPAL will obtain a comprehensive medical examination at BOARD expense, after submission to the insurance carrier. A copy of the certificate of the physician certifying the physical ability of the ASSISTANT PRINCIPAL to perform her essential job functions will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the Board, or by mutual agreement of the Board and ASSISTANT PRINCIPAL.

10. **SICK AND PERSONAL LEAVE** – The ASSISTANT PRINCIPAL will be entitled to fourteen (14) work days of sick leave annually. If the ASSISTANT PRINCIPAL does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The ASSISTANT PRINCIPAL will receive three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave.

11. **VACATION LEAVE** - The ASSISTANT PRINCIPAL will receive twenty (20) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve month staff. Other Spring, Summer and Winter non-student attendance periods will constitute work days unless specifically scheduled and credited toward the vacation listed above. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following contract year. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the ASSISTANT PRINCIPAL.

12. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the ASSISTANT PRINCIPAL will be required to incur certain personal expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the ASSISTANT PRINCIPAL for expenses incurred by her on behalf of the BOARD, which have received pre-approval by the Superintendent; subject, however, to the ASSISTANT PRINCIPAL'S substantiation and the BOARD'S approval of such expenses. The ASSISTANT PRINCIPAL will submit appropriate substantiation of all business expenses incurred.

13. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the ASSISTANT PRINCIPAL will be reimbursed for the dues and membership fees for one national and one state administrator, teacher and/or school board organization memberships to which she belongs. The BOARD shall also pay the costs for professional educational journals to which the ASSISTANT PRINCIPAL subscribes.

14. **PROFESSIONAL ACTIVITIES** – The ASSISTANT PRINCIPAL is encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the Superintendent and the BOARD, the costs of attendance will be paid by the BOARD.

15. **CERTIFICATE** - The ASSISTANT PRINCIPAL will furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered certificate to act as ASSISTANT PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the BOARD.

16. **TUITION REIMBURSEMENT** - The BOARD will reimburse the ASSISTANT PRINCIPAL for the tuition costs and fees for coursework approved by the BOARD and related to the position's duties, to a credit hour maximum of \$500 per credit hour and an annual maximum of Seven Thousand Five Hundred Dollars (\$7,500.) For reimbursement to be made, such approval must be in writing from the Superintendent and obtained in advance of taking the course. The ASSISTANT PRINCIPAL agrees that by accepting such reimbursement she is agreeing not to seek other employment for a period of two (2) years following the receipt of the last tuition reimbursement she receives from the BOARD. If the ASSISTANT PRINCIPAL voluntarily resigns her employment for reasons other than disability, retires, or is terminated pursuant to Section 17 (D) or (E) below, prior to fulfilling her two-year commitment to remain employed by the BOARD, she will immediately become liable to the BOARD for repayment of all tuition reimbursements received in the preceding three (3) years, unless otherwise agreed to in writing signed by the Parties. The ASSISTANT PRINCIPAL hereby consents to satisfying any or all of such liability from any remaining compensation that may be due to her under this Agreement or otherwise. The ASSISTANT PRINCIPAL'S repayment obligation will be reduced by fifty percent (50%) if she fulfills one year of her two-year commitment, and the obligation will be eliminated upon fulfillment of the full two-year commitment. The repayment obligation will not attach if the BOARD elects not to renew the ASSISTANT PRINCIPAL'S contract or if this Contract is terminated by mutual agreement.

17. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the ASSISTANT PRINCIPAL gives the BOARD at least ninety (90) days prior written notice of the proposed resignation.
- D. Disability. In the event of disability by illness or incapacity, after the ASSISTANT PRINCIPAL'S sick leave has been exhausted, the compensation will be reinstated after the ASSISTANT PRINCIPAL has returned to employment and undertaken the full discharge of her duties. The BOARD may terminate this Agreement by written notice to the ASSISTANT PRINCIPAL at any time after the ASSISTANT PRINCIPAL has exhausted any accumulated sick leave and such other leave as may be available and has been absent from her employment for

whatever cause for an additional continuous period of three (3) months. All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the ASSISTANT PRINCIPAL to return to her duties the BOARD may require the ASSISTANT PRINCIPAL to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and ASSISTANT PRINCIPAL will mutually agree upon the physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his/her report to the issue of whether the ASSISTANT PRINCIPAL has a continuing disability which prohibits her from performing her duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to act by the ASSISTANT PRINCIPAL which is prejudicial to the School District as determined by the BOARD, including, but not limited to, neglect of duty, inefficiency or incompetence, insubordination to the Board, or violation of the terms of this Agreement. Reasons for discharge for cause will be given in writing to the ASSISTANT PRINCIPAL, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the ASSISTANT PRINCIPAL chooses to be accompanied by legal counsel, she will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the ASSISTANT PRINCIPAL.
- F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the ASSISTANT PRINCIPAL without pay pending completion of the requirements of this section. After the effective date of dismissal the ASSISTANT PRINCIPAL will not be entitled to further payments of compensation of any kind under this Agreement, except that the ASSISTANT PRINCIPAL will be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

18. **EVALUATION** - The BOARD and ASSISTANT PRINCIPAL agree that there will be an annual evaluation of the ASSISTANT PRINCIPAL'S performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals set forth in this Agreement, administration of personnel, rapport with the BOARD and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the Superintendent and given to the ASSISTANT PRINCIPAL by March 1.

In the event that the SUPERINTENDENT determines that the performance of the ASSISTANT PRINCIPAL is unsatisfactory in any respect, the SUPERINTENDENT will describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the SUPERINTENDENT deems performance to be unsatisfactory. The ASSISTANT PRINCIPAL

will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the evaluation and placed in the ASSISTANT PRINCIPAL'S personnel file.

19. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the ASSISTANT PRINCIPAL from any and all demands, claims, suits, actions and legal proceedings brought against the ASSISTANT PRINCIPAL in her individual capacity, or in her official capacity as agent and employee of the BOARD provided the incident arose while the ASSISTANT PRINCIPAL was acting within the scope of her employment and excluding criminal litigation and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for indemnifying the ASSISTANT PRINCIPAL against such demands, claims, suits, actions and legal proceedings.

20. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the BOARD, to:

President
Board of Education
Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, Illinois 60069

If to the ASSISTANT PRINCIPAL, to:

Julie Bodeen
2230 Lincolnwood Drive
Evanston, IL 60201

(or at the last address of the ASSISTANT PRINCIPAL contained in official Business Office records of the BOARD).

21. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

- E. This Agreement will be binding upon and inure to the benefit of the ASSISTANT PRINCIPAL, her successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies, procedures or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

ASSISTANT PRINCIPAL

BOARD OF EDUCATION OF
 LINCOLNSHIRE-PRAIRIE VIEW
 SCHOOL DISTRICT 103, LAKE
 COUNTY, ILLINOIS

By: _____
 Julie Bodeen

By: _____
 President

ATTEST:

 Secretary

**ASSISTANT DIRECTOR OF STUDENT SERVICES AGREEMENT
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**

THIS AGREEMENT made this 18th day of March, 2014, by and between the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103 (“BOARD”), and GINA FINALDI-SCHMIDT (“ASSISTANT DIRECTOR OF STUDENT SERVICES”), has been approved at the meeting of the BOARD held on March 18, 2014.

IT IS AGREED:

1. **EMPLOYMENT** - The ASSISTANT DIRECTOR OF STUDENT SERVICES is hereby hired and retained from July 1, 2014 through and including June 30, 2015, as ASSISTANT DIRECTOR OF STUDENT SERVICES in Lincolnshire-Prairie View School District No. 103.

2. **DUTIES** - The duties and responsibilities of the ASSISTANT DIRECTOR OF STUDENT SERVICES will be those incidental to the office of the ASSISTANT DIRECTOR OF STUDENT SERVICES, those set forth in the job description for the position of ASSISTANT DIRECTOR OF STUDENT SERVICES (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals determined pursuant to this Agreement, those obligations imposed by the laws of the State of Illinois upon the ASSISTANT DIRECTOR OF STUDENT SERVICES, and the performance of other professional duties customarily performed by an ASSISTANT DIRECTOR OF STUDENT SERVICES as from time to time may be assigned to the ASSISTANT DIRECTOR OF STUDENT SERVICES by the BOARD or the Superintendent. The BOARD reserves the right to reassign the ASSISTANT DIRECTOR OF STUDENT SERVICES to different duties requiring certification from time to time during the term of this Agreement, without loss of contract term, pay, benefits, notice or a hearing.

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract. The ASSISTANT DIRECTOR OF STUDENT SERVICES will address and fulfill student performance and academic improvement goals which are attached hereto, as Exhibit A, and may be modified by the BOARD, the Superintendent and the ASSISTANT DIRECTOR OF STUDENT SERVICES cooperatively, during the time between the effective date of this contract and the ASSISTANT DIRECTOR OF STUDENT SERVICES’ start of employment. Any modifications to the student performance and academic improvement goals will be attached to this Agreement and made a part hereof. Once the student performance and academic improvement goals have been attained, this Agreement may be extended by the express, written consent of the parties. For each succeeding school year covered by this Agreement, new student performance and academic improvement goals will be developed prior to the next school year and made a part hereof.

4. **SALARY** - In consideration of the annual salary of Ninety Four Thousand Seven Hundred Sixty Six Dollars (\$94,766.00), the ASSISTANT DIRECTOR OF STUDENT SERVICES agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of ASSISTANT DIRECTOR OF STUDENT SERVICES. Salary will be paid in twenty-four (24) equal installments in

accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the ASSISTANT DIRECTOR OF STUDENT SERVICES during the term of this Agreement, provided that the salary and/or fringe benefit(s) adjustments will not be lower than the salary and fringe benefits paid by the BOARD as set forth herein. Any adjustment to this Agreement made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the ASSISTANT DIRECTOR OF STUDENT SERVICES or that the termination date of this Agreement has been in any way extended. The BOARD and the ASSISTANT DIRECTOR OF STUDENT SERVICES may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the ASSISTANT DIRECTOR OF STUDENT SERVICES will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

5. TEACHERS' RETIREMENT SYSTEM CONTRIBUTION – In addition to the salary paid to the ASSISTANT DIRECTOR OF STUDENT SERVICES by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the ASSISTANT DIRECTOR OF STUDENT SERVICES' behalf, a maximum contribution of 9.4% to TRS pursuant to Sections 16-152 and 16-152.1 of the *Illinois Pension Code*. The BOARD will remit this contribution to TRS.

The BOARD and the ASSISTANT DIRECTOR OF STUDENT SERVICES make no commitment or guarantee that the BOARD'S payment of the contribution limit will continue to be excludable from the ASSISTANT DIRECTOR OF STUDENT SERVICES' gross income for federal or state income tax purposes or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each side will be responsible for any miscalculations for which it is legally responsible *without* indemnification or any other recourse from the other side. That is, if it is subsequently determined that the ASSISTANT DIRECTOR OF STUDENT SERVICES should have paid taxes on any portion of the contribution for which he did not pay taxes, the interest and penalties are the ASSISTANT DIRECTOR OF STUDENT SERVICES' responsibility alone. If the BOARD is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution, those penalties are the BOARD'S responsibility alone. Both the BOARD and the ASSISTANT DIRECTOR OF STUDENT SERVICES expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the ASSISTANT DIRECTOR OF STUDENT SERVICES owes more taxes, she has *no* right to seek additional sums from the BOARD.

6. DEFERRED COMPENSATION - The ASSISTANT DIRECTOR OF STUDENT SERVICES may elect that a portion of her salary (as stated in Section 4) be used to purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Code Section

457. It is understood and agreed that the cost of the purchase of any annuity or plan shall be deducted from the ASSISTANT DIRECTOR OF STUDENT SERVICES' annual salary and shall not require an expenditure of funds by the BOARD above the amount paid to the ASSISTANT DIRECTOR OF STUDENT SERVICES in the form of salary.

7. **HOSPITALIZATION/MAJOR MEDICAL INSURANCE** – The BOARD will provide and pay 80% of the cost of premiums for hospitalization and major medical insurance, as either individual or family coverage, in accordance with the basic insurance coverage provided to certificated members of the professional staff. The ASSISTANT DIRECTOR OF STUDENT SERVICES will be responsible for the remaining 20% of the cost of the premiums.

8. **TERM LIFE INSURANCE** - The BOARD will provide and pay the premiums for a term life insurance policy for the ASSISTANT DIRECTOR OF STUDENT SERVICES for a ten (10) year term in the amount of Two Hundred Thousand Dollars (\$200,000.00). The BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the ASSISTANT DIRECTOR OF STUDENT SERVICES, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or her) own expense.

9. **MEDICAL EXAMINATION** – At the request of the BOARD, the ASSISTANT DIRECTOR OF STUDENT SERVICES will obtain a comprehensive medical examination at BOARD expense, after submission to the insurance carrier. A copy of the certificate of the physician certifying the physical ability of the ASSISTANT DIRECTOR OF STUDENT SERVICES to perform her essential job functions will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the Board, or by mutual agreement of the Board and ASSISTANT DIRECTOR OF STUDENT SERVICES.

10. **SICK AND PERSONAL LEAVE** – The ASSISTANT DIRECTOR OF STUDENT SERVICES will be entitled to fourteen (14) work days of sick leave annually. If the ASSISTANT DIRECTOR OF STUDENT SERVICES does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The ASSISTANT DIRECTOR OF STUDENT SERVICES will receive three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave.

11. **VACATION LEAVE** - The ASSISTANT DIRECTOR OF STUDENT SERVICES will receive twenty (20) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve month staff. Other Spring, Summer and Winter non-student attendance periods will constitute work days unless specifically scheduled and credited toward the vacation listed above. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following contract year. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the ASSISTANT DIRECTOR OF STUDENT SERVICES.

12. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the ASSISTANT DIRECTOR OF STUDENT SERVICES will be required to incur certain personal

expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the ASSISTANT DIRECTOR OF STUDENT SERVICES for expenses incurred by her on behalf of the BOARD, which have received pre-approval by the Superintendent; subject, however, to the ASSISTANT DIRECTOR OF STUDENT SERVICES' substantiation and the BOARD'S approval of such expenses. The ASSISTANT DIRECTOR OF STUDENT SERVICES will submit appropriate substantiation of all business expenses incurred.

13. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the ASSISTANT DIRECTOR OF STUDENT SERVICES will be reimbursed for the dues and membership fees for one national and one state administrator, teacher and/or school board organization memberships to which she belongs. The BOARD shall also pay the costs for professional educational journals to which the ASSISTANT DIRECTOR OF STUDENT SERVICES subscribes.

14. **PROFESSIONAL ACTIVITIES** – The ASSISTANT DIRECTOR OF STUDENT SERVICES will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the Superintendent and the BOARD, the costs of attendance will be paid by the BOARD.

15. **CERTIFICATE** – The ASSISTANT DIRECTOR OF STUDENT SERVICES will furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered certificate to act as ASSISTANT DIRECTOR OF STUDENT SERVICES in accordance with the laws of the State of Illinois and as directed by the BOARD.

16. **TUITION REIMBURSEMENT** - The BOARD will reimburse the ASSISTANT DIRECTOR OF STUDENT SERVICES for the tuition costs and fees for coursework approved by the BOARD and related to the position's duties, to a credit hour maximum of \$500 per credit hour and an annual maximum of Seven Thousand Five Hundred Dollars (\$7,500.) For reimbursement to be made, such approval must be in writing from the Superintendent and obtained in advance of taking the course. The ASSISTANT DIRECTOR OF STUDENT SERVICES agrees that by accepting such reimbursement she is agreeing not to seek other employment for a period of two (2) years following the receipt of the last tuition reimbursement she receives from the BOARD. If the ASSISTANT DIRECTOR OF STUDENT SERVICES voluntarily resigns her employment for reasons other than disability, retires, or is terminated pursuant to Section 17 (D) or (E) below, prior to fulfilling her two-year commitment to remain employed by the BOARD, she will immediately become liable to the BOARD for repayment of all tuition reimbursements received in the preceding three (3) years, unless otherwise agreed to in writing signed by the Parties. The ASSISTANT DIRECTOR OF STUDENT SERVICES hereby consents to satisfying any or all of such liability from any remaining compensation that may be due to her under this Agreement or otherwise. The ASSISTANT DIRECTOR OF STUDENT SERVICES' repayment obligation will be reduced by fifty percent (50%) if she fulfills one year of her two-year commitment, and the obligation will be eliminated upon fulfillment of the full two-year commitment. The repayment obligation will not attach if the BOARD elects not to renew the ASSISTANT DIRECTOR OF STUDENT SERVICES' contract or if this Contract is terminated by mutual agreement.

17. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the ASSISTANT DIRECTOR OF STUDENT SERVICES gives the BOARD at least ninety (90) days prior written notice of the proposed resignation.
- D. Disability. In the event of disability by illness or incapacity, after the ASSISTANT DIRECTOR OF STUDENT SERVICES' sick leave has been exhausted, the compensation will be reinstated after the ASSISTANT DIRECTOR OF STUDENT SERVICES has returned to employment and undertaken the full discharge of her duties. The BOARD may terminate this Agreement by written notice to the ASSISTANT DIRECTOR OF STUDENT SERVICES at any time after the ASSISTANT DIRECTOR OF STUDENT SERVICES has exhausted any accumulated sick leave and such other leave as may be available and has been absent from her employment for whatever cause for an additional continuous period of three (3) months. All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the ASSISTANT DIRECTOR OF STUDENT SERVICES to return to her duties the BOARD may require the ASSISTANT DIRECTOR OF STUDENT SERVICES to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and ASSISTANT DIRECTOR OF STUDENT SERVICES will mutually agree upon the physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his/her report to the issue of whether the ASSISTANT DIRECTOR OF STUDENT SERVICES has a continuing disability which prohibits her from performing her duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to act by the ASSISTANT DIRECTOR OF STUDENT SERVICES which is prejudicial to the School District as determined by the BOARD, including, but not limited to, neglect of duty, inefficiency or incompetence, insubordination to the Board, or violation of the terms of this Agreement. Reasons for discharge for cause will be given in writing to the ASSISTANT DIRECTOR OF STUDENT SERVICES, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the ASSISTANT DIRECTOR OF STUDENT SERVICES chooses to be accompanied by legal counsel, she will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the ASSISTANT DIRECTOR OF STUDENT SERVICES.
- F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the ASSISTANT DIRECTOR OF STUDENT SERVICES without pay pending completion of the requirements of this section. After the effective date of dismissal the ASSISTANT DIRECTOR OF STUDENT SERVICES will not be entitled to further payments of compensation of any kind under this Agreement, except that the ASSISTANT DIRECTOR OF STUDENT SERVICES will be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

18. **EVALUATION** - The BOARD and ASSISTANT DIRECTOR OF STUDENT SERVICES agree that there will be an annual evaluation of the ASSISTANT DIRECTOR OF STUDENT SERVICES' performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals set forth in this Agreement, administration of personnel, rapport with the BOARD and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the Superintendent and given to the ASSISTANT DIRECTOR OF STUDENT SERVICES by March 1.

In the event that the SUPERINTENDENT determines that the performance of the ASSISTANT DIRECTOR OF STUDENT SERVICES is unsatisfactory in any respect, the SUPERINTENDENT will describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the SUPERINTENDENT deems performance to be unsatisfactory. The ASSISTANT DIRECTOR OF STUDENT SERVICES will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the evaluation and placed in the ASSISTANT DIRECTOR OF STUDENT SERVICES' personnel file.

19. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the ASSISTANT DIRECTOR OF STUDENT SERVICES from any and all demands, claims, suits, actions and legal proceedings brought against the ASSISTANT DIRECTOR OF STUDENT SERVICES in her individual capacity, or in her official capacity as agent and employee of the BOARD provided the incident arose while the ASSISTANT DIRECTOR OF STUDENT SERVICES was acting within the scope of her employment and excluding criminal litigation and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for indemnifying the ASSISTANT DIRECTOR OF STUDENT SERVICES against such demands, claims, suits, actions and legal proceedings.

20. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the BOARD, to:

President
Board of Education
Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, Illinois 60069

If to the ASSISTANT DIRECTOR OF STUDENT SERVICES, to:

Gina Finaldi-Schmidt
6512-103rd Avenue
Kenosha, WI 53142

(or at the last address of the ASSISTANT DIRECTOR OF STUDENT SERVICES contained in official Business Office records of the BOARD).

21. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement will be binding upon and inure to the benefit of the ASSISTANT DIRECTOR OF STUDENT SERVICES, her successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies, procedures or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

ASSISTANT DIRECTOR OF
STUDENT SERVICES

BOARD OF EDUCATION OF
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103, LAKE
COUNTY, ILLINOIS

By: _____
Gina Finaldi-Schmidt

By: _____
President

ATTEST:

Secretary

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**DIRECTOR OF FACILITIES AGREEMENT
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**

THIS AGREEMENT made this 18th day of March, 2014, by and between the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103 (“BOARD”), and SCOTT GAUNKY (“DIRECTOR OF FACILITIES”), has been approved at the meeting of the BOARD held on March 18, 2014.

IT IS AGREED:

1. **EMPLOYMENT** - The DIRECTOR OF FACILITIES is hereby hired and retained from July 1, 2014 through and including June 30, 2015, as DIRECTOR OF FACILITIES in Lincolnshire-Prairie View School District No. 103.

2. **DUTIES** - The duties and responsibilities of the DIRECTOR OF FACILITIES will be those incidental to the office of the DIRECTOR OF FACILITIES, those set forth in the job description for the position of DIRECTOR OF FACILITIES (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals determined pursuant to this Agreement, those obligations imposed by the laws of the State of Illinois upon the DIRECTOR OF FACILITIES, and the performance of other professional duties customarily performed by a DIRECTOR OF FACILITIES as from time to time may be assigned to the DIRECTOR OF FACILITIES by the BOARD or the Superintendent. The BOARD reserves the right to reassign the DIRECTOR OF FACILITIES to different duties from time to time during the term of this Agreement, without loss of contract term, pay, benefits, notice or a hearing.

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract. The DIRECTOR OF FACILITIES will address and fulfill student performance and academic improvement goals which are attached hereto, as Exhibit A, and may be modified by the BOARD, the Superintendent and the DIRECTOR OF FACILITIES cooperatively, during the time between the effective date of this contract and the DIRECTOR OF FACILITIES’ start of employment. Any modifications to the student performance and academic improvement goals will be attached to this Agreement and made a part hereof. Once the student performance and academic improvement goals have been attained, this Agreement may be extended by the express, written consent of the parties. For each succeeding school year covered by this Agreement, new student performance and academic improvement goals will be developed prior to the next school year and made a part hereof.

4. **SALARY** - In consideration of the annual salary of One Hundred One Thousand Five Hundred Forty Five Dollars (\$101,545.00), the DIRECTOR OF FACILITIES agrees to devote such time, skill, labor and attention to his employment, during the term of this Agreement, in order to faithfully perform the duties of DIRECTOR OF FACILITIES. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the DIRECTOR OF FACILITIES during the term of this Agreement, provided that the salary and/or fringe benefit(s) adjustments

will not be lower than the salary and fringe benefits paid by the BOARD as set forth herein. Any adjustment to this Agreement made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the DIRECTOR OF FACILITIES or that the termination date of this Agreement has been in any way extended. The BOARD and the DIRECTOR OF FACILITIES may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the DIRECTOR OF FACILITIES will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

5. **RETIREMENT SYSTEM CONTRIBUTION** – In addition to the salary paid to the DIRECTOR OF FACILITIES by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the DIRECTOR OF FACILITIES' behalf the DIRECTOR OF FACILITIES' required contribution to the Illinois Municipal Retirement Fund (“IMRF”) pursuant to the *Illinois Pension Code*, to a maximum of 4.5%. Any required DIRECTOR OF FACILITIES contributions in excess of 4.5% will be deducted from the salary expressed in Section 4 and remitted by the BOARD to the Illinois Municipal Retirement Fund.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each side will be responsible for any miscalculations for which it is legally responsible *without* indemnification or any other recourse from the other side. That is, if it is subsequently determined that the DIRECTOR OF FACILITIES should have paid taxes on any portion of the contribution for which he did not pay taxes, the interest and penalties are the DIRECTOR OF FACILITIES' responsibility alone. If the BOARD is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution, those penalties are the BOARD'S responsibility alone. Both the BOARD and the DIRECTOR OF FACILITIES expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the DIRECTOR OF FACILITIES owes more taxes, he has *no* right to seek additional sums from the BOARD.

6. **DEFERRED COMPENSATION** - The DIRECTOR OF FACILITIES may elect that a portion of his salary (as stated in Section 4) be used to purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the “Code”), as amended, and/or a deferred compensation plan pursuant to Code Section 457. It is understood and agreed that the cost of the purchase of any annuity or plan shall be deducted from the DIRECTOR OF FACILITIES' annual salary and shall not require an expenditure of funds by the BOARD above the amount paid to the DIRECTOR OF FACILITIES in the form of salary.

7. **HOSPITALIZATION/MAJOR MEDICAL INSURANCE** – The BOARD will provide and pay 80% of the cost of premiums for hospitalization and major medical insurance, as either individual or family coverage, in accordance with the basic insurance coverage provided to certificated members of the professional staff. The DIRECTOR OF FACILITIES will be responsible for the remaining 20% of the cost of the premiums.

8. **TERM LIFE INSURANCE** - The BOARD will provide and pay the premiums

for a term life insurance policy for the DIRECTOR OF FACILITIES for a ten (10) year term in the amount of Two Hundred Thousand Dollars (\$200,000.00). The BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the DIRECTOR OF FACILITIES, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or his) own expense.

9. **MEDICAL EXAMINATION** – At the request of the BOARD, the DIRECTOR OF FACILITIES will obtain a comprehensive medical examination at BOARD expense, after submission to the insurance carrier. A copy of the certificate of the physician certifying the physical ability of the DIRECTOR OF FACILITIES to perform his essential job functions will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the Board, or by mutual agreement of the Board and DIRECTOR OF FACILITIES.

10. **SICK AND PERSONAL LEAVE** – The DIRECTOR OF FACILITIES will be entitled to fourteen (14) work days of sick leave annually. If the DIRECTOR OF FACILITIES does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The DIRECTOR OF FACILITIES will receive three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave.

11. **VACATION LEAVE** - The DIRECTOR OF FACILITIES will receive twenty (20) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve month staff. Other Spring, Summer and Winter non-student attendance periods will constitute work days unless specifically scheduled and credited toward the vacation listed above. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following contract year. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the DIRECTOR OF FACILITIES.

12. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the DIRECTOR OF FACILITIES will be required to incur certain personal expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the DIRECTOR OF FACILITIES for expenses incurred by his on behalf of the BOARD, which have received pre-approval by the Superintendent; subject, however, to the DIRECTOR OF FACILITIES' substantiation and the BOARD'S approval of such expenses. The DIRECTOR OF FACILITIES will submit appropriate substantiation of all business expenses incurred.

13. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the DIRECTOR OF FACILITIES will be reimbursed for the dues and membership fees for one national and one state job-related professional organization to which he belongs. The BOARD shall also pay the costs for job-related professional journals to which the DIRECTOR OF FACILITIES subscribes.

14. **PROFESSIONAL ACTIVITIES** – The DIRECTOR OF FACILITIES will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the Superintendent and the BOARD, the costs of attendance will be paid by the BOARD.

15. **TUITION REIMBURSEMENT** - The BOARD will reimburse the DIRECTOR OF FACILITIES for the tuition costs and fees for coursework approved by the BOARD and related to the position's duties, to a credit hour maximum of \$500 per credit hour and an annual maximum of Seven Thousand Five Hundred Dollars (\$7,500.) For reimbursement to be made, such approval must be in writing from the Superintendent and obtained in advance of taking the course. The DIRECTOR OF FACILITIES agrees that by accepting such reimbursement he is agreeing not to seek other employment for a period of two (2) years following the receipt of the last tuition reimbursement he receives from the BOARD. If the DIRECTOR OF FACILITIES voluntarily resigns his employment for reasons other than disability, retires, or is terminated pursuant to Section 16 (D) or (E) below, prior to fulfilling his two-year commitment to remain employed by the BOARD, he will immediately become liable to the BOARD for repayment of all tuition reimbursements received in the preceding three (3) years, unless otherwise agreed to in writing signed by the Parties. The DIRECTOR OF FACILITIES hereby consents to satisfying any or all of such liability from any remaining compensation that may be due to him under this Agreement or otherwise. The DIRECTOR OF FACILITIES' repayment obligation will be reduced by fifty percent (50%) if he fulfills one year of his two-year commitment, and the obligation will be eliminated upon fulfillment of the full two-year commitment. The repayment obligation will not attach if the BOARD elects not to renew the DIRECTOR OF FACILITIES' contract or if this Contract is terminated by mutual agreement.

16. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the DIRECTOR OF FACILITIES gives the BOARD at least ninety (90) days prior written notice of the proposed resignation.
- D. Disability. In the event of disability by illness or incapacity, after the DIRECTOR OF FACILITIES' sick leave has been exhausted, the compensation will be reinstated after the DIRECTOR OF FACILITIES has returned to employment and undertaken the full discharge of his duties. The BOARD may terminate this Agreement by written notice to the DIRECTOR OF FACILITIES at any time after the DIRECTOR OF FACILITIES has exhausted any accumulated sick leave and such other leave as may be available and has been absent from his employment for whatever cause for an additional continuous period of three (3) months. All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the DIRECTOR OF FACILITIES to return to his duties the BOARD may require the DIRECTOR OF FACILITIES to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and DIRECTOR OF FACILITIES will mutually agree upon the physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his/her report to the issue of whether the DIRECTOR OF FACILITIES has a continuing disability

which prohibits him from performing his duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to act by the DIRECTOR OF FACILITIES which is prejudicial to the School District as determined by the BOARD, including, but not limited to, neglect of duty, inefficiency or incompetence, insubordination to the Board, or violation of the terms of this Agreement. Reasons for discharge for cause will be given in writing to the DIRECTOR OF FACILITIES, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the DIRECTOR OF FACILITIES chooses to be accompanied by legal counsel, he will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the DIRECTOR OF FACILITIES.

- F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the DIRECTOR OF FACILITIES without pay pending completion of the requirements of this section. After the effective date of dismissal the DIRECTOR OF FACILITIES will not be entitled to further payments of compensation of any kind under this Agreement, except that the DIRECTOR OF FACILITIES will be entitled to any vested benefits payable under the terms and provisions of the Illinois Municipal Retirement Fund.

17. **EVALUATION** - The BOARD and DIRECTOR OF FACILITIES agree that there will be an annual evaluation of the DIRECTOR OF FACILITIES' performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals set forth in this Agreement, administration of personnel, rapport with the BOARD and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the Superintendent and given to the DIRECTOR OF FACILITIES by March 1.

In the event that the SUPERINTENDENT determines that the performance of the DIRECTOR OF FACILITIES is unsatisfactory in any respect, the SUPERINTENDENT will describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the SUPERINTENDENT deems performance to be unsatisfactory. The DIRECTOR OF FACILITIES will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the evaluation and placed in the DIRECTOR OF FACILITIES' personnel file.

18. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the DIRECTOR OF FACILITIES from any and all demands, claims, suits, actions and legal proceedings brought against the DIRECTOR OF FACILITIES in his individual capacity, or in his official capacity as agent and employee of the BOARD provided the incident arose while the DIRECTOR OF FACILITIES was acting within the scope of his employment and excluding criminal litigation and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for indemnifying the DIRECTOR OF

FACILITIES against such demands, claims, suits, actions and legal proceedings.

19. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the BOARD, to:

President
Board of Education
Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, Illinois 60069

If to the DIRECTOR OF FACILITIES, to:

Scott Gaunky
2035 Oakleaf Circle
Lake Villa, IL 60046

(or at the last address of the DIRECTOR OF FACILITIES contained in official Business Office records of the BOARD).

20. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement will be binding upon and inure to the benefit of the DIRECTOR OF FACILITIES, his successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies,

procedures or regulations which it has adopted or may hereafter adopt,subject however, to restrictions contained in the *Illinois School Code* and other applicable law.

- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

DIRECTOR OF FACILITIES

BOARD OF EDUCATION OF
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103, LAKE
COUNTY, ILLINOIS

By: _____
Scott Gaunky

By: _____
President

ATTEST:

Secretary

PRINCIPAL OF HALF DAY SCHOOL AGREEMENT

THIS AGREEMENT made this 18th day of March, 2014, by and between the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103 (“BOARD”), and JILL MAU (“PRINCIPAL”), has been approved at the meeting of the BOARD held on March 18, 2014.

IT IS AGREED:

1. **EMPLOYMENT** - The PRINCIPAL is hereby hired and retained from July 1, 2014 through and including June 30, 2015, as PRINCIPAL of HALF DAY SCHOOL in Lincolnshire-Prairie View School District No. 103.

2. **DUTIES** - The duties and responsibilities of the PRINCIPAL will be those incidental to the office of the PRINCIPAL, those set forth in the job description for the position of PRINCIPAL (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals determined pursuant to this Agreement, those obligations imposed by the laws of the State of Illinois upon the PRINCIPAL, and the performance of other professional duties customarily performed by a PRINCIPAL as from time to time may be assigned to the PRINCIPAL by the BOARD or the Superintendent. The BOARD reserves the right to reassign the PRINCIPAL to different duties requiring certification from time to time during the term of this Agreement, without loss of contract term, pay, benefits, notice or a hearing..

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract. The PRINCIPAL will address and fulfill student performance and academic improvement goals which are attached hereto, as Exhibit A, and may be modified by the BOARD, the Superintendent and the PRINCIPAL cooperatively, during the time between the effective date of this contract and the PRINCIPAL’s start of employment. Any modifications to the student performance and academic improvement goals will be attached to this Agreement and made a part hereof. Once the student performance and academic improvement goals have been attained, this Agreement may be extended by the express, written consent of the parties. For each succeeding school year covered by this Agreement, new student performance and academic improvement goals will be developed prior to the next school year and made a part hereof.

4. **SALARY** - In consideration of the annual salary of One Hundred Fourteen Thousand One Hundred Eighty Nine Dollars (\$114,189.00), the PRINCIPAL agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of PRINCIPAL. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the PRINCIPAL during the term of this Agreement, provided that the salary and/or fringe benefit(s) adjustments will not be lower than the salary

and fringe benefits paid by the BOARD as set forth herein. Any adjustment to this Agreement made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the PRINCIPAL or that the termination date of this Agreement has been in any way extended. The BOARD and the PRINCIPAL may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the PRINCIPAL will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

5. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** – In addition to the salary paid to the PRINCIPAL by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the PRINCIPAL'S behalf, a maximum contribution of 9.4% to TRS pursuant to Sections 16-152 and 16-152.1 of the *Illinois Pension Code*. The BOARD will remit this contribution to TRS.

The BOARD and the PRINCIPAL make no commitment or guarantee that the BOARD'S payment of the contribution limit will continue to be excludable from the PRINCIPAL'S gross income for federal or state income tax purposes or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each side will be responsible for any miscalculations for which it is legally responsible *without* indemnification or any other recourse from the other side. That is, if it is subsequently determined that the PRINCIPAL should have paid taxes on any portion of the contribution for which he did not pay taxes, the interest and penalties are the PRINCIPAL'S responsibility alone. If the BOARD is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution, those penalties are the BOARD'S responsibility alone. Both the BOARD and the PRINCIPAL expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the PRINCIPAL owes more taxes, she has *no* right to seek additional sums from the BOARD.

6. **DEFERRED COMPENSATION** - The PRINCIPAL may elect that a portion of her salary (as stated in Section 4) be used to purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Code Section 457. It is understood and agreed that the cost of the purchase of any annuity or plan shall be deducted from the PRINCIPAL'S annual salary and shall not require an expenditure of funds by the BOARD above the amount paid to the PRINCIPAL in the form of salary.

7. **HOSPITALIZATION/MAJOR MEDICAL INSURANCE**–The BOARD will provide and pay 80% of the cost of premiums for hospitalization and major medical insurance, as either individual or family coverage, in accordance with the basic insurance coverage provided to certificated members of the professional staff. The PRINCIPAL will be responsible for the

remaining 20% of the cost of the premiums.

8. **TERM LIFE INSURANCE** - The BOARD will provide and pay the premiums for a term life insurance policy for the PRINCIPAL for a ten (10) year term in the amount of Two Hundred Thousand Dollars (\$200,000.00). The BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the PRINCIPAL, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or her) own expense.

9. **MEDICAL EXAMINATION** – At the request of the BOARD, the PRINCIPAL will obtain a comprehensive medical examination at BOARD expense, after submission to the insurance carrier. A copy of the certificate of the physician certifying the physical ability of the PRINCIPAL to perform her essential job functions will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the Board, or by mutual agreement of the Board and PRINCIPAL.

10. **SICK AND PERSONAL LEAVE** – The PRINCIPAL will be entitled to fourteen (14) work days of sick leave annually. If the PRINCIPAL does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The PRINCIPAL will receive three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave.

11. **VACATION LEAVE** - The PRINCIPAL will receive twenty (20) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve month staff. Other Spring, Summer and Winter non-student attendance periods will constitute work days unless specifically scheduled and credited toward the vacation listed above. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following contract year. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the PRINCIPAL.

12. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the PRINCIPAL will be required to incur certain personal expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the PRINCIPAL for expenses incurred by her on behalf of the BOARD, which have received pre-approval by the Superintendent; subject, however, to the PRINCIPAL'S substantiation and the BOARD'S approval of such expenses. The PRINCIPAL will submit appropriate substantiation of all business expenses incurred.

13. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the PRINCIPAL will be reimbursed for the dues and membership fees for one national and one state administrator, teacher and/or school board organization memberships to which she belongs. The BOARD shall also pay the costs for professional educational journals to which the PRINCIPAL subscribes.

14. **PROFESSIONAL ACTIVITIES** - The PRINCIPAL will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the Superintendent and the BOARD, the costs

of attendance will be paid by the BOARD.

15. **CERTIFICATE** - The PRINCIPAL will furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered certificate to act as PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the BOARD.

16. **TUITION REIMBURSEMENT** - The BOARD will reimburse the PRINCIPAL for the tuition costs and fees for coursework approved by the BOARD and related to the position's duties, to a credit hour maximum of \$500 per credit hour and an annual maximum of Seven Thousand Five Hundred Dollars (\$7,500.) For reimbursement to be made, such approval must be in writing from the Superintendent and obtained in advance of taking the course. The PRINCIPAL agrees that by accepting such reimbursement she is agreeing not to seek other employment for a period of two (2) years following the receipt of the last tuition reimbursement she receives from the BOARD. If the PRINCIPAL voluntarily resigns her employment for reasons other than disability, retires, or is terminated pursuant to Section 17 (D) or (E) below, prior to fulfilling her two-year commitment to remain employed by the BOARD, she will immediately become liable to the BOARD for repayment of all tuition reimbursements received in the preceding three (3) years, unless otherwise agreed to in writing signed by the Parties. The PRINCIPAL hereby consents to satisfying any or all of such liability from any remaining compensation that may be due to her under this Agreement or otherwise. The PRINCIPAL'S repayment obligation will be reduced by fifty percent (50%) if she fulfills one year of her two-year commitment, and the obligation will be eliminated upon fulfillment of the full two-year commitment. The repayment obligation will not attach if the BOARD elects not to renew the PRINCIPAL'S contract or if this Contract is terminated by mutual agreement.

17. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the PRINCIPAL gives the BOARD at least ninety (90) days prior written notice of the proposed resignation.
- D. Disability. In the event of disability by illness or incapacity, after the PRINCIPAL'S sick leave has been exhausted, the compensation will be reinstated after the PRINCIPAL has returned to employment and undertaken the full discharge of her duties. The BOARD may terminate this Agreement by written notice to the PRINCIPAL at any time after the PRINCIPAL has exhausted any accumulated sick leave and such other leave as may be available and has been absent from her employment for whatever cause for an additional continuous period of three (3) months. All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the PRINCIPAL to return to her duties the BOARD may require the PRINCIPAL to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and PRINCIPAL will mutually agree upon the

physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his/her report to the issue of whether the PRINCIPAL has a continuing disability which prohibits her from performing her duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to act by the PRINCIPAL which is prejudicial to the School District as determined by the BOARD, including, but not limited to, neglect of duty, inefficiency or incompetence, insubordination to the Board, or violation of the terms of this Agreement. Reasons for discharge for cause will be given in writing to the PRINCIPAL, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the PRINCIPAL chooses to be accompanied by legal counsel, she will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the PRINCIPAL.
- F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the PRINCIPAL without pay pending completion of the requirements of this section. After the effective date of dismissal the PRINCIPAL will not be entitled to further payments of compensation of any kind under this Agreement, except that the PRINCIPAL will be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

18. **EVALUATION** - The BOARD and PRINCIPAL agree that there will be an annual evaluation of the PRINCIPAL'S performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals set forth in this Agreement, administration of personnel, rapport with the BOARD and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the Superintendent and given to the PRINCIPAL by March 1.

In the event that the SUPERINTENDENT determines that the performance of the PRINCIPAL is unsatisfactory in any respect, the SUPERINTENDENT will describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the SUPERINTENDENT deems performance to be unsatisfactory. The PRINCIPAL will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the evaluation and placed in the PRINCIPAL'S personnel file.

19. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the PRINCIPAL from any and all demands, claims, suits, actions and legal proceedings brought against the PRINCIPAL in her individual capacity, or in her official capacity as agent and employee of the BOARD provided the incident arose while the PRINCIPAL was acting within the scope of her employment and excluding criminal litigation and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for

indemnifying the PRINCIPAL against such demands, claims, suits, actions and legal proceedings.

20. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the BOARD, to: President
Board of Education
Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, Illinois 60069

If to the PRINCIPAL, to: Jill Mau
342 Bell Drive
Cary, IL 60013

(or at the last address of the PRINCIPAL contained in official Business Office records of the BOARD).

21. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement will be binding upon and inure to the benefit of the PRINCIPAL, her successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies,

procedures or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.

- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

PRINCIPAL

BOARD OF EDUCATION OF
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103, LAKE
COUNTY, ILLINOIS

By: _____
Jill Mau

By: _____
President

ATTEST:

Secretary

**DIRECTOR OF STUDENT SERVICES AGREEMENT
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**

THIS AGREEMENT made this 18th day of March, 2014, by and between the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIEVIEW SCHOOL DISTRICT 103 (“BOARD”), and JULIE POSTMA (“DIRECTOR OF STUDENT SERVICES”), has been approved at the meeting of the BOARD held on March 18, 2014.

IT IS AGREED:

1. **EMPLOYMENT** - The DIRECTOR OF STUDENT SERVICES is hereby hired and retained from July 1, 2014 through and including June 30, 2015, as DIRECTOR OF STUDENT SERVICES in Lincolnshire-Prairie View School District No. 103.

2. **DUTIES** - The duties and responsibilities of the DIRECTOR OF STUDENT SERVICES will be those incidental to the office of the DIRECTOR OF STUDENT SERVICES, those set forth in the job description for the position of DIRECTOR OF STUDENT SERVICES (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals determined pursuant to this Agreement, those obligations imposed by the laws of the State of Illinois upon the DIRECTOR OF STUDENT SERVICES, and the performance of other professional duties customarily performed by a DIRECTOR OF STUDENT SERVICES as from time to time may be assigned to the DIRECTOR OF STUDENT SERVICES by the BOARD or the Superintendent. The BOARD reserves the right to reassign the DIRECTOR OF STUDENT SERVICES to different duties requiring certification from time to time during the term of this Agreement, without loss of contract term, pay, benefits, notice or a hearing.

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract. The DIRECTOR OF STUDENT SERVICES will address and fulfill student performance and academic improvement goals which are attached hereto, as Exhibit A, and may be modified by the BOARD, the Superintendent and the DIRECTOR OF STUDENT SERVICES cooperatively, during the time between the effective date of this contract and the DIRECTOR OF STUDENT SERVICES’ start of employment. Any modifications to the student performance and academic improvement goals will be attached to this Agreement and made a part hereof. Once the student performance and academic improvement goals have been attained, this Agreement may be extended by the express, written consent of the parties. For each succeeding school year covered by this Agreement, new student performance and academic improvement goals will be developed prior to the next school year and made a part hereof.

4. **SALARY** - In consideration of the annual salary One Hundred Thirty Five Thousand Seven Hundred Thirty Six Dollars (\$135,736), the DIRECTOR OF STUDENT SERVICES agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of DIRECTOR OF STUDENT SERVICES. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or

fringe benefits of the DIRECTOR OF STUDENT SERVICES during the term of this Agreement, provided that the salary and/or fringe benefit(s) adjustments will not be lower than the salary and fringe benefits paid by the BOARD as set forth herein. Any adjustment to this Agreement made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the DIRECTOR OF STUDENT SERVICES or that the termination date of this Agreement has been in any way extended. The BOARD and the DIRECTOR OF STUDENT SERVICES may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the DIRECTOR OF STUDENT SERVICES will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

5. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** – In addition to the salary paid to the DIRECTOR OF STUDENT SERVICES by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the DIRECTOR OF STUDENT SERVICES' behalf, a maximum contribution of 9.4% to TRS pursuant to Sections 16-152 and 16-152.1 of the *Illinois Pension Code*. The BOARD will remit this contribution to TRS.

The BOARD and the DIRECTOR OF STUDENT SERVICES make no commitment or guarantee that the BOARD'S payment of the contribution limit will continue to be excludable from the DIRECTOR OF STUDENT SERVICES' gross income for federal or state income tax purposes or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each side will be responsible for any miscalculations for which it is legally responsible *without* indemnification or any other recourse from the other side. That is, if it is subsequently determined that the DIRECTOR OF STUDENT SERVICES should have paid taxes on any portion of the contribution for which he did not pay taxes, the interest and penalties are the DIRECTOR OF STUDENT SERVICES' responsibility alone. If the BOARD is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution, those penalties are the BOARD'S responsibility alone. Both the BOARD and the DIRECTOR OF STUDENT SERVICES expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the DIRECTOR OF STUDENT SERVICES owes more taxes, she has *no* right to seek additional sums from the BOARD.

6. **DEFERRED COMPENSATION** - The DIRECTOR OF STUDENT SERVICES may elect that a portion of her salary (as stated in Section 4) be used to purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Code Section 457. It is understood and agreed that the cost of the purchase of any annuity or plan shall be deducted from the DIRECTOR OF STUDENT SERVICES' annual salary and shall not require an expenditure of funds by the BOARD above the amount paid to the DIRECTOR OF STUDENT SERVICES in the form of salary.

7. **HOSPITALIZATION/MAJOR MEDICAL INSURANCE** –The BOARD will provide and pay 80% of the cost of premiums for hospitalization and major medical insurance, as either individual or family coverage, in accordance with the basic insurance coverage provided to certificated members of the professional staff. The DIRECTOR OF STUDENT SERVICES will be responsible for the remaining 20% of the cost of the premiums.

8. **TERM LIFE INSURANCE** - The BOARD will provide and pay the premiums for a term life insurance policy for the DIRECTOR OF STUDENT SERVICES for a ten (10) year term in the amount of Two Hundred Thousand Dollars (\$200,000.00). The BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the DIRECTOR OF STUDENT SERVICES, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or her) own expense.

9. **MEDICAL EXAMINATION** – At the request of the BOARD, the DIRECTOR OF STUDENT SERVICES will obtain a comprehensive medical examination at BOARD expense, after submission to the insurance carrier. A copy of the certificate of the physician certifying the physical ability of the DIRECTOR OF STUDENT SERVICES to perform her essential job functions will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the Board, or by mutual agreement of the Board and DIRECTOR OF STUDENT SERVICES.

10. **SICK AND PERSONAL LEAVE** – The DIRECTOR OF STUDENT SERVICES will be entitled to fourteen (14) work days of sick leave annually. If the DIRECTOR OF STUDENT SERVICES does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The DIRECTOR OF STUDENT SERVICES will receive three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave.

11. **VACATION LEAVE** - The DIRECTOR OF STUDENT SERVICES will receive twenty five (25) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve month staff. Other Spring, Summer and Winter non-student attendance periods will constitute work days unless specifically scheduled and credited toward the vacation listed above. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following contract year. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the DIRECTOR OF STUDENT SERVICES.

12. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the DIRECTOR OF STUDENT SERVICES will be required to incur certain personal expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the DIRECTOR OF STUDENT SERVICES for expenses incurred by her on behalf of the BOARD, which have received pre-approval by the Superintendent; subject, however, to the DIRECTOR OF STUDENT SERVICES' substantiation and the BOARD'S approval of such expenses. The DIRECTOR OF STUDENT SERVICES will submit appropriate substantiation of all business expenses incurred.

13. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the DIRECTOR OF STUDENT SERVICES will be reimbursed for the dues and

membership fees for one national and one state administrator, teacher and/or school board organization memberships to which she belongs. The BOARD shall also pay the costs for professional educational journals to which the DIRECTOR OF STUDENT SERVICES subscribes.

14. **PROFESSIONAL ACTIVITIES** - The DIRECTOR OF STUDENT SERVICES will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the Superintendent and the BOARD, the costs of attendance will be paid by the BOARD.

15. **CERTIFICATE** - The DIRECTOR OF STUDENT SERVICES will furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered certificate to act as DIRECTOR OF STUDENT SERVICES in accordance with the laws of the State of Illinois and as directed by the BOARD.

16. **TUITION REIMBURSEMENT** - The BOARD will reimburse the DIRECTOR OF STUDENT SERVICES for the tuition costs and fees for coursework approved by the BOARD and related to the position's duties, to a credit hour maximum of \$500 per credit hour and an annual maximum of Seven Thousand Five Hundred Dollars (\$7,500.) For reimbursement to be made, such approval must be in writing from the Superintendent and obtained in advance of taking the course. The DIRECTOR OF STUDENT SERVICES agrees that by accepting such reimbursement she is agreeing not to seek other employment for a period of two (2) years following the receipt of the last tuition reimbursement she receives from the BOARD. If the DIRECTOR OF STUDENT SERVICES voluntarily resigns her employment for reasons other than disability, retires, or is terminated pursuant to Section 17 (D) or (E) below, prior to fulfilling her two-year commitment to remain employed by the BOARD, she will immediately become liable to the BOARD for repayment of all tuition reimbursements received in the preceding three (3) years, unless otherwise agreed to in writing signed by the Parties. The DIRECTOR OF STUDENT SERVICES hereby consents to satisfying any or all of such liability from any remaining compensation that may be due to her under this Agreement or otherwise. The DIRECTOR OF STUDENT SERVICES' repayment obligation will be reduced by fifty percent (50%) if she fulfills one year of her two-year commitment, and the obligation will be eliminated upon fulfillment of the full two-year commitment. The repayment obligation will not attach if the BOARD elects not to renew the DIRECTOR OF STUDENT SERVICES' contract or if this Contract is terminated by mutual agreement.

17. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the DIRECTOR OF STUDENT SERVICES gives the BOARD at least ninety (90) days prior written notice of the proposed resignation.
- D. Disability. In the event of disability by illness or incapacity, after the DIRECTOR OF STUDENT SERVICES' sick leave has been exhausted, the compensation will be reinstated after the DIRECTOR OF STUDENT SERVICES has returned to employment and undertaken the full discharge

of her duties. The BOARD may terminate this Agreement by written notice to the DIRECTOR OF STUDENT SERVICES at any time after the DIRECTOR OF STUDENT SERVICES has exhausted any accumulated sick leave and such other leave as may be available and has been absent from her employment for whatever cause for an additional continuous period of three (3) months. All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the DIRECTOR OF STUDENT SERVICES to return to her duties the BOARD may require the DIRECTOR OF STUDENT SERVICES to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and DIRECTOR OF STUDENT SERVICES will mutually agree upon the physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his/her report to the issue of whether the DIRECTOR OF STUDENT SERVICES has a continuing disability which prohibits her from performing her duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to act by the DIRECTOR OF STUDENT SERVICES which is prejudicial to the School District as determined by the BOARD, including, but not limited to, neglect of duty, inefficiency or incompetence, insubordination to the Board, or violation of the terms of this Agreement. Reasons for discharge for cause will be given in writing to the DIRECTOR OF STUDENT SERVICES, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the DIRECTOR OF STUDENT SERVICES chooses to be accompanied by legal counsel, she will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the DIRECTOR OF STUDENT SERVICES.
- F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the DIRECTOR OF STUDENT SERVICES without pay pending completion of the requirements of this section. After the effective date of dismissal the DIRECTOR OF STUDENT SERVICES will not be entitled to further payments of compensation of any kind under this Agreement, except that the DIRECTOR OF STUDENT SERVICES will be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

18. **EVALUATION** - The BOARD and DIRECTOR OF STUDENT SERVICES agree that there will be an annual evaluation of the DIRECTOR OF STUDENT SERVICES' performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals set forth in this Agreement, administration of personnel, rapport with the BOARD and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the Superintendent and given to the DIRECTOR OF STUDENT SERVICES by March 1.

In the event that the SUPERINTENDENT determines that the performance of the DIRECTOR OF STUDENT SERVICES is unsatisfactory in any respect, the SUPERINTENDENT will describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the SUPERINTENDENT deems performance to be unsatisfactory. The DIRECTOR OF STUDENT SERVICES will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the evaluation and placed in the DIRECTOR OF STUDENT SERVICES' personnel file.

19. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the DIRECTOR OF STUDENT SERVICES from any and all demands, claims, suits, actions and legal proceedings brought against the DIRECTOR OF STUDENT SERVICES in her individual capacity, or in her official capacity as agent and employee of the BOARD provided the incident arose while the DIRECTOR OF STUDENT SERVICES was acting within the scope of her employment and excluding criminal litigation and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for indemnifying the DIRECTOR OF STUDENT SERVICES against such demands, claims, suits, actions and legal proceedings.

20. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the BOARD, to:

President
Board of Education
Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, Illinois 60069

If to the DIRECTOR OF STUDENT SERVICES, to:

Julie Postma
430 S. Warren
Palatine, IL 60067

(or at the last address of the DIRECTOR OF STUDENT SERVICES contained in official Business Office records of the BOARD).

21. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.

- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement will be binding upon and inure to the benefit of the DIRECTOR OF STUDENT SERVICES, her successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies, procedures or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

DIRECTOR OF STUDENT SERVICES

BOARD OF EDUCATION OF
LINCOLNSHIRE-PRAIRIEVIEW SCHOOL
DISTRICT 103, LAKE COUNTY, ILLINOIS

By: _____
JULIE POSTMA

By: _____
President

ATTEST:

Secretary

**RESOLUTION TO AMEND
EXECUTIVE DIRECTOR'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Katie Reynolds ("Ms. Reynolds") are parties to an Executive Director's Contract covering the term of July 1, 2012, through June 30, 2015, (the "Contract"); and

WHEREAS, the Board and Ms. Reynolds wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof and all references in the Contract to "Executive Director" or "Executive Director of Curriculum and Instruction" are hereby changed to "Assistant Superintendent" or "Assistant Superintendent for Curriculum and Instruction" respectively.

Section 2. The Contract is hereby amended by establishing the Assistant Superintendent's annual salary for July 1, 2014 through June 30, 2015, pursuant to Section 4 of the Contract, as One Hundred Fifty Seven Thousand Sixty Nine Dollars (\$157,069.00). All other provisions of the Contract shall remain unchanged and in full effect.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____ seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this 18th day of March, 2014

AGREED:

Katie Reynolds

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**RESOLUTION TO AMEND
ASSISTANT SUPERINTENDENT'S CONTRACT**

WHEREAS, the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "Board") and Dan Stanley ("Mr. Stanley" or "Assistant Superintendent") are parties to an Assistant Superintendent's Contract covering the term of July 1, 2012, through June 30, 2015, (the "Contract"); and

WHEREAS, the Board and Mr. Stanley wish to amend the terms of the Contract.

NOW, THEREFORE, be it resolved:

Section 1. The above recitals are incorporated herein and made a contractual part hereof.

Section 2. The Contract is hereby amended by establishing the Assistant Superintendent's annual salary for July 1, 2014 through June 30, 2015, pursuant to Section 4 of the Contract, as One Hundred Fifty Seven Thousand Sixty Nine Dollars (\$157,069.00). All other provisions of the Contract shall remain unchanged and in full effect.

Section 3. This resolution will take effect upon adoption by the Board.

Member _____ moved to adopt the resolution, and Member _____ seconded the motion. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution adopted this 18th day of March, 2014

AGREED:

Dan Stanley

BOARD OF EDUCATION
LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT 103
LAKE COUNTY, ILLINOIS

ATTEST:

Secretary

President

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**DIRECTOR OF TECHNOLOGY AGREEMENT
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**

THIS AGREEMENT made this 18th day of March, 2014, by and between the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103 (“BOARD”), and MARK WESTHOFF (“DIRECTOR OF TECHNOLOGY”), has been approved at the meeting of the BOARD held on March 18, 2014.

IT IS AGREED:

1. **EMPLOYMENT** - The DIRECTOR OF TECHNOLOGY is hereby hired and retained from July 1, 2014 through and including June 30, 2015, as DIRECTOR OF TECHNOLOGY in Lincolnshire-Prairie View School District No. 103.

2. **DUTIES** - The duties and responsibilities of the DIRECTOR OF TECHNOLOGY will be those incidental to the office of the DIRECTOR OF TECHNOLOGY, those set forth in the job description for the position of DIRECTOR OF TECHNOLOGY (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals determined pursuant to this Agreement, those obligations imposed by the laws of the State of Illinois upon the DIRECTOR OF TECHNOLOGY, and the performance of other professional duties customarily performed by a DIRECTOR OF TECHNOLOGY as from time to time may be assigned to the DIRECTOR OF TECHNOLOGY by the BOARD or the Superintendent. The BOARD reserves the right to reassign the DIRECTOR OF TECHNOLOGY to different duties requiring certification from time to time during the term of this Agreement, without loss of contract term, pay, benefits, notice or a hearing..

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract. The DIRECTOR OF TECHNOLOGY will address and fulfill student performance and academic improvement goals which are attached hereto, as Exhibit A, and may be modified by the BOARD, the Superintendent and the DIRECTOR OF TECHNOLOGY cooperatively, during the time between the effective date of this contract and the DIRECTOR OF TECHNOLOGY’s start of employment. Any modifications to the student performance and academic improvement goals will be attached to this Agreement and made a part hereof. Once the student performance and academic improvement goals have been attained, this Agreement may be extended by the express, written consent of the parties. For each succeeding school year covered by this Agreement, new student performance and academic improvement goals will be developed prior to the next school year and made a part hereof.

4. **SALARY** - One Hundred Thirteen Thousand Six Hundred Twenty Seven Dollars (\$113,627.00), the DIRECTOR OF TECHNOLOGY agrees to devote such time, skill, labor and attention to his employment, during the term of this Agreement, in order to faithfully perform the duties of DIRECTOR OF TECHNOLOGY. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided

for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the DIRECTOR OF TECHNOLOGY during the term of this Agreement, provided that the salary and/or fringe benefit(s) adjustments will not be lower than the salary and fringe benefits paid by the BOARD as set forth herein. Any adjustment to this Agreement made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the DIRECTOR OF TECHNOLOGY or that the termination date of this Agreement has been in any way extended. The BOARD and the DIRECTOR OF TECHNOLOGY may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the DIRECTOR OF TECHNOLOGY will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

5. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** – In addition to the salary paid to the DIRECTOR OF TECHNOLOGY by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the DIRECTOR OF TECHNOLOGY'S behalf, a maximum contribution of 9.4% to TRS pursuant to Sections 16-152 and 16-152.1 of the *Illinois Pension Code*. The BOARD will remit this contribution to TRS.

6. **DEFERRED COMPENSATION** - The DIRECTOR OF TECHNOLOGY may elect that a portion of his salary (as stated in Section 4) be used to purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Code Section 457. It is understood and agreed that the cost of the purchase of any annuity or plan shall be deducted from the DIRECTOR OF TECHNOLOGY'S annual salary and shall not require an expenditure of funds by the BOARD above the amount paid to the DIRECTOR OF TECHNOLOGY in the form of salary.

7. **HOSPITALIZATION/MAJOR MEDICAL INSURANCE** – The BOARD will provide and pay 80% of the cost of premiums for hospitalization and major medical insurance, as either individual or family coverage, in accordance with the basic insurance coverage provided to certificated members of the professional staff. The DIRECTOR OF TECHNOLOGY will be responsible for the remaining 20% of the cost of the premiums.

8. **TERM LIFE INSURANCE** - The BOARD will provide and pay the premiums for a term life insurance policy for the DIRECTOR OF TECHNOLOGY for a ten (10) year term in the amount of Two Hundred Thousand Dollars (\$200,000.00). The BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the DIRECTOR OF TECHNOLOGY, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or his) own expense.

9. **MEDICAL EXAMINATION** – At the request of the BOARD, the DIRECTOR OF TECHNOLOGY will obtain a comprehensive medical examination at BOARD expense, after submission to the insurance carrier. A copy of the certificate of the physician certifying the physical ability of the DIRECTOR OF TECHNOLOGY to perform his essential job functions

will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the Board, or by mutual agreement of the Board and DIRECTOR OF TECHNOLOGY.

10. **SICK AND PERSONAL LEAVE** – The DIRECTOR OF TECHNOLOGY will be entitled to fourteen (14) work days of sick leave annually. If the DIRECTOR OF TECHNOLOGY does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The DIRECTOR OF TECHNOLOGY will receive three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave.

11. **VACATION LEAVE** - The DIRECTOR OF TECHNOLOGY will receive twenty (20) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve month staff. Other Spring, Summer and Winter non-student attendance periods will constitute work days unless specifically scheduled and credited toward the vacation listed above. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following contract year. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the DIRECTOR OF TECHNOLOGY.

12. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the DIRECTOR OF TECHNOLOGY will be required to incur certain personal expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the DIRECTOR OF TECHNOLOGY for expenses incurred by his on behalf of the BOARD, which have received pre-approval by the Superintendent; subject, however, to the DIRECTOR OF TECHNOLOGY'S substantiation and the BOARD'S approval of such expenses. The DIRECTOR OF TECHNOLOGY will submit appropriate substantiation of all business expenses incurred.

13. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the DIRECTOR OF TECHNOLOGY will be reimbursed for the dues and membership fees for one national and one state administrator, teacher and/or school board organization memberships to which he belongs. The BOARD shall also pay the costs for professional educational journals to which the DIRECTOR OF TECHNOLOGY subscribes.

14. **PROFESSIONAL ACTIVITIES** – The DIRECTOR OF TECHNOLOGY will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the Superintendent and the BOARD, the costs of attendance will be paid by the BOARD.

15. **CERTIFICATE** – The DIRECTOR OF TECHNOLOGY will furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered certificate to act as DIRECTOR OF TECHNOLOGY in accordance with the laws of the State of Illinois and as directed by the BOARD.

16. **TUITION REIMBURSEMENT** - The BOARD will reimburse the DIRECTOR OF TECHNOLOGY for the tuition costs and fees for coursework approved by the BOARD and related to the position's duties, to a credit hour maximum of \$500 per credit hour and an annual maximum of Seven Thousand Five Hundred Dollars (\$7,500.) For reimbursement to be made, such approval must be in writing from the Superintendent and obtained in advance of taking the

course. The DIRECTOR OF TECHNOLOGY agrees that by accepting such reimbursement he is agreeing not to seek other employment for a period of two (2) years following the receipt of the last tuition reimbursement he receives from the BOARD. If the DIRECTOR OF TECHNOLOGY voluntarily resigns his employment for reasons other than disability, retires, or is terminated pursuant to Section 17 (D) or (E) below, prior to fulfilling his two-year commitment to remain employed by the BOARD, he will immediately become liable to the BOARD for repayment of all tuition reimbursements received in the preceding three (3) years, unless otherwise agreed to in writing signed by the Parties. The DIRECTOR OF TECHNOLOGY hereby consents to satisfying any or all of such liability from any remaining compensation that may be due to his under this Agreement or otherwise. The DIRECTOR OF TECHNOLOGY'S repayment obligation will be reduced by fifty percent (50%) if he fulfills one year of his two-year commitment, and the obligation will be eliminated upon fulfillment of the full two-year commitment. The repayment obligation will not attach if the BOARD elects not to renew the DIRECTOR OF TECHNOLOGY'S contract or if this Contract is terminated by mutual agreement.

17. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:
- A. Mutual agreement of the parties.
 - B. Retirement.
 - C. Resignation, provided, however, the DIRECTOR OF TECHNOLOGY gives the BOARD at least ninety (90) days prior written notice of the proposed resignation.
 - D. Disability. In the event of disability by illness or incapacity, after the DIRECTOR OF TECHNOLOGY'S sick leave has been exhausted, the compensation will be reinstated after the DIRECTOR OF TECHNOLOGY has returned to employment and undertaken the full discharge of his duties. The BOARD may terminate this Agreement by written notice to the DIRECTOR OF TECHNOLOGY at any time after the DIRECTOR OF TECHNOLOGY has exhausted any accumulated sick leave and such other leave as may be available and has been absent from his employment for whatever cause for an additional continuous period of three (3) months. All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the DIRECTOR OF TECHNOLOGY to return to his duties the BOARD may require the DIRECTOR OF TECHNOLOGY to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and DIRECTOR OF TECHNOLOGY will mutually agree upon the physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his/her report to the issue of whether the DIRECTOR OF TECHNOLOGY has a continuing disability which prohibits him from performing his duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to

act by the DIRECTOR OF TECHNOLOGY which is prejudicial to the School District as determined by the BOARD, including, but not limited to, neglect of duty, inefficiency or incompetence, insubordination to the Board, or violation of the terms of this Agreement. Reasons for discharge for cause will be given in writing to the DIRECTOR OF TECHNOLOGY, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the DIRECTOR OF TECHNOLOGY chooses to be accompanied by legal counsel, he will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the DIRECTOR OF TECHNOLOGY.

F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the DIRECTOR OF TECHNOLOGY without pay pending completion of the requirements of this section. After the effective date of dismissal the DIRECTOR OF TECHNOLOGY will not be entitled to further payments of compensation of any kind under this Agreement, except that the DIRECTOR OF TECHNOLOGY will be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

18. **EVALUATION** - The BOARD and DIRECTOR OF TECHNOLOGY agree that there will be an annual evaluation of the DIRECTOR OF TECHNOLOGY'S performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals set forth in this Agreement, administration of personnel, rapport with the BOARD and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the Superintendent and given to the DIRECTOR OF TECHNOLOGY by March 1.

In the event that the SUPERINTENDENT determines that the performance of the DIRECTOR OF TECHNOLOGY is unsatisfactory in any respect, the SUPERINTENDENT will describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the SUPERINTENDENT deems performance to be unsatisfactory. The DIRECTOR OF TECHNOLOGY will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the evaluation and placed in the DIRECTOR OF TECHNOLOGY'S personnel file.

19. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the DIRECTOR OF TECHNOLOGY from any and all demands, claims, suits, actions and legal proceedings brought against the DIRECTOR OF TECHNOLOGY in his individual capacity, or in his official capacity as agent and employee of the BOARD provided the incident arose while the DIRECTOR OF TECHNOLOGY was acting within the scope of his employment and excluding criminal litigation and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for indemnifying the DIRECTOR OF TECHNOLOGY against such demands, claims, suits, actions and legal proceedings.

20. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the BOARD, to:

President
Board of Education
Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, Illinois 60069

If to the DIRECTOR OF TECHNOLOGY, to:

Mark Westhoff
436 County Line Road
Racine, WI 53403

(or at the last address of the DIRECTOR OF TECHNOLOGY contained in official Business Office records of the BOARD).

21. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement will be binding upon and inure to the benefit of the DIRECTOR OF TECHNOLOGY, his successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.

- H. The BOARD retains the right to repeal, change or modify any policies, procedures or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.

- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

DIRECTOR OF TECHNOLOGY

BOARD OF EDUCATION OF
 LINCOLNSHIRE-PRAIRIE VIEW
 SCHOOL DISTRICT 103, LAKE
 COUNTY, ILLINOIS

By: _____
 Mark Westhoff

By: _____
 President

ATTEST:

 Secretary



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 14, 2014
Re: Approval of Classified Staff Base Salary Increases

The proposed 2014-2015 salary increases for classified support staff is presented for board approval. The proposal is based on a 2.5% increase with a projected total cost increase including benefits to be \$111,597. This proposal is consistent with district financial projections. Our classified staff members are instrumental to the functioning of the district and provide an invaluable service to our students. I recommend the Board approve the base salary increases as presented.

Associates	2013-14			Proposed 2014-15			
	Salary Budget	Salary-Driven Benefits*	Sal+Ben	Salary Budget +2.5%	Salary-Driven Benefits*	Sal+Ben	
	(A)	(B)	(A+B)	(C)	(D)	(C+D)	
SP Associates	171,100.00	34,220.00	205,320.00	175,377.50	35,075.50	210,453.00	
HD Associates	17,100.00	3,420.00	20,520.00	17,527.50	3,505.50	21,033.00	
DW Associates	34,400.00	6,880.00	41,280.00	35,260.00	7,052.00	42,312.00	
SPEC. ED. Associates	252,800.00	50,560.00	303,360.00	259,120.00	51,824.00	310,944.00	
OT/PT Associates	194,800.00	38,960.00	233,760.00	199,670.00	39,934.00	239,604.00	
Guided Associates	169,700.00	33,940.00	203,640.00	173,942.50	34,788.50	208,731.00	
Early Childhood Associates	30,600.00	6,120.00	36,720.00	31,365.00	6,273.00	37,638.00	
Summer School Associates	45,000.00	9,000.00	54,000.00	46,125.00	9,225.00	55,350.00	
Spec. Ed. Summer School Associates	4,500.00	900.00	5,400.00	4,612.50	922.50	5,535.00	
Spec. Ed. Guided Summer School Associates	12,000.00	2,400.00	14,400.00	12,300.00	2,460.00	14,760.00	
Health Services Associates	77,100.00	15,420.00	92,520.00	79,027.50	15,805.50	94,833.00	
Outdoor Ed Associates	3,000.00	600.00	3,600.00	3,075.00	615.00	3,690.00	
Curriculum & Instruction Associates	55,000.00	11,000.00	66,000.00	56,375.00	11,275.00	67,650.00	
Rivershire Coordinator	11,300.00	2,260.00	13,560.00	11,582.50	2,316.50	13,899.00	
Library Associates	72,800.00	14,560.00	87,360.00	74,620.00	14,924.00	89,544.00	
Executive Administration Associates	66,200.00	13,240.00	79,440.00	67,855.00	13,571.00	81,426.00	
Special Education Administration Associates	55,000.00	11,000.00	66,000.00	56,375.00	11,275.00	67,650.00	
Principal Associates	324,400.00	64,880.00	389,280.00	332,510.00	66,502.00	399,012.00	
Business Office Associates	265,100.00	53,020.00	318,120.00	271,727.50	54,345.50	326,073.00	
Food Service Associates	38,200.00	7,640.00	45,840.00	39,155.00	7,831.00	46,986.00	
Communications Coordinator	63,900.00	12,780.00	76,680.00	65,497.50	13,099.50	78,597.00	
Technology Associates	125,700.00	25,140.00	150,840.00	128,842.50	25,768.50	154,611.00	
103 Club Associates	237,100.00	47,420.00	284,520.00	243,027.50	48,605.50	291,633.00	
Facilities	709,600.00	141,920.00	851,520.00	727,340.00	145,468.00	872,808.00	
Crossing Guards	20,000.00	4,000.00	24,000.00	20,500.00	4,100.00	24,600.00	
Bus Drivers - Regular Education	572,600.00	114,520.00	687,120.00	586,915.00	117,383.00	704,298.00	
Bus Drivers - Special Education	200,000.00	40,000.00	240,000.00	205,000.00	41,000.00	246,000.00	
Special Ed Bus Aides	13,600.00	2,720.00	16,320.00	13,940.00	2,788.00	16,728.00	
Bus Drivers - Regular Education Summer School	20,000.00	4,000.00	24,000.00	20,500.00	4,100.00	24,600.00	
Bus Driver - Special Ed summer School	10,000.00	2,000.00	12,000.00	10,250.00	2,050.00	12,300.00	
Summer School Special Ed. Aide	2,500.00	500.00	3,000.00	2,562.50	512.50	3,075.00	
Totals	\$3,875,100.00	775,020.00	4,650,120.00	3,971,977.50	794,395.50	4,766,373.00	
				Change from 2013-14	96,877.50	19,375.50	116,253.00
							2.5%

* IMRF & Social Security ~20%



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 14, 2014
Re: Approval of Resolution for Honorable Dismissals

The approval of resolution for honorable dismissals is presented for your review. These teachers have served the district well by successfully fulfilling positions while staff members are on parental leave. We are thankful for their hard work and appreciate all they have done for the students and the District 103 community. We wish them well in their future endeavors. It is my recommendation that the board approve the resolution for honorable dismissals as presented.

**RESOLUTION FOR DISMISSAL
OF TEACHERS**

WHEREAS, the teachers listed below were employed for the 2013-2014 school term as certified teachers; and

WHEREAS, the Board of Education has determined that these teachers shall be honorably dismissed at the end of the 2013-2014 school term, pursuant to Section 24-12 of The School Code of Illinois (105 ILCS 5/24-12). The reason for the dismissal is a decision by the Board of Education to decrease the number of teachers employed by the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois, as follows:

Section 1: That the following teachers are hereby honorably dismissed at the end of the 2013-2014 school year and not reemployed for the 2014-2015 school year:

Amanda Pardys, David Poukey, Susan Anhalt

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give this teacher the attached written Notice of Dismissal, including the specific reason for the dismissal, by certified mail, return receipt requested, at least forty-five (45) calendar days before the end of the 2013-2014 school term.

Section 3: That the Superintendent, or designee, shall also personally deliver a copy of this notice to the teacher.

Section 4: That this Resolution shall be in full force and effect forthwith upon its adoption.

Member _____ moved adoption of this Resolution and Member

_____ seconded it. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ADOPTED this _____ day of _____, 2014.

President, Board of Education

ATTEST:

Secretary, Board of Education

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NOTICE OF DISMISSAL

March 18, 2014

Amanda Pardys
327 W. Baltimore Drive
Vernon Hills, IL 60061

Dear Amanda Pardys:

We are writing to advise you that the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois, pursuant to Section 24-12 of The School Code of Illinois, has determined that you are to be honorably dismissed at the end of the 2013-2014 school term and not reemployed for the 2014-2015 school term. The specific reason for your dismissal is a decision by the Board of Education to decrease the number of teachers employed by the Board and to discontinue a type of teaching service. Accordingly, your employment in and services to the School District shall terminate at the end of the 2013-2014 school term, which is presently scheduled to be June 6, 2014.

Very truly yours,

Board of Education
Lincolnshire-Prairie View School
District No. 103, Lake County, Illinois

By: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND HAND DELIVERED

Exhibit 1

NOTICE OF DISMISSAL

March 18, 2014

David Poukey
1342 St. Johns Avenue
Highland Park, IL 60035

Dear David Poukey:

We are writing to advise you that the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois, pursuant to Section 24-12 of The School Code of Illinois, has determined that you are to be honorably dismissed at the end of the 2013-2014 school term and not reemployed for the 2014-2015 school term. The specific reason for your dismissal is a decision by the Board of Education to decrease the number of teachers employed by the Board and to discontinue a type of teaching service. Accordingly, your employment in and services to the School District shall terminate at the end of the 2013-2014 school term, which is presently scheduled to be June 6, 2014.

Very truly yours,

Board of Education
Lincolnshire-Prairie View School
District No. 103, Lake County, Illinois

By: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND HAND DELIVERED

Exhibit 1

NOTICE OF DISMISSAL

March 18, 2014

Susan Anhalt
35 N. June Terrace
Lake Forest, IL 60045

Dear Susan Anhalt:

We are writing to advise you that the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois, pursuant to Section 24-12 of The School Code of Illinois, has determined that you are to be honorably dismissed at the end of the 2013-2014 school term and not reemployed for the 2014-2015 school term. The specific reason for your dismissal is a decision by the Board of Education to decrease the number of teachers employed by the Board and to discontinue a type of teaching service. Accordingly, your employment in and services to the School District shall terminate at the end of the 2013-2014 school term, which is presently scheduled to be June 6, 2014.

Very truly yours,

Board of Education
Lincolnshire-Prairie View School
District No. 103, Lake County, Illinois

By: _____
President, Board of Education

ATTEST:

Secretary, Board of Education

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND HAND DELIVERED

Exhibit 1



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: Julie Postma, Director of Student Services *JP*
CC: Dr. Scott Warren, Superintendent
DATE: March 18, 2014
RE: SEDOL Contractual Services

There continues to be a need for the equivalent of one full day of hearing specialist services within the district. These services are delivered to students in all three of our district schools. Over the past several years District 103 has worked collaboratively with SEDOL, District 96 and 102 to share a full-time hearing specialist. This has allowed for consistency with regard to the service provider. In addition, it allows for the ability to receive the equivalent of one full day of service over more than one day each week. This is the most effective way to meet our students' needs. It is our hope that this arrangement will continue.

I recommend that we renew the hearing specialist contractual agreement with SEDOL in accordance with the SEDOL withdrawal agreement. The current collaboration is not guaranteed, but we will attempt to secure the same arrangement. The contractual agreement for Hearing Specialist is attached.

At this time, it is not recommended that District 103 secure any additional SEDOL contractual services.

PACKET 13.0

HEARING SERVICES

Gail Lantvit, Assistant Superintendent Instruction, Curriculum & Assessment
Terri Nilson-Bugella, Principal, John Powers Center for the Deaf & Hard of Hearing

DESCRIPTION OF SERVICES:

Services may include but are not limited to:

1. Direct or contact services to students with identified educational needs and accommodations (ISBE caseload maximum applies)
 - Individual or group sessions, pull-out and/or in classroom setting
 - Observation of student in various school settings
 - Data collection – progress monitoring
 - FM & hearing aid checks; consultation with audiologists
 - Consultation with staff on accommodations and learning strategies
 - Student case management; participation in student evaluation process
 - Staff training/workshops on hearing loss and how it impacts learning

2. Child Find Services
 - Reviews audiological recommendations for students with newly identified hearing loss
 - Monitors target population of students displaying fluctuating, permanent conductive or sensorineural hearing loss (students not receiving hearing itinerant services)
 - Academic grade monitoring and classroom observations
 - Distribution/collection and interpretation of classroom performance measures

Options Available:

Member District cost to contract for Hearing Specialist:

TIME:	Minimum of one day per week
COST: (First Year)	\$19,764-- One day per week (1/5 of \$98,820)*

*The salary, fringe benefits, travel and related costs to be adjusted accordingly after all staff are hired and assigned to this contractual program for the 2014-15 school year.

**REIMBURSEMENT:	\$9,000 -- Full-time
	\$1,800 -- One day per week

This Special Education Personnel Reimbursement is included in the above cost.

CONTRACT:

If you wish to contract for Hearing Itinerant services, please complete the attached contract and return it by February 3, 2014 to Sara Martinez.

If you have any questions, please contact Gail Lantvit, 847-986-2368.

CONTRACT FOR CONTRACTUAL HEARING SERVICES

MEMO TO: SPECIAL EDUCATION DISTRICT OF LAKE COUNTY
FROM: LINCOLNSHIRE SCHOOL DISTRICT #103

In view of the fact that the Special Education District of Lake County (SEDOL) must enter into obligations for employment of personnel in advance of the opening of school for the 2014-15 school year in the Hearing area, School District #103 does hereby make the following commitments for services from SEDOL for the school year 2014-15.

A. For the 2014-15 school year, School District #103 will purchase from SEDOL the following amount of Hearing Contractual time:

One (1) day (s) per week.

NOTE: For information purposes, the amount of time contracted for the 2013-14 school year was 1.0 day (s) per week.

- B. The time specified herein is binding upon this school district and cannot be reduced or terminated without first securing the approval from SEDOL. District shall be financially responsible for the remainder of the contract.
- C. It is understood the salary portion of each contractual program is based on the average 2014-15 salary. This item will be adjusted after all staff are hired and assigned to this contractual program for the 2014-15 school year.
- D. It is understood that the district will conduct the IEP process & reevaluation.
- E. It is understood that travel, lunch, plan time and educational environment will be considered with respect to staff assignment.

DATED: _____
Superintendent

Please return this contract by February 3, 2014 to:

Sara Martinez,
Special Education District of Lake County
18160 Gages Lake Road
Gages Lake, IL 60030-1819



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: March 18, 2014
Re: Business Office Update

February 2014 Financial Reports

Revenues totaled \$173,203.06, bringing year to date revenues to \$14,317,026.28 or 48.2% of budgeted revenue. This is the lowest month of the fiscal year for revenues so far. We are in a period of little-to-no property tax revenue and no state payments. This is normal in the flow of revenues. Notable revenues included \$67,249.78 in impact received from the Village of Vernon Hills.

Expenditures totaled \$2,370,490.12. YTD expenditures are at 66.7% of budget. At 66.7% through the fiscal year, we have now “caught up” with the budget in terms of the large lease payments at the beginning of the fiscal year leveling out with the rest of our expenditures. Salaries and Benefits (72% of our budget) are 63.4% spent. The spread between % of YTD expenditures and % through the fiscal year has now decreased to zero (October 4%; November 3.2%; December 2.5%; January 0.7%; February 0.0%). It would be ideal for the budget performance to now improve beyond the fiscal year trends (i.e. next month, 75% through the fiscal year, would be less than 75% spent). However, there are year-end expenditures such as performance bonuses to be spent. There should be sufficient room for these.

Total fund balances decreased \$2.2 million to \$13.9 million. Fund balances will continue their steady decline until tax receipts are received in May/June. Specific funds have negative balances: Debt Service (-\$178,623.86) and Capital Projects (-\$2,124,925.87). The reason for Capital Projects and part of Debt Service is that there are transfers yet to do. The other reason for Debt Service is that it will balance out once tax receipts are received in May/June. The Debt Service transfers will happen closer to the end of the fiscal year and the Capital Projects transfer will occur once we close out the Sprague project.

Updated Capital Projects for Summer 2014

Included is an updated memo of the capital projects we are looking at this summer.

Revenue Report

2/28/2014

% of Fiscal Year Completed **66.7%**

MTD Feb	YTD Actual	Fiscal Year 2014 Adopted Budget	Budget Balance	% Budget Received
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Education Fund

Local Revenue	139,848.56	11,158,941.20	23,358,300	12,199,358.80	47.8%
State Revenue	425.99	420,558.79	628,500	207,941.21	66.9%
Federal Revenue	1,894.59	35,533.20	221,900	186,366.80	16.0%
Subtotal Education Fund	142,169.14	11,615,033.19	24,208,700	12,593,666.81	48.0%
Total Education Fund	142,169.14	11,615,033.19	24,208,700	12,593,666.81	48.0%

Operations & Maintenance Fund

Local Revenue	494.36	1,007,366.46	2,228,200	1,220,833.54	45.2%
State Revenue	30,408.78	267,347.42	370,000	102,652.58	72.3%
Subtotal O & M Fund	30,903.14	1,274,713.88	2,598,200	1,323,486.12	49.1%
Transfers	-	-	1,970,370	1,970,370.00	0.0%
Total O&M Fund	30,903.14	1,274,713.88	4,568,570	3,293,856.12	27.9%

Debt Service Fund

Local Revenue	-	161,794.18	166,000	4,205.82	97.5%
Subtotal Debt Service Fund	-	161,794.18	166,000	4,205.82	97.5%
Transfers	-	-	507,148	507,148.00	0.0%
Total Debt Service Fund	-	161,794.18	673,148	511,353.82	24.0%

Transportation Fund

Local Revenue	119.36	646,308.79	1,503,300	856,991.21	43.0%
State Revenue	-	221,282.21	470,000	248,717.79	47.1%
Subtotal Transportation Fund	119.36	867,591.00	1,973,300	1,105,709.00	44.0%
Total Transportation Fund	119.36	867,591.00	1,973,300	1,105,709.00	44.0%

Retirement Fund

Local Revenue	6.86	389,260.95	696,300	307,039.05	55.9%
Subtotal Retirement Fund	6.86	389,260.95	696,300	307,039.05	55.9%
Total Retirement Fund	6.86	389,260.95	696,300	307,039.05	55.9%

Capital Projects Fund

Local Revenue	-	8,590.75	50,000	41,409.25	17.2%
Subtotal Cap. Projects Fund	-	8,590.75	50,000	41,409.25	17.2%
Transfers	-	-	2,320,000	2,320,000.00	0.0%
Total Cap. Projects Fund	-	8,590.75	2,370,000	2,361,409.25	0.4%

Working Cash Fund

Local Revenue	4.56	42.33	-	(42.33)	No Bud
Subtotal Working Cash Fund	4.56	42.33	-	(42.33)	No Bud
Total Working Cash Fund	4.56	42.33	-	(42.33)	No Bud

All Funds

Local Revenue	140,473.70	13,372,304.66	28,002,100	14,629,795.34	47.8%
State Revenue	30,834.77	909,188.42	1,468,500	559,311.58	61.9%
Federal Revenue	1,894.59	35,533.20	221,900	186,366.80	16.0%
Subtotal All Funds	173,203.06	14,317,026.28	29,692,500	15,375,473.72	48.2%
"On Behalf"/Transfers	-	-	4,797,518	4,797,518.00	0.0%
Total All Funds	173,203.06	14,317,026.28	34,490,018	20,172,991.72	41.5%

Expenditure Report

2/28/2014

% of Fiscal Year Complete: 66.7%

	MTD Feb	YTD Actual	Fiscal Year 2014 Adopted Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,294,149.02	10,182,322.64	15,975,500.00	5,793,177.36	63.7%
Benefits	245,759.97	1,955,951.98	3,132,800.00	1,176,848.02	62.4%
Purchased Services	74,454.14	1,113,845.78	1,390,400.00	276,554.22	80.1%
Supplies	162,774.03	914,010.40	1,315,400.00	401,389.60	69.5%
Capital Outlay	10,210.00	36,142.76	19,000.00	(17,142.76)	190.2%
Other	88,935.51	265,224.92	920,000.00	654,775.08	28.8%
Non-Capitalized Equipment	3,529.55	87,738.88	180,300.00	92,561.12	48.7%
Termination Benefits	13,700.00	93,780.01	98,800.00	5,019.99	94.9%
Subtotal Education Fund	1,893,512.22	14,649,017.37	23,032,200.00	8,383,182.63	63.6%
Transfers	-	-	1,655,128.00	1,655,128.00	0.0%
Total Education Fund	1,893,512.22	14,649,017.37	24,687,328.00	10,038,310.63	59.3%
Operations and Maintenance Fund					
Salaries	68,422.55	579,159.48	864,700.00	285,540.52	67.0%
Benefits	17,243.32	106,066.45	179,200.00	73,133.55	59.2%
Purchased Services	26,800.42	204,379.33	310,400.00	106,020.67	65.8%
Supplies	4,878.55	85,378.03	118,500.00	33,121.97	72.0%
Capital Outlay	3,865.00	550,591.76	623,000.00	72,408.24	88.4%
Other	-	455.00	500.00	45.00	91.0%
Non-Capitalized Equipment	1,843.65	6,764.95	1,000.00	(5,764.95)	676.5%
Subtotal O&M Fund	123,053.49	1,532,340.00	2,096,800.00	564,460.00	73.1%
Transfers	-	-	2,542,020.00	2,542,020.00	0.0%
Total O&M Fund	123,053.49	1,532,340.00	4,638,820.00	3,106,480.00	33.0%
Debt Service Fund					
Purchased Services	400.00	800.00	1,200.00	400.00	66.7%
Other	1,846.45	561,525.57	670,300.00	108,774.43	83.8%
Subtotal Debt Service Fund	2,246.45	562,325.57	671,500.00	109,174.43	83.7%
Transfers	-	-	270.00	270.00	0.0%
Total Debt Service Fund	2,246.45	562,325.57	671,770.00	109,444.43	83.7%
Transportation Fund					
Salaries	84,313.75	564,916.20	924,300.00	359,383.80	61.1%
Benefits	25,699.56	204,543.43	304,600.00	100,056.57	67.2%
Purchased Services	17,688.05	334,180.44	477,300.00	143,119.56	70.0%
Supplies	18,269.27	111,261.82	159,000.00	47,738.18	70.0%
Other	81.00	604.00	300.00	(304.00)	201.3%
Non-Capitalized Equipment	-	-	5,000.00	5,000.00	0.0%
Subtotal Trans. Fund	146,051.63	1,215,505.89	1,870,500.00	654,994.11	65.0%
Transfers	-	-	600,000.00	600,000.00	0.0%
Total Trans. Fund	146,051.63	1,215,505.89	2,470,500.00	1,254,994.11	49.2%
Retirement Fund					
Benefits	83,045.44	644,068.69	1,071,700.00	427,631.31	60.1%
Subtotal Retirement Fund	83,045.44	644,068.69	1,071,700.00	427,631.31	60.1%
Total Retirement Fund	83,045.44	644,068.69	1,071,700.00	427,631.31	60.1%
Capital Projects Fund					
Capital Outlay	122,580.89	2,133,516.62	2,370,000.00	236,483.38	90.0%
Subtotal Cap. Projects Fund	122,580.89	2,133,516.62	2,370,000.00	236,483.38	90.0%
Total Cap. Projects Fund	122,580.89	2,133,516.62	2,370,000.00	236,483.38	90.0%
All Funds					
Salaries	1,446,885.32	11,326,398.32	17,764,500.00	6,438,101.68	63.8%
Benefits	371,748.29	2,910,630.55	4,688,300.00	1,777,669.45	62.1%
Purchased Services	119,342.61	1,653,205.55	2,179,300.00	526,094.45	75.9%
Supplies	185,921.85	1,110,650.25	1,592,900.00	482,249.75	69.7%
Capital Outlay	136,655.89	2,720,251.14	3,012,000.00	291,748.86	90.3%
Other	90,862.96	827,809.49	1,591,100.00	763,290.51	52.0%
Non-Capitalized Equipment	5,373.20	94,503.83	186,300.00	91,796.17	50.7%
Termination Benefits	13,700.00	93,780.01	98,800.00	5,019.99	94.9%
Subtotal All Funds	2,370,490.12	20,737,229.14	31,113,200.00	10,375,970.86	66.7%
Transfers	-	-	4,797,418.00	4,797,418.00	0.0%
Total All Funds	2,370,490.12	20,737,229.14	35,910,618.00	15,173,388.86	57.7%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED FEBRUARY 28, 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	139,848.56	494.36	-	119.36	6.86	-	4.56	140,473.70	140,473.70
State Sources	425.99	30,408.78	-	-	-	-	-	30,834.77	30,834.77
Federal Sources	1,894.59	-	-	-	-	-	-	1,894.59	1,894.59
Total Revenues	142,169.14	30,903.14	-	119.36	6.86	-	4.56	173,203.06	173,203.06
EXPENDITURES									
Salaries	1,294,149.02	68,422.55	-	84,313.75	-	-	-	1,446,885.32	1,446,885.32
Benefits	245,759.97	17,243.32	-	25,699.56	83,045.44	-	-	371,748.29	371,748.29
Purchased Services	74,454.14	26,800.42	400.00	17,688.05	-	-	-	118,942.61	119,342.61
Supplies	162,774.03	4,878.55	-	18,269.27	-	-	-	185,921.85	185,921.85
Capital Outlay	10,210.00	3,865.00	-	-	-	122,580.89	-	14,075.00	136,655.89
Other	88,935.51	-	1,846.45	81.00	-	-	-	89,016.51	90,862.96
Non-Capitalized Equip.	3,529.55	1,843.65	-	-	-	-	-	5,373.20	5,373.20
Termination Benefits	13,700.00	-	-	-	-	-	-	13,700.00	13,700.00
Total Expenditures	1,893,512.22	123,053.49	2,246.45	146,051.63	83,045.44	122,580.89	-	2,245,662.78	2,370,490.12
Excess (deficiency) of revenues over expenditures	(1,751,343.08)	(92,150.35)	(2,246.45)	(145,932.27)	(83,038.58)	(122,580.89)	4.56	(2,072,459.72)	(2,197,287.06)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,751,343.08)	(92,150.35)	(2,246.45)	(145,932.27)	(83,038.58)	(122,580.89)	4.56	(2,072,459.72)	(2,197,287.06)
Fund Balance: 01/31/2014	14,151,104.88	1,104,807.60	(176,377.41)	1,560,489.86	893,819.36	(2,002,344.98)	520,372.04	18,230,593.74	16,051,871.35
Fund Balance: 02/28/2014	\$ 12,399,761.80	\$ 1,012,657.25	\$ (178,623.86)	\$ 1,414,557.59	\$ 810,780.78	\$ (2,124,925.87)	\$ 520,376.60	\$ 16,158,134.02	\$ 13,854,584.29

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED FEBRUARY 28, 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	
Legal Services	9,012.91	-	-	-	-	-	-	9,012.91	9,012.91
Other Professional Services	2,116.00	47.51	400.00	4,784.00	-	-	-	6,947.51	7,347.51
Sanitation Services	1,276.33	-	-	-	-	-	-	1,276.33	1,276.33
Snow Removal	-	5,159.50	-	-	-	-	-	5,159.50	5,159.50
Rentals	-	-	-	-	-	-	-	-	-
Property Upkeep Services	-	20,156.61	-	10,409.77	-	-	-	30,566.38	30,566.38
Pupil Transportation Services	-	-	-	2,042.65	-	-	-	2,042.65	2,042.65
Travel	(3,487.42)	-	-	-	-	-	-	(3,487.42)	(3,487.42)
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	4,036.31	213.07	-	45.68	-	-	-	4,295.06	4,295.06
Postage	522.95	-	-	-	-	-	-	522.95	522.95
Printing Services	1,168.69	-	-	-	-	-	-	1,168.69	1,168.69
Water/Sewer Services	1,125.20	-	-	-	-	-	-	1,125.20	1,125.20
Other Insurance	385.00	-	-	-	-	-	-	385.00	385.00
Other Purchased Services	9,786.38	-	-	373.95	-	-	-	10,160.33	10,160.33
Service Agreements	34,691.42	-	-	-	-	-	-	34,691.42	34,691.42
Total Purchased Services	74,454.14	26,800.42	400.00	17,688.05	-	-	-	118,942.61	119,342.61
Supplies									
General Supplies	24,549.84	4,100.75	-	125.41	-	-	-	28,776.00	28,776.00
Art Supplies	2,379.58	-	-	-	-	-	-	2,379.58	2,379.58
Paper Supplies	4,254.97	-	-	-	-	-	-	4,254.97	4,254.97
Spanish Supplies	184.92	-	-	-	-	-	-	184.92	184.92
Student-Paid Supplies	9,865.45	-	-	-	-	-	-	9,865.45	9,865.45
Science Supplies	977.69	-	-	-	-	-	-	977.69	977.69
Social Studies Supplies	-	-	-	-	-	-	-	-	-
English Language Arts Supplies	-	-	-	-	-	-	-	-	-
Math Supplies	189.22	-	-	-	-	-	-	189.22	189.22
Supplies - Other	1,191.09	-	-	-	-	-	-	1,191.09	1,191.09
Textbooks	58,896.34	-	-	-	-	-	-	58,896.34	58,896.34
Library Books	2,354.09	-	-	-	-	-	-	2,354.09	2,354.09
Periodicals	487.03	-	-	-	-	-	-	487.03	487.03
Fuel	-	777.80	-	16,616.09	-	-	-	17,393.89	17,393.89
Natural Gas	14,239.42	-	-	-	-	-	-	14,239.42	14,239.42
Electricity	29,449.21	-	-	-	-	-	-	29,449.21	29,449.21
Other Supplies	13,755.18	-	-	1,527.77	-	-	-	15,282.95	15,282.95
Total Supplies	162,774.03	4,878.55	-	18,269.27	-	-	-	185,921.85	185,921.85
Capital Outlay									
Capital Outlay	10,210.00	3,865.00	-	-	-	-	-	14,075.00	14,075.00
Building Improvements	-	-	-	-	-	122,580.89	-	-	122,580.89
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	10,210.00	3,865.00	-	-	-	122,580.89	-	14,075.00	136,655.89

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED FEBRUARY 28, 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	-	-	1,846.45	-	-	-	-	-	1,846.45
Interest	-	-	-	-	-	-	-	-	-
Dues and Fees	30.00	-	-	81.00	-	-	-	111.00	111.00
Tuition	67,410.06	-	-	-	-	-	-	67,410.06	67,410.06
Miscellaneous Objects	21,495.45	-	-	-	-	-	-	21,495.45	21,495.45
Total Other	88,935.51	-	1,846.45	81.00	-	-	-	89,016.51	90,862.96
Total Non-Capitalized Equipment	3,529.55	1,843.65	-	-	-	-	-	5,373.20	5,373.20
Total Termination Benefits	13,700.00	-	-	-	-	-	-	13,700.00	13,700.00
Total Expenditures	1,893,512.22	123,053.49	2,246.45	146,051.63	83,045.44	122,580.89	-	2,245,662.78	2,370,490.12
Excess (deficiency) of revenues over expenditures	(1,751,343.08)	(92,150.35)	(2,246.45)	(145,932.27)	(83,038.58)	(122,580.89)	4.56	(2,072,459.72)	(2,197,287.06)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,751,343.08)	(92,150.35)	(2,246.45)	(145,932.27)	(83,038.58)	(122,580.89)	4.56	(2,072,459.72)	(2,197,287.06)
Fund Balance: 01/31/2014	14,151,104.88	1,104,807.60	(176,377.41)	1,560,489.86	893,819.36	(2,002,344.98)	520,372.04	18,230,593.74	16,051,871.35
Fund Balance: 02/28/2014	\$ 12,399,761.80	\$ 1,012,657.25	\$ (178,623.86)	\$ 1,414,557.59	\$ 810,780.78	\$ (2,124,925.87)	\$ 520,376.60	\$ 16,158,134.02	\$ 13,854,584.29

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF FINANCIAL POSITION
ALL FUNDS
FEBRUARY 28, 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	2,876,753.52	1,178.82	(178,623.86)	337.17	5.07	(2,124,925.87)	-	2,878,274.58	574,724.85
US Bank - Payroll	7,019.38	42.14	-	536.24	-	-	-	7,597.76	7,597.76
US Bank - RevTrak	112,710.25	-	-	-	-	-	-	112,710.25	112,710.25
PMA - LIQ	613,114.90	-	-	-	-	-	-	613,114.90	613,114.90
PMA - MAX	703,764.01	31,420.12	-	766,521.96	178,238.23	-	171,598.09	1,851,542.41	1,851,542.41
PMA - Fixed Rate Investments	7,918,493.07	980,016.17	-	647,162.22	632,537.48	-	348,778.51	10,526,987.45	10,526,987.45
IIIT	19,353.10	-	-	-	-	-	-	19,353.10	19,353.10
Bank Financial	88,862.49	-	-	-	-	-	-	88,862.49	88,862.49
Imprest Fund	44,500.00	-	-	-	-	-	-	44,500.00	44,500.00
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	12,385,070.72	1,012,657.25	(178,623.86)	1,414,557.59	810,780.78	(2,124,925.87)	520,376.60	16,143,442.94	13,839,893.21
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	959.00	-	-	-	-	-	-	959.00	959.00
Dental Insurance Payable	(7,366.20)	-	-	-	-	-	-	(7,366.20)	(7,366.20)
Flex Spending Account Payable	(6,206.78)	-	-	-	-	-	-	(6,206.78)	(6,206.78)
Tech Program Receivable	(2,077.10)	-	-	-	-	-	-	(2,077.10)	(2,077.10)
Total Liabilities	(14,691.08)	-	-	-	-	-	-	(14,691.08)	(14,691.08)
FUND BALANCE									
Fund Balance	12,399,761.80	1,012,657.25	(178,623.86)	1,414,557.59	810,780.78	(2,124,925.87)	520,376.60	16,158,134.02	13,854,584.29
Total Fund Balance	12,399,761.80	1,012,657.25	(178,623.86)	1,414,557.59	810,780.78	(2,124,925.87)	520,376.60	16,158,134.02	13,854,584.29
TOTAL LIABILITIES & FUND BALANCE	12,385,070.72	1,012,657.25	(178,623.86)	1,414,557.59	810,780.78	(2,124,925.87)	520,376.60	16,143,442.94	13,839,893.21

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
ALL FUNDS
FEBRUARY 28, 2014

CASH BALANCE PER BOOKS

Educational Fund	12,385,070.72
Operations and Maintenance	1,012,657.25
Debt Service Fund	(178,623.86)
Transportation Fund	1,414,557.59
Retirement Fund	810,780.78
Capital Projects Fund	(2,124,925.87)
Working Cash Fund	<u>520,376.60</u>
TOTALS:	<u><u>\$ 13,839,893.21</u></u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	1,428,197.97
Less: Outstanding Checks	<u>853,473.12</u>
	\$ 574,724.85
US Bank - Payroll	
Statement Balance	27,278.02
Less: Outstanding Checks	<u>19,680.26</u>
	\$ 7,597.76
US Bank - Other	
RevTrak Account Balance	\$ 112,710.25
Imprest	44,500.00
Petty Cash	<u>500.00</u>
	157,710.25
PMA Financial Network	
ISDLAF - LIQ	613,114.90
ISDLAF - MAX	1,851,542.41
Fixed Rate Investments	<u>10,526,987.45</u>
	\$ 12,991,644.76
Illinois Inst Investors Trust	
CMF	19,353.10
Bank Financial	
Money Market	<u>88,862.49</u>
TOTALS:	<u><u>\$ 13,839,893.21</u></u>

Certified by:



Dan Stanley, Treasurer

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF FINANCIAL ACTIVITY
ACTIVITY FUNDS
MONTH ENDED FEBRUARY 28, 2014

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance
Bank Interest	164.21	5.83	-	170.04
District Convenience	124.63	-	-	124.63
DW - Convenience	1,758.71	-	-	1,758.71
DW - NJHS	7,808.48	444.35	-	8,252.83
DW - Scholarship	1,810.63	-	-	1,810.63
DW - Student Council	2,817.44	2,229.25	369.50	4,677.19
DW - Toys for Tots	214.58	-	-	214.58
DW - Yearbook	29,594.04	532.00	-	30,126.04
HD - Convenience	602.15	-	50.00	552.15
HD - Student Council	2,974.75	3,198.52	-	6,173.27
HD - Yearbook	18,482.86	180.00	-	18,662.86
SP - Convenience	980.99	-	-	980.99
SP - Yearbook	11,486.00	460.00	6,280.00	5,666.00
Total Accounts	78,819.47	7,049.95	6,699.50	79,169.92



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, Scott Gaunky
CC: Dr. Scott Warren
Date: March 18, 2014
Re: **Updated** Summer 2014 Capital Projects (FY15 Budget)

Included is an updated list from the previous board meeting. Estimated costs were proved for the Half Day Intercom and the admin area to convert the current principal and assistant principal offices into three offices. Additionally, the Rivershire costs were updated from \$40,000.

- Replace Roof at Half Day School. Rough estimate: **\$480,000**
- Install Lighting at West Parking Lot of Half Day School. Estimated cost **\$17,000**.
- Replace Public Address and Clock System at Daniel Wright (part of security project). The preliminary cost from Simplex, which is the company that just completed Sprague, is **\$114,000**. The District is waiting on quotes from two other companies. We were recently award the \$50,000 Maintenance Grant from the State to offset the cost.
- Security Project aimed at Emergency Communications: two-way radio system: **\$49,000**. Half Day Public Address and Clock System **\$79,000**
- Rivershire Maintenance (costs shared with Village). **Estimated cost \$50,000 (updated)**.
 - Replace classroom flooring, casework, lighting, and ceiling.
 - Replace the outside deck area. Cost for this will include removal of existing deck and installation of a hard surface.
 - Correct bathroom deficiencies.
- Reconfigure admin area to accommodate additional staff. **~\$50,000**



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: March 14, 2014
Re: Facilities Update

DISTRICT UPDATE

- The District received a \$50,000 check from the State maintenance grant program. The funds will be used to replace the public address system and the clock system at Daniel Wright. This item was identified in both the facilities assessment and the security assessment.
- The District application for the Illinois School Safety Grant has been successfully submitted and accepted. Our District has qualified for \$40,475. If awarded, the funds will be used to address the duress communications issue identified in the Security and Safety Assessment performed in January 2013.
- The District applied to SEDAC (Smart Energy Design Assistance Center), for a no cost energy evaluation for all three buildings. Data gathered from this will be applied to the strategic/long range planning process.
- The District security system will be tested and punch list items completed over the Spring break period.

DANIEL WRIGHT JUNIOR HIGH SCHOOL

- The RAPTOR visitor access management and data base search is fully operational and we will go live to the public, at all facilities, on March 31st.
- Over Spring Break, American Floorshow will be carpeting 10 classrooms.

HALF DAY

- Over the past year, the District has been working with the State EPA to remove the abandoned heating fuel storage tanks at Half Day. As part of the removal process, there is a period of monitoring and soil test checking

for contaminant levels. The State has contacted the District to inform us that the contamination levels under the tank area have not dissipated and the contaminated soils in that area will need to be removed. This will include installing a cap on the area, which must consist of concrete or asphalt. This work will be performed after the end of the school year and the District will be reimbursed from the State for the costs.

LAURA SPRAGUE

- Over Spring Break, Stuckey Construction will be finishing the installment of doors and hardware. This will complete the work on this project and allow close out.
- Over Spring Break, Peak Plumbing will be cutting into a block wall in the hallway to repair a broken drain pipe in a classroom.

LINCOLNSHIRE - PRAIRIE VIEW SCHOOL DISTRICT 103

ENROLLMENT REPORT

February 2014

Grade	June 2013 Enrollment	Current Enrollment	No. of Academic Classes	Average Class Size	Lowest Class Size	Highest Class Size	Kasarda Report 2013-2014 "B" Projection	Kasarda Report 2013-2014 "C" Projection
Early Childhood	18	25	2 am/pm		5	14		
K (AM)	22	19	1	19.00				
K (PM)	21	18	1	18.00				
K (Full Day)	100	100	5	20.00	20	20	132	141
1	155	170	8	21.25	21	22	153	166
2	156	170	8	21.25	20	22	164	173
3	172	168	8	21.00	20	22	180	190
4	182	191	8	23.88	23	24	178	188
5	188	191	8	23.87	23	24	192	202
6	208	200	8	25.00	22	27	195	205
7	203	213	9	23.67	17	26	205	215
8	205	218	9	24.22	20	30	205	214
Sprague Total	472	502						
Half Day Total	354	359						
Daniel Wright Total	804	822						
SUBTOTAL	1,630	1,683					1,604	1,694
Special Ed Out of District:								
SEDOL/Public	1	2						
Consortium Placements	4	3						
Private Placements	3	2						
IAES								
CURRENT TOTAL	1,638	1,690						

**2013-2014
LINCOLNSHIRE - PRAIRIE VIEW
SCHOOL DISTRICT 103**

MONTHLY ENROLLMENT

<u>GRADE</u>	<u>6th Day</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>
Early Childhood	20	23	22	22	24	26	25				
K - AM	19	18	18	19	19	19	19				
K - PM	19	18	18	19	19	18	18				
K- Full Day	100	100	100	100	100	100	100				
1	163	166	166	166	168	169	170				
2	165	167	169	168	170	170	170				
3	165	166	168	168	168	168	168				
4	189	191	192	192	191	191	191				
5	184	186	189	192	192	191	191				
6	199	199	201	200	197	200	200				
7	213	213	214	213	212	213	213				
8	215	216	216	217	217	218	218				
Sprague	486	492	493	494	500	502	502				
Half Day	354	357	360	360	359	359	359				
Daniel Wright	811	814	820	822	818	822	822				
SUBTOTAL	1651	1,663	1,673	1,676	1,677	1,683	1,683	0	0	0	0
Special Ed.	6	6	6	6	7	7	7				
TOTAL	1657	1,669	1,679	1,682	1,684	1,690	1,690	0	0	0	0



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 for Instruction
Julie Postma, Director of Student Services
Mark Westhoff, Director of Technology
CC: Dr. Scott Warren
Date: March 2014
Re: Executive Summary

Curriculum & Instruction

- All of our English Language Learning (ELL) students recently completed taking the ACCESS test. This test measures English language proficiency in reading, writing, speaking and listening. The initial results are typically available in late May.
- ISAT testing began on March 4th. All students in grades three through eight are tested in reading and mathematics, and fourth and seventh grade students are also tested in science. In order to meet the goal of making adequately yearly progress, 100% of all students must score in the meets or exceeds category.
- Representatives from the Daniel Wright Social Studies Department attended an articulation meeting at Stevenson High School with the other consortium social studies teachers. The purpose of the meeting was to deepen our level of understanding of the C3 standards and discuss a common philosophy of social studies instruction.
- Interviews for the three new Spanish teaching positions have begun. Final candidates should be presented to the Board in April.

Student Services

- The tentative withdrawal agreement was approved by the SEDOL governing board on Wednesday, February 26, 2013. During the month of March, each Board of Education in the withdrawing districts will take action regarding amending the date on their petitions to withdraw and take action on the

withdrawal agreement. The Regional Board of Education hearing will be on April 7, 2014.

- During the months of March, April and early May almost all of the remaining annual reviews will be held. In the meantime, the process of analyzing the services that are required for next year has started. This data is used to help determine the most appropriate programming for next year. It also is used to help determine staffing needs.

Technology

- A meeting was held involving pilot teachers, technology curriculum committee representatives, principals, Scott W., Katie, and I to discuss the expansion of the 1:1 teaching and learning pilots. Supporting teachers was a main theme of the discussions as was the emphasis that the pilots are about meeting curricular goals and engaging students, not about the device itself. Each building discussed how to expand the pilots for their grade levels and schools. Recommendations included entire grade-level expansions and teams of teachers working together. Additionally, the iPad was chosen as the device to use in the expansion with teachers having access to Chromebooks. Administration is reviewing the recommendations in the context of the budget and assessing feasibility.
- During World Read Aloud Day on March 5 students at Half Day participated in a variety of experiences including having personnel from the administrative offices come over and read to them. Also, classes shared reading experiences live with students from other places including Iowa and Honduras.
- One of our technology integration specialists created a flipboard book highlighting #engage103 tweets. This online magazine is a collection of many of the great things teachers are doing across the district. Some teachers are using Twitter to share these experiences and assigning the hashtag, #engage103, to them. Twitter can be used to help share experiences with others, and teachers can also use it to develop their professional learning networks.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 14, 2014
Re: Superintendent Informational Report

FOIA requests

The District received four FOIA requests this month. The first was from Lee's Foodservice Parts and Repair requesting vendor/contractor information for various services. The second request was from Esther D. Castillejo from the Better Government Association requesting information on association contracts, administrator contracts, operating and capital budgets, and job titles and salaries for employees. The third request was from Bob Mavet from Corruption Busters requesting information regarding a previous employee from the district. The fourth FOIA was from Lennie Jarratt from Education Matters requesting all emails and attachments sent/received from February 13, 2014 through March 11, 2014 that contained the keyword: Dillard. All FOIA requests were fulfilled in the time required by law. The specific requests and responses are included for your review. The backup materials for Mavet and Jarratt are not provided, as the documents were quite extensive. The backup documents are available upon request.

Superintendent Goals Update

Information regarding the Superintendent goals is included for your review.

Principal Search Update

The search for the Principal of Daniel Wright Junior High continues. The first round interviews for candidates have begun and are almost complete. The second phase of the process will be to bring a smaller group of candidates back to meet with staff members and parents so those constituents can provide feedback to the administration. A third round of interviews will occur with administration, along with reference and a possible site visit to the final candidate. The Board will see a recommendation for the final candidate in April.

Superintendent Goals Update

March 14, 2014

1. Provide significant leadership and have direct involvement in the ELM review

- a. The committee met on February 10, 2014 and was facilitated by Katie Reynolds, Assistant Superintendent for Curriculum and Instruction. The committee reviewed our current model, reviewed the needs of our students and crafted a problem statement to guide the committee work.
- b. Sub committees continue to work on a philosophy statement, research types of intelligences and create a recommendation for which intelligences the district should provide enrichment services, review different enrichment delivery multi tiered models, and research assessments.

2. Ensure the district Technology Integration initiatives are implemented

- a. The technology initiatives continue to progress. A group of administrators, technology integration specialists, 1:1 pilot teachers and members of the technology committee met on March 3, 2014 to discuss and make recommendations to the administration for the expansion of the pilot programs for the 2014-2015 school year. The administration is now reviewing the recommendations and will provide a plan to the Board at a future Board meeting.

3. Explore options for planning efforts at the administrative level in regards to:

- a. An annual planning calendar
 - i. A timeline for events was created and shared with the Board at the October 15 Board meeting. The administration team continues to review tasks on a regular basis and adjust timelines for projects as necessary.
- b. Strategic planning approaches
 - i. The first meeting of the strategic planning process occurred on February 21, 2014 with the Board, Administration and a teacher representative and discussed the current and future initiatives of the district. This information will be utilized to gather broader community input in the fall.
- c. Master Facilities planning
 - i. A meeting with the Wight and Company will occur on March 19, 2014 to review the visioning work created at the February 21, 2014 strategic planning meeting. This will begin the process of creating a plan for our facilities to match the vision for the school district. The work will continue to evolve once the community input sessions in the fall have occurred.

4. Implement new components of the Master Contract between the Board and Association

- a. Create a District Wellness Program to implement in the 2014-2015 school year.
 - i. The committee continues to meet monthly with our insurance providers, Gallagher Benefit Services, Inc., in creating a robust wellness program. A report is included for your review.
- b. Monitor the implementation of the new Teacher Evaluation system
 - i. Administrators continue to implement the new Teacher Evaluation program through observations and meetings with faculty members.
- c. Create a committee to evaluate the work day at Daniel Wright
 - i. The third meeting of the committee met on March 6, 2014 to continue the discussion of the length of day for Daniel Wright. The committee is continuing to work through the issues and will take an Interest Based Problem Solving approach. A smaller group met on March 13, 2014 to gather additional information on some of the past events in the school that impact the current schedule.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 13, 2014
Re: Wellness Committee Update

The District Wellness Committee has met throughout the year to provide wellness information and activities for 2013-2014 to help our staff in their health goals, as well as create the Wellness Program for the 2014-2015 school year. The committee has been working with representatives from our insurance carrier, Gallagher Benefit Services, Inc. who have been a valuable resource for ideas and support.

The committee has made progress this year toward its goal of providing healthy opportunities for staff members. After reviewing the employee survey results and the aggregate Wellness screening data, the committee formed the mission to be: “Leaders in Living” and two wellness goals:

1. To increase opportunities for employees to be physically active.
2. To increase opportunities for employees to learn about healthy eating.

To meet those goals, the committee provided activities and information to staff including the annual wellness screening, a motivational speaker for the opening day of school, walking clubs, Zumba classes, Weight Watchers classes, the creation of a healthy cookbook, emailing healthy living information, and information about the Blue Access for Members which provides resources for staff regarding wellness. Additionally, the committee reviewed other possibilities including vending machines with healthy eating options for staff, bringing in a nutritionist to talk with staff, the use of pedometers and other movement devices to help employees track their activities through the day, and expanding opportunities for classes such as Yoga at the schools.

For the 2014-2015 school year, the committee is in the final stages of creating a program that will continue the goals of physical activities and healthy eating and meet the requirements for certified staff to receive the reimbursement for their insurance premium contribution. The committee reviewed plans from other companies wellness programs and have used those ideas in the creation of the draft program. The draft outline includes some required activities as well as choices among others. The activities include:

Required Activities:

Participate in the wellness screening – Blood draw and survey

-Or-

Complete an annual physical examination with your personal physician

Choice activities (Complete 3 Events):

1. Exercise 3x/week for 30 minutes for 4 Consecutive Weeks
2. Participate in an exercise class for 1x/week for a minimum of 6 weeks
3. Participate in a Run/Walk event
4. Participate in a health related seminar or self directed course through Well On Target online
5. Participate in a certified weight management program (8 weeks or more)
6. Participate in a team challenge offered by your school
7. Annual flu shot
8. Meet with a nutritionist to evaluate your dietary habits
9. Track food intake for 4 consecutive weeks

Additional activities may be added to the list as the committee continues to review options.

To complete the program for next year, the committee is reviewing how to track the activities for each employee, the creation of the monthly calendar of wellness events that will be offered by the district, and the communication plan to employees. Once the program is complete, Gallagher will compile the program and create a professional looking brochure for our district.





Lincolnshire-Prairie View School District 103
Administration Offices

1370 N. Riverwoods Road • Lincolnshire, IL 60069
847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

February 27, 2014

Brian Anderson
Lee's Foodservice Parts & Repair, Inc.
230 W. Laura Drive
Addison, IL 60101

SENT VIA EMAIL – brian@leesoven.com

RE: Freedom of Information Act Request

Dear Mr. Anderson:

This letter is in response to the request that you submitted. Please see information below.

1. Vendor/Contractor information providing for the maintenance and repair of the cafeteria/foodservice equipment.
We do not have any records responsive to your request.
2. Vendor/Contractor information providing the ware-washing, cleaning, and sanitizing products for the cafeteria/foodservice equipment.
We do not have any records responsive to your request.
3. If applicable, copies of the contract/s of the aforementioned services/products in items 1 & 2.
We do not have any records responsive to your request.
4. Person/Department whom purchases the aforementioned services/products in items 1 & 2.
We do not have any records responsive to your request.

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

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<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

March 3, 2014

Esther D. Castillejo
Better Government Association

SENT VIA EMAIL – ecastillejo@bettergov.org

RE: Freedom of Information Act Request

Dear Esther Castillejo:

This letter is in response to the request that you submitted. Please see information below.

1) Any and all current collective bargaining **agreements**, including but not limited to union contracts with teachers.

You will find this agreements on our website. <http://www.d103.org/page.cfm?p=2714>

2) Any and all employment/personnel **agreements** and contracts with current administrators, including but not limited to superintendents.

You will find this on our website. <http://www.d103.org/page.cfm?p=2714>

3) The most recent approved operating and capital budgets.

You will find this on our website. <http://www.d103.org/page.cfm?p=2714>

4) Any and all **confidentiality agreements** adopted, approved or signed in calendar years 2011, 2012 and 2013. (These agreements would involve any agreements governed by a confidentiality or non-disclosure clause -- and often involve personnel matters, real estate transactions and the like.)

We do not have any records responsive to your request.

5) Documents sufficient to show the names and corresponding job titles and salaries of any and all employees and board members as of today. (In other words, the current payroll records that include names, positions and pay. Please provide in Excel or similar format.) To be clear, we are NOT looking for a list of the highest-paid people, or just teachers and administrators. We are looking for a comprehensive list of all employees.

See attached spreadsheet and refer to our website. <http://www.d103.org/page.cfm?p=2498>

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

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847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

March 13, 2014

Bob Mavet

SENT VIA EMAIL ONLY– corruptionbusters24x7x365@gmail.com

RE: March 6, 2014 FOIA Request (Amended on March 7)

Dear Mr. Mavet:

On March 6, 2014, Lincolnshire-Prairie View School District 103 received from you a request pursuant to the *Freedom of Information Act* (“FOIA”), seeking disclosure of the following records. The School District’s response is interlineated with your requests.

1. **Request:** In accordance with FOIA, please provide in electronic PDF file format all documentation related to the employment of Jenell Mroz including employment contracts, years of service, rates of pay and job titles, personal evaluations regarding job performance, academic credentials and resume. In addition, please provide copies of all emails sent or received under her District 103 email address. Please advise if her departure from District 103 was voluntary or if she was terminated.

Response: This request is granted in part and denied in part. See responsive documents in the file titled “FOIA Response J. Mroz.pdf”. Documents containing “private information” as that term is defined in Section 140/2(c-5) of the FOIA statute have been redacted to remove private information such as social security number, home address, home telephone, and personal email addresses, or withheld if redaction was not feasible. The documents that have been withheld include medical records, college transcripts (for courses not paid for by District 103) and copies of Ms. Mroz’s driver’s license and social security card, used for employment eligibility verification. Additionally, the results of her required criminal background check cannot be released under federal law (Section 140/7(a)) and reference letters she submitted in connection with her application are withheld as an unwarranted invasion of the personal privacy of the letter writers and Ms. Mroz (Section 140/7(c)), which outweighs any public value in releasing those documents.

2. **Request:** Please provide a listing of all District 103 employees under her supervision and a listing of any teachers terminated directly by her.

Response: There are no documents responsive to your request.

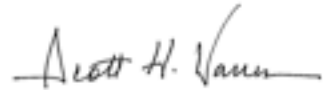
3. **Request:** Would you be kind enough to amend the FOIA to include documentation including, but not limited to, board minutes, emails, written discussions, negotiations, etc. between Board members and Administrative Staff approving Mroz’s contracts?

Response: Board minutes are enclosed in the file titled “Minutes.pdf”. You will not find Ms. Mroz’s name in the minutes, as it is not the District’s practice to list names of employee’s for routine actions. A memorandum to the Board is provided that states Mrs. Mroz’s resignation and reason.

Finally, regarding your requests for emails, the District did not archive emails during the time Ms. Mroz was employed in District 103. Therefore, there are no emails responsive to your requests.

If you should have any further questions regarding this, please contact our office at (847) 295-4030.

Sincerely,

A handwritten signature in cursive script that reads "Scott H. Warren". The signature is written in black ink and is positioned above the typed name.

Scott Warren, Ed. D.
Superintendent

Bob Mavet

3:48 PM (23 hours ago)

to me

"In accordance with FOIA, please provide in electronic PDF file format all documentation related to the employment of Jenell Mroz including employment contracts, years of service, rates of pay and job titles, **personal evaluations regarding job performance**, academic credentials and resume. In addition, please provide copies of all emails sent or received under her District 103 email address. Please advise if her departure from District 103 was voluntary or if she was terminated."

In addition, while you attached her letter of resignation, there is no indication if this was attributable to non-renewal or her contract, termination or voluntary. Please clarify. Thanks

Response from Scott Warren dated 3/14/14:

Dear Mr. Mavet:

I am writing in response to your requests for copies of Ms. Mroz's performance evaluations from when she was employed in District 103. Pursuant to Section 140/7.5(q) of the FOIA statute, information that is prohibited from being disclosed by the Personnel Record Review Act is exempt from inspection or copying. Section 40/11 of the Personnel Record Review Act (820 ILCS 40/11) states in part, "...disclosure of performance evaluations under the Freedom of Information Act shall be prohibited." Accordingly, we cannot legally comply with your request for copies of Ms. Mroz's performance evaluations. Thank you.



Lincolnshire-Prairie View School District 103
Administration Offices

1370 N. Riverwoods Road • Lincolnshire, IL 60069
847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

March 14, 2014

Lennie
Education Matters

SENT VIA EMAIL ONLY - lennie@educationmatters.us

RE: March 10, 2014 FOIA Request

Dear Lennie:

On March 10, 2014, Lincolnshire-Prairie View School District 103 received from you a request pursuant to the *Freedom of Information Act* ("FOIA"), seeking disclosure of the following records.

- Electronic copy of all emails (including attachments) sent/received since February 13, 2014 via school district email services with the following keyword: *[Please redact personal information as required by FOIA laws. Reminder, this does not include district personnel names and email addresses.]*

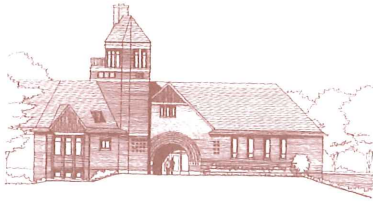
o Dillard

Emails are attached.

If you should have any further questions regarding this, please contact our office at (847) 295-4030.

Sincerely,

Scott Warren, Ed. D.
Superintendent



One Olde Half Day Road
Lincolnshire, IL 60069-3035
847•883•8600
847•883•8608 (FAX)



February 24, 2014

**RIVERSHIRE PARK AND NATURE CENTER
Annual Report by the Village of Lincolnshire
2013**

The Intergovernmental Agreement between the Village of Lincolnshire and Lincolnshire Prairie View School District 103 for the care and operation of the Rivershire Nature Center and Rivershire Park natural areas continues to serve our constituents well. The Village has prepared the following summary of projects and activities undertaken by the Village for the calendar year 2013.

NATURE CENTER USAGE BY THE VILLAGE

The Village used the Rivershire Nature Center to support public works operations as in the past years.

Comments

- The Village wishes to express its continued appreciation to Scott Gaunsky for his assistance with on-site issues and maintenance of the building. His efforts to keep the facility clean and in good condition are greatly appreciated.
- Kathy Lin has done an outstanding job of updating the Village on activities at the Nature Center. This has greatly assisted in the planning of site work. Additionally, Mrs. Lin has been very supportive of Eagle Scout projects in the area and has done a tremendous job coordinating these projects with Village staff.
- We appreciate your continued cooperation in applying for permits for all construction or repair work associated with the building. Please ensure that you discuss any building work with the Village's Building Official, Mike Jesse, at mjesse@village.lincolnshire.il.us or at 847-913-2318 prior to undertaking that work. Mike can inform you of the permit requirements, based upon the type of work being performed.

Projects Proposed in the Next Five Years

- Bridge repairs - Replace wood pieces on bridges at an estimated cost of \$8,000 sometime in the next five years.

- Invasive Weed Removal Project – the Village will increase staff time dedicated to invasive weed removal with a primary focus on the removal of garlic mustard and buckthorn.
- Londonderry Lift Station Roof Replacement – The roof on this building is in need of repair. This project will be completed this year with an estimated cost of \$4,500.
- Londonderry Lift Station Door Replacement – The two large metal doors leading into the Londonderry Lift Station need to be replaced. This project will be completed this year at an estimated cost of \$12,500.
- Path Repair and Restoration – This project will consist of brush mowing and redefining all areas of the paths throughout Rivershire Park.
- Split Rail Fence Replacement – Much of the split rail fencing throughout Rivershire Park is either damaged, missing or in need of repair. This project will consist of a complete replacement of the fencing located throughout Rivershire Park at an estimated cost of \$20,000.

Projects Completed by the Village:

- Campfire Circle Project – The Village and School District #103 coordinated this improvement as part of an Eagle Scout project with Joseph Pascual. This project consisted of replacing the plastic benches around the campfire circle which have deteriorated from sun and weather exposure. Mr. Pascual replaced the plastic benches with log benches made from Rivershire trees.
- Londonderry Lift Station Generator – This project entailed the removal and disposal of the original generator and installation of a new generator and concrete support pad. This was a Capital Budget item at a cost of \$80,000.
- Rivershire Park Work Day – The Village conducted a work day in coordination with Kathy Lin on Saturday, August 17, 2013. Volunteers worked with Public Works staff on projects which included path maintenance, tree pruning, invasive weed removal and fence repair. The event was well attended by residents and staff.
- Woodland Trail Tree Removals – Village staff conducted a tree survey of dead, declining and hazardous trees throughout the Woodland Trail. Trees that were identified to have a high potential of falling onto the path or public areas where flagged for removal and removed by contract with Winkler's Tree Service at a

cost of \$5,000.

- Woodland Restoration Project – The Village and School District #103 coordinated this project as part of an Eagle Scout project with William Paul. The original map of Rivershire shows a loop in the woodland trail that no longer exists. This project consists of the Eagle Scout restoring that part of the trail.
- LCA Garage Roof Repairs – The Village contracted repairs to this roof as it was leaking and in need of repair. This garage is used to store Fourth-of-July and other special events equipment. Emergency supplies and a small tractor are also kept at this location.
- Pavement Maintenance – The Village patched, seal coated and striped the parking lot at Rivershire Park.

Site Repairs

A thorough cleaning of the storage garages was required from last spring's flooding. 20 hours of labor and \$35 in supplies were expended on this effort.

Damage to the split rail fence is an ongoing problem. Eleven hours of repair work were required with a materials cost of \$69.

Village staff continues to plow the parking lot and when school is not in session, and shovel the walk to the building. Approximately 15 hours of snow removal were required.

Public Works staff repaired the garbage can along the canoe launch trail that was damaged in last spring's flooding. \$50 in materials and three hours of labor were used for this task.

Bird Monitoring Program

Lincolnshire resident Marj Lundy continues to monitor bluebird nesting at Rivershire. Ms. Lundy monitors the program 1-2 times per month. This year Ms. Lundy reported three (3) Bluebird nestings in Rivershire Park with three (3) successful broods. Overall, a total of twelve (12) chicks hatched. Additionally all 12 chicks fledged. Ms. Lundy continues to track and record general bird populations at the site every 21 days.

Ms. Lundy continues to fill and care for the many bird feeders by the Nature Center. These feeders provide opportunities for park patrons and students to see the birds close up and attract a wider variety of birds than would normally come to the site.

Scheduling

Joint use of the facility continues to work well. There have been no known conflicts for time or space, that the Village is aware of, this year.

Recreational Programming

The Village of Lincolnshire ceased recreational programming at the end of 2010.

Summary

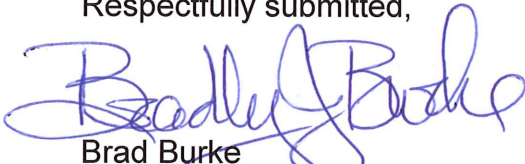
Village staff met with Kathy Lin on January 15, 2013 to discuss Rivershire Park and how to manage maintenance concerns there. The Village will work closely with the School District, with an emphasis on finding innovative ways to manage maintenance concerns by way of volunteers, community service and work-days.

Site maintenance has been significantly reduced due to funding availability. However, the Village is dedicated to increasing staff time spent to address the need of Rivershire Park in 2014. The Village believes that we can combine staff time with volunteer efforts/eagle scout projects to help better manage the needs of Rivershire Park.

Village staff believes this agreement has been an excellent opportunity for the Village to partner with the District in providing environmental education opportunities for the children in the community. Rivershire Park and the Nature Center are excellent examples of a successful intergovernmental partnership that has taken something that was once a liability and turned it into a significant asset that benefits the constituents of both entities. The Village is pleased to announce the renewal of this Intergovernmental Agreement with Lincolnshire-Prairie View School District No. 103 for a period of five years.

Any questions regarding this report or the Nature Center itself should be directed to Brad Woodbury, (Interim) Director of Public Works, at (847) 913-2381 or bwoodb@village.lincolnshire.il.us.

Respectfully submitted,



Brad Burke
Village Manager

||| DISTRICT 103

Math team set to compete at state

The MATHCOUNTS team from Daniel Wright Junior High School took first place Feb. 22 at a regional competition.

The team included Haoyang Yu, Alex Bian, Joey Rivkin, Eric Gan, Andrew Hwang, Andrew Luo, Con-

rad Oberhaus, John Tan, Andrew Gan and Chris Cho.

Five of the Daniel Wright students placed in the top 16 overall among more than 100 competitors.

Eight-grader Haoyang Yu earned first place, eight-grader Andy

Hwang took third, sixth-grader Eric Gan finished fourth, eight-grader Alex Bian placed ninth and eight-grader Conrad Oberhaus finished in 11th place.

A team of four from Daniel Wright — Yu, Bian, Rivkin and Eric Gan — will compete in the state tournament, set for Saturday, March 8, in Lisle. Staff members

Kirsten Frantom and Katie Fender coach the team.

One team from Illinois, home of one of the largest programs across the nation, will then advance to the nationals in Washington, D.C. in May.

At the state competition in 2013, Yu placed third in the Countdown Round championship and seventh in top individual scores. Daniel Wright

Junior High School finished 11th as a team last year.

The Illinois Society of Professional Engineers Foundation supports the State MATHCOUNTS competition. MATHCOUNTS is a nationwide mathematics coaching and competition program.

For more information, visit <http://mathcounts.org>.

Search



Brent Becker

@bbecker103



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|| LINCOLNSHIRE

Science Bowl team heading to national tournament

BY RONNIE WACHTER
rwachter@pioneerlocal.com | @ronniewachter

They each have their own specialty — and they each have their own viewpoint.

The boys who comprise Daniel Wright Junior High's Science Bowl team have varying opinions on a lot of stuff — ranging from school, money to the competition itself.

"The competition wasn't really that hard," said James Wei of the Feb. 7-8 regional tournament at Argonne National Laboratory, which his squad swept.

"James. James. James... Let's not say that right at the start," teammate Conrad Oberhaus warned.

Wei, Oberhaus and fellow eighth-graders Haoyang Yu, Jeremy Yu (no relation) and David Liang are headed to the national tournament of Science Bowl, an academic contest that combines knowledge of many scientific disciplines, as well as mathematics. The top level of competition

will involve both a Jeopardy-style rote-memorization game and the construction of an electronic car, which should put the knowledge of math and the sciences into real-world application.

"That's going to be a challenge for them," said Sophia Capelli, the team's coach.

Wei probably spoke accurately about the double-elimination regional tournament, in which the Daniel Wright team never lost, but had to beat an until-then-undefeated school twice in the final. He was a sixth-grader on the squad that won regional two years ago, and a seventh-grader on the squad that lost the regional finals in 2013.

"At least we're not the best loser," he said.

The crew of five leans on each other in varying categories: Haoyang Yu's strength is in physics and math, Liang's in biology, Oberhaus in geography, Wei in chemistry and Jeremy Yu across the board.

"He's good in everything," Ha-



The Daniel Wright Science Bowl Academic Team, from Lincolnshire-Prairie View School District 103, captured the Regional Championship and advanced again to the National Science Bowl. (PROVIDED)

oyang Yu said.

"We don't want carbon-copies of each other," Capelli said of their skills.

Getting ready for their third National Science Bowl in four years (April 24-28 in Washington, D.C.) will involve more studying

and more honing of their electric car. But what role will all this studying, and all this competition, play in their lives at Stevenson, in college and beyond? Another debate arises.

"I want to make money," Liang opens. "I like learning. And I like

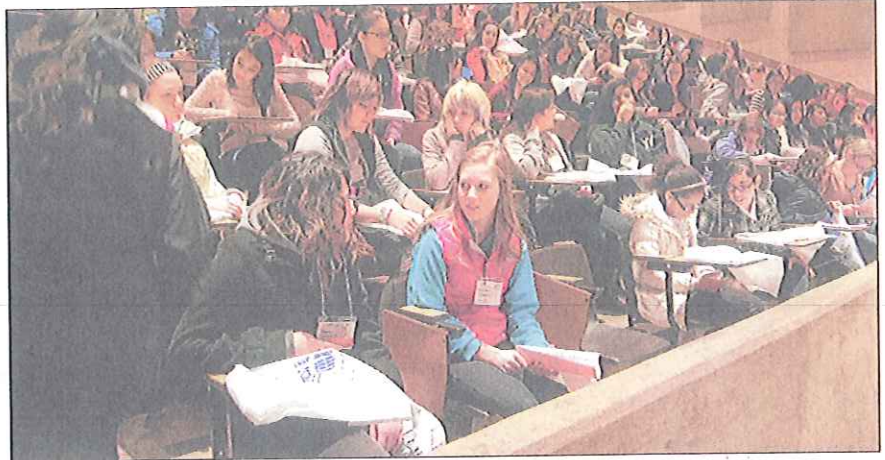
winning."

"It's not all about the money," said Oberhaus, again the voice of reason.

"Conrad, it is all about the money," Liang countered.

And another squabble — and another practice — commenced.

EDUCATION



STEM gains steam

Girls branch out in science, technology, engineering and math

BY CHRIS CASHMAN
For Sun-Times Media

Middle school and high school students explored careers in Science, Technology, Engineering and Math — STEM — last Saturday at the College of Lake County's STEM Day for Girls.

A total of 191 girls and 60 parents attended hands-on workshops and presentations at the college's Grayslake campus. Last year, 80 girls attended STEM Day.

"For the first time ever, we had to close registration early," said Maureen Robinson, the college's associate dean of biological and health sciences. "That's an amazing problem to have and it also tells us next year we have to go bigger."

At an opening assembly, Robinson told students they were "making an investment in your education and your future career."

Girls selected from a variety of workshops, including lasers, medical technology, engineering,

sustainability and nanotechnology. Each session provided hands-on, practical experience. Industry representatives were on hand to offer career advice during lunch.

"Someone told my science teacher about this program and I was really interested because science and math are my favorite subjects," said Ava Nadjari, 12, of Lincolnshire. "I asked my mom to sign me up."

Judy Drake, 13, of Lindenhurst said she attended the event because, "I'm looking to go into the engineering field."

Hoping to learn more about it, Drake's first workshop was "Engineering Our Future," presented by past and present College of Lake County students.

Parents participated in workshops to learn how to encourage their daughters to study STEM fields, experience hands-on activities they can repeat at home, and learn about STEM programs at CLC and scholarship opportunities.

Willy Pardinas of Green Oaks at-

tended the event with his daughter, Sofia, 14.

"My first degree is in engineering and I wanted my daughter to consider it," said Pardinas, senior vice president of Metagenics, a health-care products company. "She's got a very open mind, she's inquisitive, and I think the environment is not always best suited for women to go into engineering. I wanted to learn how to help her do that, as well as see if she likes it."

"It's really about her," Andrew Forrest of Highland Park said of his 11-year-old daughter, Ainsley. "We're trying to figure out where she's at, where she's going, and see if she's interested in any of this. Giving her exposure early is, I understand, always helpful, and providing her with an opportunity to see what it is she wants to do."

"It's a great opportunity," added Ainsley's mother, Ann. "I'm learning a lot. She has to see mom interested, or it doesn't fly."

Carol Foreman, a seventh-grade science teacher at Big Hollow Middle School in Ingleside, was



ABOVE: Ava Nadjari of Lincolnshire works on a structural engineering program at STEM Day for Girls last Saturday at the College of Lake County in Grayslake.

TOP LEFT: Alexis Tanner and Madeline Lankham of Ingleside attend a workshop entitled "Engineering Your Future" at CLC last Saturday.

TOP RIGHT: Heaven Dominguez (left) and Carolyn Gosswein were among the 191 students who attended STEM Day for Girls. (CHRIS CASHMAN/FOR SUN-TIMES MEDIA)

supervising an experiment in the STEM Day Exploratorium.

"I think it's really important for us to keep these girls interested in science all the way through high school," Foreman said. "We lose them as juniors and seniors and we don't know why. It's very typical for girls to love science and excel in middle school, and by the time they're a junior, they're starting to go to prom, they're dating, and

moms may not be too keen on science.

"It doesn't seem cool anymore to be a scientist," Foreman said.

"Some of the things they're doing here are very important in how women absorb and interpret things," parent Willy Pardinas said of Saturday's STEM Day. "We can't do it in a man's way. I don't like to generalize, but women are wired differently."

Ava Nadjari is a 6th grader at DW.

January 28, 2014

Chicago Tribune

NEWS

Front Page | **News** | Sports | Business | Lifestyles | Opinion | A&E

Home > Featured Articles > Stevenson High School

Stevenson High School seeks to leave special education district

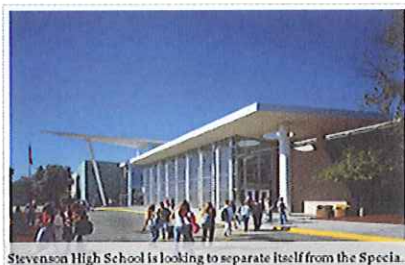
Under the plan, Districts 125, 103 and 96 would form new cooperative

January 28, 2014 | By Kate Jacobson, Tribune reporter

Recommend 0 Tweet 1 Share 107 8+1 1

A Lake County high school is looking to separate from the special education district that serves the school.

Stevenson High School, in Lincolnshire, has requested to leave the Special Education District of Lake County, or SEDOL, saying the school can provide its own special education services without the district. Officials from Stevenson said they started the separation proceedings in summer 2013 and now are scheduled to appear in front of the county's regional board of education.



Stevenson High School is looking to separate itself from the Special Education District of Lake County.

Stevenson spokesman Jim Conrey said the school hopes to be granted separation and begin separating this summer. He said the high school and two elementary districts — Districts 96 and 103 — plan to create their own cooperative and intend to use the newly-constructed special education wing that cost the district \$3 million.

The school currently pays about \$1 million a year to SEDOL for services, he said.

Conrey said while money is a factor in the separation, officials in the district believe the quality of in-house special education services will better benefit students.

"We believe this is the best situation for our kids to remain under our roof and not have our kids bused 30 miles away and to have our students have services that, honestly, aren't as good as the ones they have here," Conrey said.

District 103 Superintendent Scott Warren said the elementary and middle schools in his district also feel they can provide special education services in-house that would benefit students more. He said while the school pays \$600,000 annually to SEDOL, no students in the district use its services.

SEDOL serves 35 districts in Lake County, and was formed in 1960 to provide for special education needs in schools that might not have the means to provide services on their own, said SEDOL Superintendent Tom Moline.

In 2008, the district put \$28.5 million toward improving facilities and upgrading operations, Moline said. Part of that investment was a \$5 million facility located in the southern-most portion of the cooperative near Stevenson, he said. He said it is too soon for any SEDOL member to say the facilities aren't up to par.

He added that if any district were to separate from SEDOL, the group would need to create a multi-year transition plan because of the amounts of money the group has invested.

Losing three districts would cost SEDOL at least \$2.2 million, Moline said.

Warren said staff and parents at schools in District 103 have largely supported the separation.

Stevenson is willing to work with SEDOL to create a transition plan that works for both parties, Conrey said.

The district's regional board of education was scheduled to have a public hearing on the matter on Tuesday. Conrey said he hopes the board will make a decision directly following the hearing to determine the fate of the separation. If the regional board does not allow a separation, the school would file an appeal.

Moline said if the separation is granted, the district will not seek other school districts to join SEDOL in place of Stevenson and the two elementary districts.

kjacobson@tribune.com