



February 5, 2018

Sarah Freishtat  
The Beacon News

VIA EMAIL – [sfreishtat@tribpub.com](mailto:sfreishtat@tribpub.com)

Re: FOIA Request Dated January 29, 2018 and received January 30, 2018

Subject: A copy of the following information:

- 1) Records showing any formal disciplinary actions taken against Kevin Lipke by Community Unit School District 308 or any of its officials since January 1, 2007;
- 2) All records in Kevin Lipke's personnel file;
- 3) If not included in the above, all records related to internal and external complaints made against Kevin Lipke, including, but not limited to, allegation of misconduct;
- 4) If not included in the above, all records related to disciplinary action taken against Kevin Lipke;
- 5) If not included in the above, all records related to internal investigations of Kevin Lipke.

Dear Ms. Freishtat:

This letter will serve as Community Unit School District 308's response to your January 29, 2018 request under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. The information responsive to your request is attached.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to [www.sd308.org](http://www.sd308.org) and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select *FOIA ID #18-5*.

Please be advised that to comply with your FOIA request, the district incurred an expense that comprised of the cost of labor and resources used to search for records responsive to your request.

Please let me know if you have additional questions. Thank you.

*Theresa Komitas*

Theresa Komitas  
Freedom of Information Officer

This letter will serve as Oswego Community Unit District No. 308's response to your request dated January 29, 2018 received in our office on January 30, 2018, under the Freedom of Information Act (5ILCS 140/1 et seq.), in which you asked for the above referenced information. Attached are the responsive records. Portions of the responsive records have been redacted pursuant to Section 7(1) (c) as personal information, the disclosure of which would result in an unwarranted invasion of personal privacy.

Certain documents have been withheld because disclosure of them is prohibited pursuant to the Personnel Records Review Act. The withheld documents are the principal performance evaluations.

The name of the person responsible for the partial denial of the FOIA request is Theresa Komitas, Freedom of Information Officer with the advice of District attorney. You may ask the Illinois Attorney General's Public Access Counselor (PAC) to review this decision concerning your records request, by submitting a Request for Review to the PAC by electronic mail or U.S. mail after this partial denial of your request. A Request for Review by the PAC should be directed to Public Access Counselor, Office of the Illinois Attorney General, at 500 S. 2nd Street, Springfield, IL 62706, [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us). The PAC's telephone number is (217) 558-0486.

April 19, 2012

Dr. Dan O'Donnell

Oswego School District 308

4175 Route 71

Oswego, IL 60543

Dear Dr. O'Donnell,

Please accept this letter of resignation from Long Beach Elementary as principal. My last day of employment will be June 30, 2012.

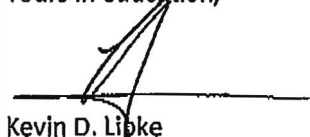
I will become the Superintendent of Schools for the Pontiac School District #429 beginning July 1, 2012.

I have truly enjoyed my time here at Oswego, and realize that my advancement is taking place outside of the school district, but my knowledge gained was due in large part to the many wonderful staff members and administration that I've been honored to know.

Long Beach Elementary will forever have a place in my heart. The staff, students, and families are what makes this school great.

If you need anything else, do not hesitate to contact me.

Yours in education,

A handwritten signature in black ink, appearing to read "Kevin D. Lipke", is written over a horizontal line.

Kevin D. Lipke

**TO:** Superintendent David Behlow and Members of the Board of Education

**FROM:** Todd Colvin, Assistant Superintendent for Administration

**RE:** Long Beach Principal

**DATE:** June 8, 2007

**CONTACT PERSON(S):** Todd Colvin

**DISPOSITION:** Action

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**BACKGROUND:**

The Administration is pleased to recommend Kevin Lipke for the Principal of Long Beach Elementary School.

Kevin received his Bachelors Degree from Eastern Illinois University in Elementary Education and his Masters Degree from the University of Illinois at Springfield in Educational Administration.

Kevin comes to us with a rich background in elementary education. He is presently the Principal of Jamaica Elementary School in Southern Illinois. Prior to becoming an administrator, Kevin taught at the elementary level for ten years. Kevin's diverse talents, proven leadership skills and students first philosophy make him a great fit at Long Beach Elementary School.

With your approval, Kevin will begin his duties on July 1, 2007.

**RECOMMENDATION:**

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Approval

**SUGGESTED MOTION**

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Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Kevin Lipke as the Principal of Long Beach Elementary School with a starting date of July 1, 2007.



Fax

To: Oswego Schools      **Attention: Todd**

From: Kevin Lipke, Candidate

I have provided you with an updated list of references, as well as parents you may contact should you feel the need to. Some of the names on the original reference list that was part of my application packet have moved or will be on vacation during your decision-making time.

If you have any questions, feel free to call me at [REDACTED]  
[REDACTED]

Thank you!

Kevin D. Lipke



On a personal note, I love my job for many reasons. The most important being the contributions and positive impact I make to the children and stakeholders of the school I am associated with. It is important for my growth to love what I do and take everything I do to a higher level.

Enclosed, you will find my resume with my experience at Jamaica School District, as well as references you may contact, should you find my qualifications to your liking. I have also enclosed a copy of my current certification in administration. I will be sending a copy of my official transcripts from the University of Illinois at Springfield and Eastern Illinois University soon.

Should you need to get in touch with me, I may be reached at any of the numbers listed above. Again, thank you for the time and I hope to hear from you soon.

Yours in education,

A handwritten signature in black ink, appearing to read 'Kevin D. Lipke', is written over a horizontal line. The signature is stylized with a large, bold 'K' and a long, sweeping underline that extends to the right.

Kevin D. Lipke

enc.

## Kevin D. Lipke

RECEIVED  
APR 30 2007

### Objective

To obtain a challenging position in the area of Administrative Education at the elementary level and utilize my diverse talents, leadership skills, and past experiences to lead faculty and staff in pro-actively making a positive difference in every child's life.

### Employment

#### Principal

July, 2004-present

Jamaica School District #12

Sidell,

Illinois

- Administrator for Pre-Kindergarten through eighth grade school.
- Duties include curriculum development, yearly budgetary analysis, certified and non-certified teacher evaluations, school improvement planning, organizing and supervising athletic teams and events, a wide variety of community involvement activities, and recruiting, hiring, and retaining faculty and staff.
- Gained an in-depth knowledge and provided effective support with development of various educational programs, assessment, fundamentals of teaching, and building networks between the community and school.
- Gained the ability to develop comprehensive skills in leadership, personnel management, and gained a genuine knowledge of fiscal management and budget assessment, while serving in the administrative capacity.
- Utilized my strong interpersonal skills to effectively work with others, motivate colleagues, and elicit teamwork while keeping our number one goal in mind: the children that we foster.
- Provided for staff development and training to target communicated instructional goals.
- Provided for the continued development and implementation of an effective educational program through classroom supervision and instructional leadership.
- Worked with faculty and PTC to develop a mini-grant program to foster curriculum development in every classroom and developed an intramural basketball program for elementary students.
- Authored a \$25, 000 grant to purchase and install a new LD two-line school sign in front of the school campus.
- Developed a successful before-school tutoring program for Junior High students in need of extra time to work or study for the purpose of increased grades and preparation for state and local assessments.

#### Teacher

August,

1994-July, 2004

Jacksonville School District #117

Jacksonville,

Illinois

- Through my constant desire for personal and professional growth, I was able to effectively teach at various grade levels from 3<sup>rd</sup> through 6<sup>th</sup> grade, capturing and interfacing with children of various backgrounds, behaviors, and grade levels.

#### DIRECTOR/CARETAKER

AUGUST, 1998-AUGUST, 2000

Western Illinois Youth Camp

Jacksonville, Illinois

- Developed, implemented, and facilitated a comprehensive camp adventure program for young people between the ages of 8 and 17 years.
- Responsible for maintaining record keeping of all income and expenses, and utilized my fiscal knowledge to effectively operate all aspect of the camp within a \$100,000 budget.
- Through some reorganization efforts, I succeeded in hiring a new staff of individuals and trained them in different capacities of camp life such as counselors, camp assistants, kitchen staff, and other various personnel.
- Charged with daily tasks of maintenance and general upkeep of all camp buildings, shelters, and property maintenance.

**Kevin D. Lipke**

RECEIVED  
APR 30 2007

Department NOLA  
Oswego Community Unit School District 308  
4175 Rt. 71  
Oswego, IL 60543

To whom it may concern,

My name is Kevin Lipke, and I am writing to express my interest in the position of principal at your district. I was able to review the school district's web site and school report card. I am very impressed with the district and what it has to offer the children. I feel my qualifications match what you are looking for in a proven successful administrator.

For several reasons, I believe I am a strong candidate for your school district. I have three years administrative experience at the elementary and junior high level with Jamaica School District, as well as ten years experience teaching at the elementary level with Jacksonville School District. I am a dedicated professional that seeks out the best in the faculty, staff, and children. My experience, although limited to three years, has proven successful at Jamaica, as I have worked in various capacities, including budget, assessment, curriculum improvement, school improvement planning, technology, and community relations, to name a few. My knowledge about the law and public school policies only provides a positive experience and high expectations for the employees and children in a school district.

I enjoy working with children. They are the best asset we have, and I enjoy challenging my faculty and staff to do their best to provide an education that is second to none. The community in which I work in, although rural, has given me an opportunity to work in various capacities, giving me the experience needed for a larger district such as yours.

I am currently working on my Educational Specialist Degree in Superintendency, and I will continue my education to the Doctorate level once I complete my current courses. I believe professional development is important for all involved in education, and will do whatever it takes to provide the means necessary for the faculty and staff to receive it.

## References

- **Mark Janesky, Superintendent, Jamaica School District #12**  
**Jamaica Schools**  
**7087 E. 600 N. Rd.**  
**Sidell, Illinois 61876**  
[REDACTED]
- **Randy Taylor, Board Member, Jamaica School District #12**  
[REDACTED]  
[REDACTED]
- **Terri Thomas, Teacher, Jamaica School District #12**  
**Jamaica Schools**  
**7087 N. 600 E. Rd.**  
**Sidell, IL 61876**  
[REDACTED]
- **Russell Puzey, Board Member, Jamaica School District #12**  
[REDACTED]  
[REDACTED]
- **Elaine O'Shaughnessy, Junior High Teacher, Jamaica School District #12**  
**Jamaica Schools**  
**7087 N. 600 E. Rd.**  
**Sidell, IL 61876**  
[REDACTED]
- **Shannon Morrison, Parent, Jamaica Elementary/Junior High**  
**308 1/2 S. West Street**  
**Fairmount, IL 61841**  
[REDACTED]
- **Lola Snell, Kindergarten Teacher, Jamaica School District #12**  
**Jamaica Schools**  
**7087 N. 600 E. Rd.**  
**Sidell, IL 61876**  
[REDACTED]
- **Brenda Coon, Special Education Resource Teacher, Jamaica School District #12**  
**Jamaica Schools**  
**7087 N. 600 E. Rd.**  
**Sidell, IL 61876**  
[REDACTED]
- **Jason Smith, Junior High Science Teacher, Jamaica School District #12**  
**Jamaica Schools**  
**7087 N. 600 E. Rd.**  
**Sidell, IL 61876**  
[REDACTED]
- **Debbie Ford, Secretary, Jamaica Elementary/Junior High**  
**Jamaica Schools**  
**7087 N. 600 E. Rd.**  
**Sidell, IL 61876**  
[REDACTED]  
[REDACTED]

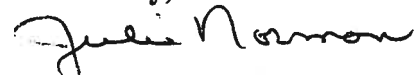
**To Whom It May Concern:**

**My name is Julie Norman and I am a fifth grade teacher with 22 years of experience at Jamaica Unit 12. I have had the privilege of working with Mr. Kevin Lipke in the teacher/principal relationship for the past 3 years.**

**His leadership skills are excellent. Mr. Lipke has a way of leading his teachers without overwhelming them. He is very aware of the curriculum and finds the teachers' strengths and uses them to better the education of the students. He has great organizational skills and keeps everyone in the building aware of each day's activities. He not only has a good rapport with the faculty, and support staff, but also has an excellent connection with the community. He even coached the community baseball team because they didn't have a coach. Mr. Lipke is also very involved with the Shooting Stars basketball program for the first through fourth grades.**

**When Mr. Lipke arrived in the district, I was the union president. He was great in that he kept communications open and was involved with the settling of our contract. He is very open-minded and that is a great quality to have in the education field. His teacher evaluations are fair and very thorough. He gives you a notice of when he will give a formal evaluation and also the day that you will meet and go over your evaluation. He remains very involved throughout the year. He pops in and out of the classrooms periodically to visit. While in the classroom, he jots down questions or comments that concern the lesson being taught. He also will interact with the students asking them questions about the lesson. The next morning there will be a note on your desk that gives you encouragement, praise, or might even ask questions about further involvement with the lesson. As a teacher, I respect and like the immediate feedback. These qualities along with his dedication make him a benefit for any school district.**

**Sincerely,**

A handwritten signature in cursive script that reads "Julie Norman".

**Julie Norman**

To Whom It May Concern,

Kevin Lipke has been the principal in my district for the past three years. I respect Kevin both personally and professionally. He was instrumental with implementing several new programs in our district including Character Education.

Kevin has shown great respect for the staff as well as the students. His involvement with the teachers and in the classrooms is excellent. He goes above and beyond with genuine passion for his position.

Kevin's leadership skills have helped bring a more solid foundation to our district. Communication has improved with daily newsletters, staff meetings, and Kevin's openness to the staff.

I would highly recommend Kevin. Please feel free to contact me for any further information at [REDACTED]

Sincerely,

*Lola Smell*  
*Kindergarten Teacher*

**JAMAICA COMMUNITY UNIT SCHOOL DISTRICT #12**  
**7087 N 600 E Road**  
**SIDELL, ILLINOIS 61876**  
**217/288-9306**

**MARK JANESKY**  
**SUPERINTENDENT**

**DONNA YOUNG**  
**SECRETARY**

**LINDA TAYLOR**  
**SECRETARY**

**MARGO HOCKETT**  
**BOOKKEEPER**

March 22, 2007

To Whom It May Concern,

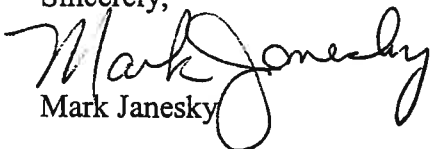
Although I do this regretfully, I must recommend Kevin Lipke for the position of principal within your district. Kevin has been at Jamaica Elementary for the past three years and has done a superb job. He has displayed numerous attributes that are beneficial to any organization, but the most valuable I feel is his ability to conduct day to day operations with a smile on his face. Believe me when I say that his best work is done directly with the children. He is always positive, never has a harsh word for a child, and being the principal of a PreK-8 school he knows how to differentiate and adjust his speech and actions to be appropriate for the age level he is dealing with at the time.

Kevin has put a great deal of pride into his work and has spent the past three years working hard to encourage and build excellent parent/community relations with the school staff and his knowledge of the curriculum has been very beneficial to the district. Three years ago Kevin helped me out greatly by working with the staff to put together a five year curriculum cycle that has been widely accepted by the staff and board as a very positive addition to the district. He also began monthly meetings between the administration and the association which have helped this district to head off many problems between the two before they actually happened.

Kevin has also taken an active role in the professional development process. There have been times that he has been willing to help find individuals to perform staff development activities that have been very beneficial for our staff members. In each case, he worked hard to acquire individuals that could touch on specific topics that were either necessary to fulfill a state standard or desired to meet a need of our district.

It is not the wish of this district to lose an individual the caliber of Kevin Lipke, but we understand his need to move on. With the use of tact and good judgment, Kevin helped to straighten out a number of issues that this district had experienced for many years. He will be missed within the Jamaica School District, but we know that wherever he lands he will thrive the same way he did here.

Sincerely,

  
Mark Janesky



**Please describe how your skills, interests and abilities would positively impact the students and staff of any grade school.**

I have three years experience in the Administrative level of an elementary and junior high school. My knowledge base and dedication to education and the varying levels have given my district an advantage over other districts in the county. I have been the Special Education Director, Curriculum Chair, Technology Chair, and Athletic Director at my district during my time as Principal. I consider my ability to bring faculty and staff together to what's best for the children of the district one of my greatest traits. I also consider community involvement in the school a large part of the success of our students and school. I have a range of skills, including an extensive knowledge base in curriculum and instruction, technology, and special education. My biggest strength is the ability to get all stakeholders involved in the quality education of our children. From the support staff to the teachers to the parents, we are all in this together, and I believe my strength lies in the personal touch I offer to those that are most important. To be a leader in a school, you must have the ability to reach out to the community and make them become a large piece of the education puzzle. I am consistent with school to home communication, and I believe every teacher must buy into the idea that the more communication we make to the home as a team, the better our chances are of producing life long learners and valuable citizens to our community.

**Please describe the three most important characteristics of a “good teacher”.**

I take pride in the professional accomplishments I have achieved thus far in my career as an educator. My career began as an Elementary Teacher at an elementary school in Jacksonville, Illinois, where I taught 3<sup>rd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> grades to children that pre-dominantly came from single parent, low income housing. My school was one of the highest minority and highest mobility rated schools in the city of 8 elementary schools. I, at the same time teaching, was the director and caretaker of Western Illinois Youth Camp in Jacksonville, Illinois. At this same time in 1999, I began my schooling to achieve my Master's Degree in Education.

Once I accomplished this task, I began looking for a position as Administrator almost immediately, knowing I was ready to lead a building, but unsure what type of school/community I would prefer. After many interviews and soul searching, I chose Jamaica School District, a rural district located in Sidell, Illinois. I chose Jamaica because of it's high community involvement, progressiveness towards education, namely the curriculum, and the willingness for the faculty and staff to move forward for the benefit of the children.

This position allowed me to be the Elementary and Junior High Principal, where I was the Athletic Director, Special Education Coordinator, Staff Development Coordinator, and testing coordinator. I, among these titles, have vast experiences in other areas including Title I, II, IV, and V programs, grant writing, budgeting, personnel, transportation, and custodial services, including the aesthetic look to the school.

I have decided to continue my education and enter the Educational Specialist Program through Eastern Illinois University. This program has given me the knowledge and insight into the Superintendency, and I will graduate with an Educational Specialist Degree in the Summer of 2007. From that point, I am looking into receiving my Doctorate in Education.

When I look at mission statements of many school districts, the one common piece in each of the statements is the phrase 'life long learner.' I believe I can live by that phrase, based on my schooling experience, and my quest to do whatever it takes for the district I work for. I am a life long learner, and we tend to teach our children the same thing. I enjoy and am proud of how far I've come, and where I am going. Listed below are many of the changes made in my three years at Jamaica, either as part of a group or individually.

March 18, 2007

To Whom It May Concern:

Kevin Lipke has asked me to write a letter of recommendation for him as he is seeking new employment. Kevin has been the Elementary and Jr. High Principal at Jamaica Unit 12 for the past three years. For a first time principal Kevin has preformed as a seasoned one with years of experience. Kevin has worked closely with the staff and administration to come up with recommendations for our curriculum. Kevin's students have shown improvement each year and this year the elementary students are top in the county and the Jr. High students are near the top. Kevin's ability to plan and organize the day to day operations of the elementary and jr. high are outstanding. Kevin meets regularly with the teachers and staff and keeps the line of communication open to get the best results from each teacher. Kevin has good judgment and is very tactful when dealing with teachers and staff, especially if someone needs areas of improvement. He has the ability to get his point across and not be disrespectful in any way. Kevin is especially good about meeting with parents and keeping them involved with their children and school activities. Kevin also attends seminars and meeting when possible to update and improve his knowledge and skills as a principal.

Kevin is at school every morning at 6:00am and almost always the last one to leave. If you want someone who will give 200 percent and attend every school activity, Kevin is your person. Kevin absolutely loves being a principal and cares a great deal for each student. He has an outstanding sense of humor and the kids love him. Kevin is excellent about picking different students each month for student of the week or month and putting their picture in the local paper. You will need roller blades to keep up with him!

I feel this letter needs an explanation of why Kevin has chosen to leave our school and seek new employment. We had a seasoned teacher who is very manipulative apply for the principal's job and we chose Kevin over her. She has done everything in her power to undermine Kevin's authority. She will stop at nothing to turn other teachers against Kevin and protest his every move. She will outright lie if necessary to make Kevin's job impossible to do. Recently, we as a board asked Kevin to suggest that the teachers stop wearing blue jeans and T shirts and try to dress more professionally. In protest this teacher got six other teachers and herself and wore blue jeans the next day to try and over ride Kevin's authority. This is just a very small example of what she is capable of.

I personally am very sad to see Kevin leave but, if I were in his situation I would of left a long time ago. I can only thank Kevin for three great years and wish him the very best.

Sincerely,



Ron Metzger, President  
Jamaica Unit 12 Board of Education



### **Professional Accomplishments**

I take pride in the professional accomplishments I have achieved thus far in my career as an educator. My career began as an Elementary Teacher at an elementary school in Jacksonville, Illinois, where I taught 3<sup>rd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> grades to children that pre-dominantly came from single parent, low income housing. My school was one of the highest minority and highest mobility rated schools in the city of 8 elementary schools. I, at the same time teaching, was the director and caretaker of Western Illinois Youth Camp in Jacksonville, Illinois. At this same time in 1999, I began my schooling to achieve my Master's Degree in Education.

Once I accomplished this task, I began looking for a position as Administrator almost immediately, knowing I was ready to lead a building, but unsure what type of school/community I would prefer. After many interviews and soul searching, I chose Jamaica School District, a rural district located in Sidell, Illinois. I chose Jamaica because of it's high community involvement, progressiveness towards education, namely the curriculum, and the willingness for the faculty and staff to move forward for the benefit of the children.

This position allowed me to be the Elementary and Junior High Principal, where I was the Athletic Director, Special Education Coordinator, Staff Development Coordinator, and testing coordinator. I, among these titles, have vast experiences in other areas including Title I, II, IV, and V programs, grant writing, budgeting, personnel, transportation, and custodial services, including the aesthetic look to the school.

I have decided to continue my education and enter the Educational Specialist Program through Eastern Illinois University. This program has given me the knowledge and insight into the Superintendency, and I will graduate with an Educational Specialist Degree in the Summer of 2007. From that point, I am looking into receiving my Doctorate in Education.

When I look at mission statements of many school districts, the one common piece in each of the statements is the phrase 'life long learner.' I believe I can live by that phrase, based on my schooling experience, and my quest to do whatever it takes for the district I work for. I am a life long learner, and we tend to teach our children the same thing. I enjoy and am proud of how far I've come, and where I am going. Listed below are many of the changes made in my three years at Jamaica, either as part of a group or individually.

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## School-Community Relations

### 2003-2004

- 2-parent Parent-Teacher Committee
- No communication between school and home
- No office-classroom communication developed

### 2006-2007

- Led the charge to develop and implement a 12-parent, 4-committee PTC which meets monthly.
  - Developed a monthly newsletter in which each grade submits a 'current events in the classroom' article.
  - 'Good News' postcards sent home from teachers to students' families of the positives happening in the classroom.
  - Weekly faculty notes and daily notes with updates and events occurring throughout the day and week.
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## Curriculum

### 2003-2004

- High percentage of Junior High students failing subjects
- Although curriculum guides were present, mapping was outdated.
- Reading program at a stalemate, only 50% of the students used the program.
- No plan to rotate subjects in textbook purchasing which occurred every year.
- Character Education program non-existent

### 2006-2007

- Developed a 'lunch time' Café Study Club for students that are ineligible.
  - Began a J.E.T. program. Jamaica Early Tutoring program for students to come to school before school to get tutoring help from teachers.
  - Developed a year-long plan to map out all curricular areas, prek-8th grade.
  - Developed a plan to increase the interest and use of the Accelerated Reader program, which currently shows 100% of the student using it.
  - Developed a six year plan to rotate each subject, each year, as the focus in textbook loans through the state.
  - Adopted and developed the Character Counts! Program, in which 100% of the students participate in, with activities/events that occur each month.
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## Technology

### 2003-2004

- Outdate, broken computers in the Junior High lab.
- No Elementary computer lab, sharing the Junior High lab occurred often.

### 2006-2007

- Part of a committee that wrote a 3-year, \$30,000 technology grant that would replace all computers in the school, pre-K-12 th grades and offices.
  - Through a state technology grant, we purchased 24 new computers to replace the ones in the lab.
  - Were able to keep and repair 20 of the Junior High computers and build an Elementary computer lab with a 20 station lab, complete with internet access.
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Aesthetics

2003-2004

- Poor, plain aesthetics to the Junior High Gym
- No security system for Elementary doors-located far from the office.

2006-2007

- Hired student to design and hang banners of schools belonging to our conference.
  - Painted the 'Cardinal' logo on the gym walls and floor
  - Painted both boy's and girl's locker rooms.
  - Designed shelving units to better organize uniforms, supplies, and other materials for the 6 sports Jamaica Junior High has.
  - Purchased and installed a security camera and entry buzzer at the Elementary doors.
-



To Whom It May Concern:

The following set of questions have been developed through research, interviews, and my belief in what districts would like to know about myself as an applicant for the position as school administrator.

I do not have the experience needed for some of the positions for which I am applying, but, in reviewing my answers to these questions, I believe you will see that my experience and knowledge will be what you are looking for in an effective administrator.

Thank you for your time and consideration. I hope to hear from you soon.

Yours in education,

Kevin D. Lipke

Please answer the following questions in a short paragraph or two in the space provided.

**1. What do you consider to be the most important areas of responsibility for a school administrator?**

I believe there are at least four areas of responsibility for a school administrator to be effective:

A. The administrator must have the ability to manage information and the ability to collect information on several facets of a school's programs and services, such as test scores. This information must be organized and managed effectively through the use of technology. B. Once you manage the information, you need to use it. Analyze and use the data available to assess areas students are not achieving to expected levels. I feel many schools are rich in data, but poor in analysis. Administrators must be able to lead meetings where data is disaggregated and disseminated to the rest of the faculty and analysis of specific areas is discussed. Something must be done with the data we have. C. The administrator must be effective and knowledgeable in curriculum alignment to standards. We must be aligned to the external standards that give us a clear sense of what satisfactory performance is at each grade level and within each discipline. Administrators must know the curriculum used thoroughly, particularly in Reading and Math and must be effective in being the instructional leader. D. An administrator must be able to establish a school climate and culture that supports, values, and rewards professional behavior. He/she must be effective in building a community of learners.

**2. What do you consider to be your major strengths as an administrator?**

My biggest strength is the ability to get all stakeholders involved in the quality education of our children. From the support staff to the teachers to the parents, we are all in this together, and I believe my strength lies in the personal touch I offer to those that are most important. To be a leader in a school, you must have the ability to reach out to the community and make them become a large piece of the education puzzle. I am consistent with school to home communication, and I believe every teacher must buy into the idea that the more communication we make to the home as a team, the better our chances are of producing life long learners and valuable citizens to our community.

**3. What do you consider to be the most important characteristics of the school district in which you would like to serve?**

I believe a school district must possess the resources needed to provide every student with a quality education. What I look for in a school district is the ability to use every resource available to them and use it effectively. I would expect a district that hires me to trust that I would do the best job possible to raise student achievement, raise expectations from all staff, provide students and community with a quality, standards driven curriculum, and to ensure that I will build a community of learners from all facets, students, parents, and teachers. Lastly, a school district that I would be a part of is one that knows they must have the best of the best, if, for some reason, the right person isn't on the bus, then it's time to make a change for the betterment of the kids and organization. I wouldn't hesitate to make that change, if it's what's best for children.

**4. How would you, as a School Administrator, promote public relations in a school or school district?**

My first task as an administrator would be to instill in my staff and faculty the trust and confidence needed to run an effective school. With this, we can all work effectively and tirelessly at promoting the wonderful things happening within the walls of our building. My open door leadership style will extend to parents and community members alike, ensuring to them that I expect nothing but the best out of our students and faculty. I would make it a point to listen to parents and meet continuously with those directly involved with the education of our children. I would make it a point to take into consideration the concerns that are expressed, but to help them understand that my first priority as school administrator is that we must all be responsible for the education of our children, and do whatever it takes to provide them with that.

**5. How would you, as a School Administrator, instill in your staff responsibilities for promoting and fulfilling the educational objectives of the school district?**

I believe, if an administrator follows the four keys to an effective administrator that I mentioned previously, that this task would be complete. It is important for the staff to have faith in their leader. It is also equally important for the leader to know that his/her staff has a great task at hand, that they need to be provided with the resources necessary to promote a quality education. I have been successful in writing grants for such things as technology, curriculum, and community relations. This trait can prove to staff that we are all in this together, that we have a greater responsibility that only few can undertake. I believe it is crucial, as mentioned earlier, to provide the staff with a trusting, nurturing environment, to ensure that they are safe, and that I will do whatever it takes to be sure a quality education is provided to our students through constant training in curriculum, and staff through professional development. Even if this means working with less effective teachers to make them more effective, or making unpopular decisions that may 'rock the boat' a little. With this, though, I would need to be effective in building a sense of trust and positive morale, that we all have the same agenda.

**6. What has been the most rewarding experience(s) of your career?**

I have several things for which I am proud of, but the proudest moment I have is my dedication to a profession that has the unfortunate ability to be criticized by the public on any given day. Every day is a rewarding experience for me, in one way or another. I, for the past ten years, have devoted my energies, my time, and, at some points, my personal life to the education of students. The sacrifices I have made have only proven to be successful. I knew I was in a profession, that,

although, is a noble one, has its challenges. I am able to take on those challenges and work through them to the best of my ability in and out of the classroom, knowing that criticism is evident. When I began my graduate work in administration, I knew that I would be an effective administrator because of my dedication to education and my in-depth knowledge that I possess in the field of public education. I come from a background that promoted doing the best you can, in whatever you do, and that you are responsible for your own actions, positive or negative. I believe I can instill those traits in my staff and the students, to be sure they are provided with the means necessary to be successful in life, as I have had in my life.

**7. What is your philosophy relative to student discipline? What procedures have you utilized in promoting and maintaining effective student discipline?**

I think, in order to have effective student discipline, first, it takes the staff, faculty, and myself to develop a plan and procedure for discipline that is consistent throughout the building. With this, it is equally important to communicate to the parents/public our policy but, most importantly, our expectations of the children. The key to effective discipline, I believe, is communication with parents. If a situation arises, it is important to involve, not just the student, but the teacher and parents as well. I would make it a point to everyone involved, that I would back up my teachers unless I believe otherwise. This is crucial for parents to understand. It is also crucial for parents to know they can come in anytime they wish to discuss certain matters. I believe in the philosophy that we can work together to promote the well being of our children and to promote positive, self-confidence in all stakeholders involved. With this philosophy, student discipline, in my opinion, will be at a minimum, and the education of students will be the high priority.

## **Education**

Coursework toward EdS. In educational administration <i>Eastern Illinois University</i> <i>Illinois</i>	August, 2005-present	<i>Charleston,</i>
Masters degree in administration <i>University of Illinois at Springfield</i> <i>Illinois</i>	August, 1999-July, 2003	<i>Springfield,</i>
Bachelors Degree in elementary education <i>Eastern Illinois University</i>	August, 1991-May, 1994	<i>Charleston,</i>
	<i>Illinois</i>	
<i>Joliet Junior College</i>	August, 1989-May, 1991	<i>Joliet,</i>
<i>Illinois</i>		

## **Committee Work**

<i>District Handbook Committee, member</i>	2004-present
<i>Technology Committee, member</i>	2005-present
<i>Special Education Committee, chairperson</i>	2004-present
<i>Curriculum Committee, chairperson</i>	2004-present
<i>District School Improvement Committee, chairperson</i>	2004-present
<i>Board Negotiations Team, member</i>	2006-present
<i>Elementary Character Education Committee, chairperson</i>	2004-present

## **Training**

*Illinois Certificate Standard Elementary Teaching*  
*Elementary K-9 Type 09-1473220*  
*Social Sciences-Upper Elementary/Junior High*  
*General Administration Type 75-2040604*

## **Skills**

### ***Strong written and verbal communication skills***

- *Personnel management experience*
- *Excellent understanding of organizational dynamics*
- *Diverse experience in computer technology*
- *Strong interpersonal skills*
- *Effective communication with families and community*
- *Extensive experience in School Improvement Planning and implementation*
- *Skilled in curriculum development and mapping.*

## **Memberships**

- *Illinois Principals Association, served as a Legislative Director, 2006-2007*
- *National Association of Elementary School Principals, 2004-present*
- *National Association of Middle School Principals, 2004-present*
- *Association for Supervision and Curriculum Development, 2005-present*
- *Vermilion County Principals Association, Vice President, 2005-2006; President, 2006-2007*

## **Honors**

- *2006 Golden Ruler Recipient*

# Oswego Community Unit School District No. 308 Online Application

Lipke, Kevin - AppNo: 12280

Date Submitted: 4/26/2007

## Personal Data

Name: Lipke Kevin D  
(Last) (First) (Middle Initial)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (Last) (First) (Middle Initial)

Email Address: [REDACTED]

## Postal Address

### Permanent Address

Number & Street:

City:

State:

Zip Code:

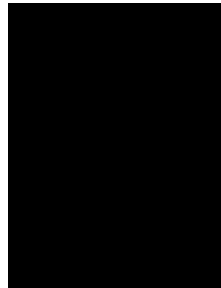
Home Phone:

Work Phone:

Cell Phone:

Other Phone:

Other Email:



### Present Address

Number & Street:

City:

State:

Zip Code:

Home Phone:

Work Phone:

Cell Phone:

Other Phone:

## Employment Desired

### Vacancy Desired:

JobID: 1151

Administration: Principal

Experience in  
Similar Positions  
3 years

### Position Desired:

#### Administration

1. Asst Principal-Elem
2. Principal (Elementary)
3. Principal (Middle School)

Experience in  
Similar Positions

-  
3 years  
3 years

## Experience

Position Title	School/Facility Held At	District/Organization Held At
Principal	Jamaica Elementary/Junior High 7087 N. 600 E. Rd. [REDACTED]	Jamaica CUSD #12 7087 N. 600 E. Rd. Sidell, IL 61876 [REDACTED]
Immediate Supervisor Contact Information		
Mark Janesky	[REDACTED]	[REDACTED] mjanesky@yahoo.com
Additional Information		
Dates From - To:	7/04 - present	Full/Part Time: Full Annual Salary: 60,000
Reason For Leaving:	change in location	

# Oswego Community Unit School District No. 308 Online Application

Lipke, Kevin - AppNo: 12280

Date Submitted: 4/26/2007

## Experience Continued

<b>Position Title</b>	<b>School/Facility Held At</b>	<b>District/Organization Held At</b>
Teacher	Lincoln Elementary School 320 W. Independence Ave. [REDACTED]	Jacksonville School District #117 320 W. Independence Ave. [REDACTED]
<b>Immediate Supervisor Contact Information</b>		
Kathy McCarty	[REDACTED]	[REDACTED]
<b>Additional Information</b>		
Dates From - To:	8/94 - 7/04	Full/Part Time: Full
Annual Salary:	32,000	
Reason For Leaving:	Move on to administration	

## Education

**High School Attended:** Lockport High, Lockport, Illinois  
**Graduation Status:** H.S. Diploma

### Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree / GPA	Date Conferred or Expected
Joliet Junior College	8/89 5/91	Education Hrs: 45	Hrs:	transfer	
Eastern Illinois University	8/91 5/94	Education Hrs: 120	Junior High Education Hrs:	BS 3.7	5/94
University of Illinois at Springfield	8/99 7/03	Administration Hrs: 60	Hrs:	MA 4	7/03
Eastern Illinois University	8/05 present	Educational Specialist Degree Hrs: 24	Hrs:	EdS. 4	July, 2006

**Highest Degree Attained**  
MA/MS

**Grad Hrs Beyond Highest Degree**  
24

**Grad Program Of Study**  
Administration

**List honors, awards or distinctions you have:**  
Golden Ruler Recipient, April, 2006

## Certifications

Do you hold an Illinois Teaching or Administrative Certificate? **Yes**

Type	Certificate Number	Expiration Date	Active?
Administrative K-12	2040604	June, 2007	Yes
Standard Elementary Teaching	1473220	June, 2007	Yes

**Approved teaching/administration endorsements and/or verifications:**  
Junior High

**Approved Special Education endorsements and/or approvals:**

## Oswego Community Unit School District No. 308 Online Application

Lipke, Kevin - AppNo: 12280

Date Submitted: 4/26/2007

### Certifications (cont.)

Do you hold a current out-of-state certificate? No

State	Type	Certificate Number	Expiration Date	Current?

List the approved out-of-state teaching/administration fields:

### Statement

#### ADM1. What personal characteristics define an excellent administrator?

In the field of public education, it is common for challenges and surprises to surface, especially where one does not expect them. The mark of a true educator is to view those challenges as opportunities to create solutions instead of problems to be confronted. As with most educators, I have had my share of challenges and certain solutions have been more difficult to identify than others. I am very proud of where I am and where I am headed in the field of education. I would like to share some of my accomplishments as well as my pSince graduating college and entering the field of education, I have always told myself that I must make sacrifices for the benefit of others. To this day, this philosophy still holds true. I am very dedicated to children and the field of education. I want nothing more, as most educators would say, than to be a positive influence to children and the community I am involved with. The hours I spend at school or within the community volunteering, coaching, or helping kids with homework are because I enjoy doing it and enjoy the appreciation I receive from many. I don't expect to be rewarded or recognized for what I do, I am an educator. I am an educator in the public school system and believe that education should be the utmost importance to everyone involved, whether it is coaching, tutoring, or teaching.hilosophy of education, including where I'd like to be in the future.

#### ADM2. From your point of view, how important is technology in education. What technology-related skills can you contribute to a school district?

I believe technology has a very important role in any child's education, as long as the district approaches this concept with a lot of thought. I believe the curriculum we have in each classroom should include technology in it, and it should be mapped in such a way that every teacher has the responsibility of teaching some form of technology, depending on the age of the child. We have technology in my school, Pre-K-8th grade, and we have two computer labs that are used everyday. Each lab comes equipped with internet, word, power point, accelerated reader, etc. that the kids can benefit from when they are utilizing it, as well as research-enabled software.

### Language Skills

Do you know any other language(s) other than English? No

### Professional References

Name	Relationship to Candidate	Phone	Current Position
Mark Janesky	Superintendent		Superintendent
Postal Address:			Email:
Name	Relationship to Candidate	Phone	Current Position
Debbie Ford	Secretary		Secretary
Postal Address:			Email:



## Oswego Community Unit School District No. 308 Online Application

Lipke, Kevin - AppNo: 12280

Date Submitted: 4/26/2007

Name	Relationship to Candidate	Phone	Current Position
Randy Taylor	Board Member, Jamaica School District #12	[REDACTED]	Board Member
Postal Address:			Email:

### Additional Information

List any additional information which will help in determining your professional qualifications for a position.

I truly believe my successful experience at the administrative level of an elementary school would lend itself very well to what your district is looking for in a candidate. I have vast knoweldge in the areas of curriculum, finance, public relations, evaluation, and student advocacy and feel I am right for this position.+

### Referrals

How did you hear of our vacancy(ies)?

Other: IASA Job Bank

### General Information

#### Contract Status

\* Are you currently under contract?

Yes

If Yes, which district?

Jamaica CUSD #12

If Yes, when does it expire?

June, 2007

When may your present employer be contacted?

Anytime

#### Professional Status

\* Have you obtained tenure status in any other School District?

Yes

If Yes, where?

Jacksonville School District #117

When?

1995

\* Have you ever been denied tenure?

No

If Yes, where?

When?

\* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

\* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

## Oswego Community Unit School District No. 308 Online Application

Lipke, Kevin - AppNo: 12280

Date Submitted: 4/26/2007

### General Information continued

Name:

Position:

Relationship:

\* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

### Equal Opportunity Employer

District 308 is an Equal Opportunity Employer and provides employment opportunities on a nondiscriminatory basis. The District prohibits discrimination in employment on the basis of race, sex, color, national origin, religion, age, disability, ancestry, marital status, military service or unfavorable discharge from military service. The District has a policy of active recruitment of qualified minority teachers, administrators and non-certified employees.

Any individual needing assistance in making application for any District opening should contact the Personnel Department at (phone) 630-636-3080.

### Legal Information

Please Note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

\*If hired, can you submit immediate verification of your legal right to work in the United States? Yes

\*Have you been convicted or plead guilty to any felony in Illinois or a crime in any other state or county which would be considered a felony in Illinois? Applicants are not obligated to disclose sealed or expunged records of conviction or arrest. No  
If yes, explain, giving dates:

\*Have you ever had any indicated finding of child abuse filed in your name? No  
If yes, explain, giving dates:

### Confirmation

The Illinois School Code requires that all applicants for employment with an Illinois public school district submit to a fingerprint based criminal history records check as a condition of employment. By submitting this application I authorize Oswego Community Unit School District 308 to conduct such records check. I understand that I cannot be employed unless such criminal background check has been initiated.

I further certify that the information provided by me in this application is true and accurate and agree that if any information is found to be false or constitute a willful misrepresentation or omission, it will be considered cause to deny my employment or authorize my discharge from employment. Additionally individuals applying for employment as a teacher, administrator or other certificated employee and determined to have willfully made a false statement on his/her application, material to his/her qualifications, or knowingly omits or fails to include information which is material to his/her qualifications, may be guilty of a Class A misdemeanor pursuant to Section 5/22-6.5 of the Illinois School Code.

By submitting the application, the applicant authorizes the above-referenced background check and certifies the truth and accuracy of the submitted information.

Kevin D. Lipke  
(agreed online)

**South Carolina Department of Education**  
Office of Educator Services  
8301 Parklane Road  
Columbia, South Carolina 29223

**Verification of Teaching Experience**  
(use one form per employer)

Social Security Number <div style="background-color: black; width: 100px; height: 1.2em; margin-top: 5px;"></div>	Last Name <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">Lipke</div>	First Name <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">Kevin</div>	Middle Name <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">D</div>	Maiden Name <div style="text-align: center; margin-top: 5px;">—</div>	
Street Address		City	State	Zip Code	Educator's Signature/Date

A K – 12 Experience * Definition on Reverse (to be completed by employer) Please list partial years as separate entries.				
School District or Institution <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	Total Days Worked Per School Year <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time	Position Title, Grade and Subject
Oswego School Dist.	07/01/07	06/30/08	261	Principal L.B. Flem
Oswego School Dist.	07/01/08	06/30/09	261	Principal L.B. Flem
Oswego School Dist.	07/01/09	06/30/10	261	Principal L.B. Flem
Oswego School Dist.	07/01/10	06/30/11	261	Principal L.B. Flem
Oswego School Dist.	07/01/11	06/30/12	261	Principal L.B. Flem

B Additional Professional Education Experience * Definition on Reverse (to be completed by employer)				
Organization or Company	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	<input type="checkbox"/> Total Full Time Days Employed or <input type="checkbox"/> Hours Worked Per Week	Professional Education or Training Position Title (include official job description)

C Higher Education (Collegiate & Administrative) * Definition on Reverse (to be completed by employer)				
College or Technical Institution	Beginning Date of Service (MM/DD/YY)	Ending date of Service (MM/DD/YY)	<input type="checkbox"/> Total Semester Hours Taught Per Year Based on July 1 – June 30 or <input type="checkbox"/> Hours Worked Per Week	Position Title and Subject

Signature of School/Employer Official: <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">Dannette Pietraro</div>		Position: <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">Payroll Assistant</div>	
Date: <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">09-23-13</div>	Address: (please print) <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">Oswego School District No. 308 4175 Route 71 Oswego, IL 60543</div>		Phone Number: <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">630 636 3697</div>

Term. Cert.

# VERIFICATION OF K-12 EDUCATOR EXPERIENCE

last name <b>Lipke</b>	first name <b>KEVIN</b>	middle name <b>DAVID</b>	maiden name
street address [REDACTED]		city [REDACTED]	state [REDACTED]
social security number [REDACTED]		zip code [REDACTED]	
email address [REDACTED]			

►► To the employer: Please return this form to the employee. Do not send it directly to the Licensure Section.

Box A	Professional Educator (K-12) Experience (to be completed by employer)				
School system	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time	Position title (e.g., teacher, counselor, supervisor, principal, superintendent)	
<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private					
Oswego School Dist.	07/01/07	06/30/08	40	Principal L.B. Elem	
Oswego School Dist.	07/01/08	06/30/09	40	Principal L.B. Elem	
Oswego School Dist.	07/01/09	06/30/10	40	Principal L.B. Elem	
Oswego School Dist.	07/01/10	06/30/11	40	Principal L.B. Elem	
Oswego School Dist.	07/01/11	06/30/12	40	Principal L.B. Elem	

Box B	K-12 Instructional Teacher Assistant Experience (to be completed by employer)			
School system	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week	IMPORTANT: Check one box below for each assignment.
Please use a separate line for each school year.				The assignment meets the criteria statement* below.
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

## \*CRITERIA STATEMENT:

The instructional teaching assistant assignment listed above was service in the classroom with school-age children with actual instructional teaching responsibilities comprising a minimum of 50% of daily activities.

I certify that this verification omits leave of absence periods and that all information is complete and correct according to the official records of this school system.

Janette Petrarosso February 20, 2014 4175 Route 71  
 signature of superintendent or designee date address  
Payroll Assistant 630 636 3697 Oswego, IL 60543  
 title telephone city, state, and zip code

**OSWEGO COMMUNITY UNIT DISTRICT NO. 308  
ELEMENTARY PRINCIPAL'S CONTRACT**

AGREEMENT made on the 11th day of June, 2007, by and between the BOARD OF EDUCATION OF OSWEGO COMMUNITY UNIT SCHOOL DISTRICT NO. 308 ("the Board"), and **Kevin D. Lipke** ("Elementary Principal"), ratified by a resolution adopted at the regular meeting of the Board held on June 11, 2007, and as documented in the minutes of that meeting.

IT IS AGREED:

1. Employment and Work Year. The Elementary Principal is hereby hired and retained for three (3) years, from July 1, 2007, to June 30, 2010, as Elementary Principal for Oswego Community Unit School District No. 308, Oswego, Illinois.

2. Duties. The duties and responsibilities of the Elementary Principal of this District shall be all those duties incident to the Elementary Principal position as set forth in the position job description, those obligations imposed by Illinois law upon the Elementary Principal, and such other duties as from time-to-time may be assigned to the Elementary Principal by the Superintendent of Schools.

3. Salary. In consideration for the Elementary Principal's salary of \$80,000. for the 2007-2008 contract year which includes the retirement contribution to the Illinois Teachers' Retirement System (TRS), the Elementary Principal hereby agrees to devote such time, skill, labor and attention to this employment during the term of this Agreement and to perform faithfully the duties of Elementary Principal as set forth in this Agreement. The annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of salary to other members of the administrative staff. The Elementary Principal will receive no less than TRS included salary as stated above for the second and third year of this three (3) year agreement. The Principal does not have any right or claim to any amount paid directly to the State of Illinois TRS except as it may become available at the time of retirement or resignation. In addition to the salary provided herein, the Board shall pay the Teachers' Health Insurance Security Fund (THIS) contribution. Both parties acknowledge that the Principal did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State of Illinois TRS, and that such contributions are made as a condition of employment to secure the Principal's future services, knowledge, and experience. Any salary or other adjustment or modification made during the term of this contract shall be in the form of a written amendment and shall become a part of this contract, but such adjustment or modification shall not be construed as a new contract with the Principal, nor as an extension of the termination date of this contract.

4. Evaluation. Annually, not later than April 1st, the Superintendent or designee shall review with the Elementary Principal, the Elementary Principal's progress toward established goals and working relationships among staff and community.

5. Discharge for Cause. Throughout the term of this Agreement, the Elementary Principal shall be subject to discharge for cause provided, however, that the Board does not arbitrarily or capriciously call for dismissal, and that the Elementary Principal shall have the right to service of written charges. Discharge for cause shall be for any conduct, act, or failure to act by the Principal which is detrimental to the best interests of the School District. The Principal's permanent disability or incapacity or the Principal's failure to comply with the terms and conditions of this Agreement shall also be sufficient cause for purposes of discharge as provided in this Agreement.

6. Termination by Mutual Agreement. During the term of this Agreement, the Board and the Elementary Principal may mutually agree, in writing, to terminate this Agreement.

7. Vacation and Sick Leave. The Elementary Principal shall be entitled each year to a paid vacation of twenty-five (25) days, exclusive of legal holidays, and shall be entitled to 14 work days of sick leave annually, of which two (2) days can be used as personal leave. Earned sick leave may accumulate to a maximum of 340 days. Every sick day that is issued for the current school year and eventually not utilized during that school year will be multiplied by 1.5 at the end of the school year and deposited in employee's local sick bank, (e.g., 10 unused sick days on June 30, 2008 will be converted into a credit of 15 sick days in the individual's local sick bank.) Requests for vacation leave shall be made to the Superintendent or his designee and shall be subject to the Superintendent's or his designee's approval. Vacation days may accumulate to no more than 50 days during a given school year, July 1 to June 30. On a yearly basis, up to and including five (5) unused vacation days may be paid to the Elementary Principal at his/her per diem rate. Requests are to be submitted to the Superintendent or designee by June 15<sup>th</sup> of each year.

8. Hospitalization. The Board shall provide hospitalization, major medical, dental insurance, vision insurance for the Principal and the members of the Elementary Principal's immediate family during the term of this Agreement in accordance with the basic insurance coverage provided to members of the professional staff.

9. Term Life and Long-Term Disability. The Board shall provide for \$100,000.00 of term life insurance and Long-Term disability benefits for the Principal during the term of this Agreement.

10. In-District Travel. The Board shall provide the Elementary Principal \$100.00 each month for in-district travel expenses.

11. Certification. During the term of this contract, the Principal shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying him to act as a Principal of the School District.

12. Waiver of Tenure. By accepting the terms of a multi-year contract, the Principal acknowledges that he waives all rights granted him under Sections 24-11 through 24-16 of The School Code for the duration of his employment under a multi-year employment contract.

13. Student Performance and Academic Improvement Goals. The Principal acknowledges that pursuant to Section 10-23.8a of The School Code, this multi-year contract is subject to performance-based goals which are linked to student performance and academic improvement attributable to the responsibilities and duties of the Principal. As part of the annual evaluation, the Principal and Superintendent shall meet to review the Principal's progress towards the following performance and academic improvement goals. The Principal shall strive to improve student performance and promote academic improvement in the District by the following methods:

- A. Evaluate the assessment results of formative and summative assessments given by the District, meet with teachers to discuss the results, identify areas of weakness to be emphasized in the School Improvement Plan, and annually present recommendations to the Superintendent for improvement of such results.

- B. Involve the staff in studying strategies to improve student performance at Elementary.
- C. Submission of the results and improvement plan of each goal to the Superintendent or designee by June 15<sup>th</sup> of each year will constitute completion of each goal.

The Superintendent and/or designee will review and assess the Principal's overall performance based upon the student performance and academic improvement goals set forth above and any other objectives established by the Board.

14. The Principal will ensure that the building School Improvement Plan is aligned to the District Strategic Plan and includes evaluative measures for its insurance.

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

This contract may be extended at the end of any contract year by mutual agreement of the Board and the Principal provided the Principal has met all of the above-listed performance and improvement goals.

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, on the day and year first written above.

ELEMENTARY PRINCIPAL

  
\_\_\_\_\_  
Kevin D. Lipke

BOARD OF EDUCATION  
OSWEGO COMMUNITY UNIT  
SCHOOL DISTRICT NO. 308

By:   
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary





Administration Center  
4175 Route 71  
Oswego, IL 60543

Todd M. Colvin  
Associate Superintendent  
for Administrative Services  
Phone 630.636.3080  
Fax: 630.636.3669


July 5, 2011

TO: Kevin Lipke  
FROM: Todd Colvin  
RE: 2011/2012 Contract Summary

Listed below are details of your assignment for the 2011/2012 school year. On behalf of the Board of Education and Cabinet, I would like to express sincere gratitude for your service and dedication to District 308.

2011/2012 Position:	Principal – Long Beach Elementary
2011/2012 Contract Year:	Year 3 of 3
2011/2012 TRS/IMRF Salary:	\$88,322.00 (no increase at this time)
2011/2012 Total Workdays:	261
2011/2012 Vacation Buy Back:	<b>10 days</b>

  
Kevin Lipke

  
Todd Colvin  
Assoc. Superintendent for Administrative Services





*Educational Excellence. Caring Community.*

June 28, 2010

Administration Center  
4175 Route 71  
Oswego, IL 60543

Phone 630.636.3080  
Fax: 630.636.3669  
www.oswego308.org

**Todd Colvin**  
Associate Superintendent  
for Administrative Services

TO: Kevin Lipke  
FROM: Todd Colvin  
RE: 2010/2011 Contract Summary

Listed below are details of your assignment for the 2010/2011 school year. On behalf of the Board of Education and Cabinet I would like to express sincere gratitude for your service and dedication to District 308.

2010/2011 Position:	Principal – Long Beach Elementary
2010/2011 Contract Year:	Year 2 of 3
2010/2011 TRS/IMRF Salary:	\$88,322.00 (This equals a 2.7% increase)
2010/2011 Total Workdays:	261
2010/2011 Vacation Buy Back:	<b>10 days</b>

Kevin Lipke

Todd Colvin  
Assoc. Superintendent for Administrative Services

*High Academic Expectations within a Caring School Climate*



Administration Center  
4175 Route 71  
Oswego, IL 60543

Phone 630.636.3080  
Fax: 630.554.6242  
www.oswego308.org

Todd Colvin  
Assistant Superintendent  
for Administration

June 22, 2009

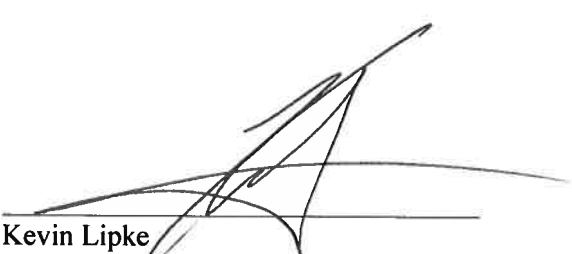
TO: Kevin Lipke

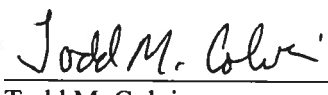
FROM: Todd Colvin

Listed below are details of your assignment for the 2009/2010 school year. On behalf of the Board of Education and Cabinet I would like to express sincere gratitude for your service and dedication to District 308.

2008/09 Position	Elementary Principal – Long Beach - Year 2 of 3
2008/09 TRS/IMRF Salary:	\$86,000.00

2009/10 Position	Elementary Principal – Long Beach - Year 1 of 3
2009/10 TRS Salary	\$86,000.00

  
Kevin Lipke  
Elementary Principal

  
Todd M. Colvin  
Asst. Superintendent for Administration

*High Academic Expectations within a Caring School Climate*



June 24, 2008

Administration Center  
4175 Route 71  
Oswego, IL 60543

Phone 630.636.3080  
Fax: 630.554.6242  
www.oswego308.org


TO: Kevin Lipke  
FROM: Todd Colvin

Todd Colvin  
Assistant Superintendent  
for Administration

Listed below are details of your salary increase for the 2008/2009 school year. On behalf of the Board of Education and Cabinet I would like to express sincere gratitude for your service and dedication to District 308.

2007/08 TRS/IMRF Salary:	\$80,000.
2007/08 Position	Principal – Long Beach / 1 of 3-year contract
2008/09 Position	Principal – Long Beach / 2 of 3-year contract
2008/09 TRS/IMRF Salary:	\$86,000.
Monthly Mileage Allowance:	\$150.
Board Meeting Date:	June 23, 2008

  
Kevin Lipke  
Principal, Long Beach Elementary

  
Todd M. Colvin  
Asst. Superintendent for Administration

Rod R. Blagojevich  
Governor

Bryan Samuels  
Director



Illinois Department of Children & Family Services

ACKNOWLEDGMENT OF MANDATED REPORTER STATUS

I, KEVIN D. LIPKE, understand that when I am employed as a  
(Employee Name)  
Principal, I will become a mandated reporter under the  
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

  
Signature of Applicant/Employee

6/8/07  
Date

CANTS 22  
Rev. 8/00

406 East Monroe Street • Springfield, Illinois 62701-1498  
217-785-2509 • 217-524-3715/TTY



ACCREDITED • COUNCIL ON ACCREDITATION FOR CHILDREN AND FAMILY SERVICES



## *High Academic Expectations within a Caring School Climate*

### **Training Acknowledgement**

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Return to Oswego Community Unit School District 308 Human Resources Department

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Administration Center  
4175 Route 71  
Oswego, IL 60543

Phone 630.636.3080  
Fax: 630.554.2168  
[www.oswego308.org](http://www.oswego308.org)

I acknowledge that I have watched the Sexual Harassment video and received a copy of Oswego Community Unit School District 308 Sexual Harassment (Policy Number 5:20) and Harassment (Policy Number 5:25) policies. I understand and agree that I am responsible for reading, understanding, and complying with the Sexual Harassment and Harassment policies. I understand that Sexual Harassment and Harassment is prohibited in Oswego Community Unit School District 308 and such conduct will result in disciplinary action as outlined in the Board policies.

  
\_\_\_\_\_  
Signature

Kevin D. Lipke  
\_\_\_\_\_  
Printed Name

01/24/07  
\_\_\_\_\_  
Date



Administration Center  
4175 Route 71  
Oswego, IL 60543

Phone 630.636.3080  
Fax: 630.554.2168  
www.oswego308.org

## *High Academic Expectations within a School Climate*

### NO SMOKING AFFIRMATION

Per Illinois School Code 105 ILCS 5/10-20.5b Tobacco Prohibition

Sec. 10-20.5b Tobacco prohibition. Each school board shall prohibit the use of tobacco on school property by any school personnel, student, or other person when such property is being used for any school purposes. The school board may not authorize or permit any exception to or exemption from the prohibition at any place or at any time, including without limitation outside of school buildings or before or after the regular school day or on days when school is not in session. "School purposes" include but are not limited to all events or activities or other use of school property that the school board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. For purposes of this Section "tobacco" shall mean cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

I understand and abide by the above No Smoking Policy.

Signed: 

Please print name: KEVIN D. LIPKE

Date: 06/08/07



## *High Academic Expectations within a Caring School Climate*

### **Acknowledgement**

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Return to Oswego Community Unit School District 308 Human Resources Department

---

Administration Center  
4175 Route 71  
Oswego, IL 60543

Phone 630.636.3080  
Fax: 630.554.2168  
[www.oswego308.org](http://www.oswego308.org)

I acknowledge that I have received a copy of Oswego Community Unit School District 308 Sexual Harassment (Policy Number 5:20), Harassment (Policy Number 5:25) and Computer Network System Use policies and that I am responsible for reading, understanding, and abiding by these policies. I agree to fully comply with the Sexual Harassment, Harassment and Computer Network System Use policies.

  
Signature

KEDIN D. CZPKE  
Printed Name

6/8/07  
Date

# Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name KEVIN D. LIPKE

Employee ID # \_\_\_\_\_

Employer Name Oswego Community Unit School District 308

Employer ID# 36-6004828

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

## Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, "Windfall Elimination Provision."

## Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension. For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security, \$500 - \$400 = \$100. Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, "Government Pension Offset."

## For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee \_\_\_\_\_

Date 6/8/07

Print Employee Name \_\_\_\_\_

KEVIN D. LIPKE

Form SSA-1945 (11-2004) (Rev. 1-05)

District 308 will mail to:

Teachers' Retirement System of the State of Illinois  
2815 W. Washington, P.O. Box 19253  
Springfield, IL 62794-9253

White - TRS  
Yellow - Personnel file  
Pink - Employee



Kevin Lipke

**AUTHORIZATION FOR PERSONAL USE OF SCHOOL  
DISTRICT-OWNED CELL PHONE**



☒ The undersigned has been issued a cell phone which is owned by the Oswego Community Unit School District 308. The undersigned desires to purchase time on the School District-owned cell phone for personal use. **The undersigned hereby agrees that \$10.00 per month will be deducted from wages due and payable by the Oswego Community Unit School District 308 for the purpose of purchasing personal cell phone use minutes.** It shall be the responsibility of the undersigned to monitor the personal monthly use to approximately 365 minutes, at \$0.027 per minute, which is District cost, under the current cell service agreement. All overages will be reimbursed to the school district at the above rate. Unused personal minutes do not accumulate from month to month.

**OR**

- ☐ The undersigned hereby declines to purchase any personal-use minutes on School District-owned cell phones. The undersigned understands that personal use of School District-owned cell phones is prohibited unless personal-use minutes are purchased from the School District.

---

**AUTHORIZATION FOR PERSONAL USE OF SCHOOL  
DISTRICT-OWNED CELL PHONE – TEXT MESSAGING**

- ☐ The undersigned has been issued a cell phone which is owned by the Oswego Community Unit School District 308. The undersigned desires to purchase blocks of text messages for the School District-owned cell phone for personal use. **The undersigned hereby agrees that one of the following will be deducted from wages due and payable by the Oswego Community Unit School District 308 for the purpose of purchasing personal cell phone text messaging.** It shall be the responsibility of the undersigned to monitor the personal monthly use to be within the number of messages purchased. All overages will be reimbursed to the school district at the rate shown below. Unused text messaging units do not accumulate from month to month.

☐ \$5.00 for 200 Text messages (0.10 for each message over 200)

☒ \$15.00 for 1500 Text messages (0.05 for each message over 1500)

☐ \$20.00 for unlimited Text messages

**OR**

- ☐ The undersigned hereby declines to purchase any blocks of text messaging units on School District-owned cell phones. The undersigned understands that personal text messaging on School District-owned cell phones is prohibited unless personal-use blocks of messages are purchased from the School District.

Kevin Lipke [REDACTED]

---

The personal use of the School District-owned cell phone shall not interfere with the undersigned's School District responsibilities, must be used in accordance with the acceptable use policy for electronic media, and personal use of the school-owned cell phone shall be limited to the number of minutes purchased under this agreement, as above.

I hereby acknowledge receipt of a District owned cellular phone. I promise and agree to return the cellular phone to the issuing administrator's office upon demand or when my need for it no longer exists or I end my employment for the district. In the event that my cellular phone is lost or stolen, I acknowledge that I may be subject to disciplinary action that will include a minimum payment of \$50.00 to replace the cellular phone. An inventory of cellular phones shall be conducted on an annual basis. Employees must physically produce the cellular phone when requested to do so.

**Applications purchased for the cell phone with monthly or one time service fees are the responsibility of the individual and should be approved prior to purchase by the District budget manager.**

  
Employee Signature

Kevin Lipke  
Employee Name

[REDACTED]  
Cell Phone Number

Approved:

\_\_\_\_\_  
Assistant Superintendent for Finance/Treasurer

3/5/2009

**AUTHORIZATION FOR PERSONAL USE OF SCHOOL  
DISTRICT-OWNED CELL PHONE**

☒ The undersigned has been issued a cell phone which is owned by the Oswego Community Unit School District 308. The undersigned desires to purchase time on the School District-owned cell phone for personal use. The undersigned hereby agrees that \$10.00 per month will be deducted from wages due and payable by the Oswego Community Unit School District 308 for the purpose of purchasing personal cell phone use minutes. It shall be the responsibility of the undersigned to monitor the personal use of to approximately 200 minutes, at \$.048 per minute, which is our cost, under this agreement. All overages will be reimbursed to the school district at the above rate. Unused personal minutes do not accumulate from month to month.

The personal use of the School District-owned cell phone shall not interfere with the undersigned's School District responsibilities, must be used in accordance with the acceptable use policy for electronic media, and personal use of the school-owned cell phone shall be limited to the number of minutes purchased under this agreement, as above.

I hereby acknowledge receipt of a cellular phone. I promise and agree to return the cellular phone to the issuing administrator's office upon demand or when my need for it no longer exists or I end my employment for the district. In the event that my cellular phone is lost or stolen, I acknowledge that I may be subject to disciplinary action that will include a minimum payment of \$50.00 to replace the cellular phone. An inventory of cellular phones shall be conducted on an annual basis. Employees must physically produce the cellular phone when requested to do so.

  
\_\_\_\_\_  
Employee Signature

KEVIN D. LEPKE  
\_\_\_\_\_  
Employee Name

- ☐ The undersigned hereby declines to purchase any personal-use minutes on School District-owned cell phones. The undersigned understands that personal use of School District-owned cell phones is prohibited unless personal-use minutes are purchased from the School District.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Cell Phone Number

Approved:

\_\_\_\_\_  
Assistant Superintendent for Planning  
Technology and Operations

RECEIVED JAN 07 2008  


# ECS - Educator Certification System

IEIN: XXXXXXXXXX **Current Educator Credentials - Frequently Asked Questions** Kevin D Lipke

<b>Credentials</b>
Home
<b>Current Credentials</b>
<b>Expired Credentials</b>
<b>Previous Credentials</b>
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IL Teaching History
Degrees
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<b>Other Links</b>
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ECS Login Screen
IL Admin Academies
Log Out Of ECS

Select	Cert No	Cert Code	Description	Cert Level	Status	Issue Date	Renewal Date
<input type="radio"/>	2469007	75	Administrative		Issued	12/13/2010	July 1st, 2012
<input checked="" type="radio"/>	2040604	75	Administrative		Issued	10/09/2003	July 1st, 2012
<input type="radio"/>	2025850	03	Elementary Teaching	Standard	Issued	08/29/2002	July 1st, 2012

Certificate 2040604 - 75 Administrative							
Grade Level Desc:	Kindergarten to Grade 12	Certificate Level:					
Issue Date:	10/09/2003	Certificate Status:	Issued				
Expiration Date:	(More Info...)	Issuing Region:	46 - BROWN/CASS/MORGAN/SCOTT ROE				
Renewal Date:	07/01/2012	Application Received:	10/09/2003				
Endorsements							
Code	Description	Grade Level	Issue Date	Status			
There are no endorsements for this certificate.							
IL Approved Programs							
Code	Description	Grade Level	State	Institution			
GADM	General Administrative	Grade level of Certificate	Illinois	University Of Il. Springfield			
Registration							
Region	Region Description	Registered Through					
24	GRUNDY/KENDALL ROE	06/30/2012					
46	BROWN/CASS/MORGAN/SCOTT ROE	06/30/2007					
54	VERMILION ROE	06/30/2007					
Certificate Notes							
This certificate is valid and does not expire provided it is registered and renewed in compliance with the rules for registration and renewal.							
This certificate is valid for additional five year renewals; when the holder is serving in a public school in an administrative capacity, renewals are granted upon presentation of satisfactory professional development completed during each renewal period.							
Approvals							
Code	Approval Desc	Dist Code	Received	Approved / Disapproved Date	District	End Date	Status
There are no active approvals on file for this educator.							

**Important**

**For calls regarding the renewal of your certificate, CPDUs, Statements of Assurance, moving from Initial to Standard or HQT, please call your Regional Office of Education (City of Chicago educators please call Educator and School Development at 217-782-2948.)**

**For calls regarding your certificate, endorsement or approval, please call your Regional Office of Education (City of Chicago educators please call Educator Certification at 217-557-6763.)**

[Click here to view ISBE Privacy Policy](#)

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# ECS - Educator Certification System

IEIN: [REDACTED]

Current Educator Credentials - Frequently Asked Questions

Kevin D Lipke

## Credentials

Home

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Expired Credentials

Previous Credentials

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ECS Help Options

ECS User Manuals

Contact Regional Office

## Other Links

ISBE Home

Prof. Dev. Provider

ECS Login Screen

IL Admin Academies

Log Out Of ECS

Select	Cert No	Cert Code	Description	Cert Level	Status	Issue Date	Renewal Date
<input type="radio"/>	2469007	75	Administrative		Issued	12/13/2010	July 1st, 2012
<input type="radio"/>	2040604	75	Administrative		Issued	10/09/2003	July 1st, 2012
<input checked="" type="radio"/>	2025850	03	Elementary Teaching	Standard	Issued	08/29/2002	July 1st, 2012

### Certificate 2025850 - 03 Standard Elementary Teaching

Grade Level Desc:	Kindergarten to Grade 9	Certificate Level:	Standard
Issue Date:	08/29/2002	Certificate Status:	Issued
Expiration Date:	(More Info...)	Issuing Region:	46 - BROWN/CASS/MORGAN/SCOTT ROE
Renewal Date:	07/01/2012	Application Received:	08/29/2002

### Endorsements

Code	Description	Grade Level	Issue Date	Status
SCGE	Self Contained General Education, Kindergarten - Grade 9	Grade level of Certificate	08/29/2002	Issued
SOSC	Social Science	Junior HS	08/29/2002	Issued

### IL Approved Programs

Code	Description	Grade Level	State	Institution
ELEM	Elementary Education	Grade level of Certificate		

### Registration

Region	Region Description	Registered Through
24	GRUNDY/KENDALL ROE	06/30/2012
46	BROWN/CASS/MORGAN/SCOTT ROE	06/30/2007
54	VERMILION ROE	06/30/2007

### Certificate Notes

In compliance with Public Act 90-548, this certificate has been issued in exchange for a previously issued certificate.

This certificate is valid and does not expire provided it is registered and renewed in compliance with the rules for registration and renewal.

Continuing professional development is required to renew this certificate when the holder is employed in statutorily designated positions.

Effective 07/01/1997 the holder of this certificate will be eligible to teach middle grades in the subject areas listed for Upper Elementary/Jr. High.

### Approvals

Code	Approval Desc	Dist Code	Received	Approved / Disapproved Date	District	End Date	Status
------	---------------	-----------	----------	-----------------------------	----------	----------	--------

There are no active approvals on file for this educator.

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**Important**

**For calls regarding the renewal of your certificate, CPDUs, Statements of Assurance, moving from Initial to Standard or HQT, please call your Regional Office of Education (City of Chicago educators please call Educator and School Development at 217-782-2948.)**

**For calls regarding your certificate, endorsement or approval, please call your Regional Office of Education (City of Chicago educators please call Educator Certification at 217-557-6763.)**

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# ECS - Educator Certification System

IEIN: XXXXXXXXXX **Current Educator Credentials - Frequently Asked Questions** Kevin D Lipke

[My Profile](#) | [My Credentials](#) | [Applications](#) | [Professional Development and Renewal](#) | [Register Certificates](#)

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Select	Cert No	Cert Code	Description	Cert Level	Status	Issue Date	Renewal Date
<input checked="" type="radio"/>	2469007	75	Administrative		Issued	12/13/2010	July 1st, 2012
<input type="radio"/>	2040604	75	Administrative		Issued	10/09/2003	July 1st, 2012
<input type="radio"/>	2025850	03	Elementary Teaching	Standard	Issued	08/29/2002	July 1st, 2012

<b>Certificate 2469007 - 75 Administrative</b>			
Grade Level Desc:	Kindergarten to Grade 12	Certificate Level:	
Issue Date:	12/13/2010	Certificate Status:	Issued
Expiration Date:	(More Info...)	Issuing Region:	EIU - Eastern Illinois University
Renewal Date:	07/01/2012	Application Received:	12/13/2010
Entitling Institution:	Eastern Illinois University		

<b>Endorsements</b>				
Code	Description	Grade Level	Issue Date	Status
SUPT	Superintendent	Grade level of Certificate	12/13/2010	Issued

<b>IL Approved Programs</b>				
Code	Description	Grade Level	State	Institution
SUPT	Superintendent	Grade level of Certificate	Illinois	Eastern Illinois University

<b>Registration</b>		
Region	Region Description	Registered Through
24	GRUNDY/KENDALL ROE	06/30/2012

<b>Certificate History</b>	
Date	Description
12/8/2010	Notification received at ISBE from university
12/13/2010	Entitlement application received in OTIS
12/14/2010	Certificate Registered at ROE 24 - GRUNDY/KENDALL ROE through June 30th, 2012

<b>Certificate Notes</b>	
This certificate is valid and does not expire provided it is registered and renewed in compliance with the rules for registration and renewal.	
This certificate is valid for additional five year renewals; when the holder is serving in a public school in an administrative capacity, renewals are granted upon presentation of	



satisfactory professional development completed during each renewal period.

### Approvals

Code	Approval Desc	Dist Code	Received	Approved / Disapproved Date	District	End Date	Status
------	---------------	-----------	----------	-----------------------------	----------	----------	--------

There are no active approvals on file for this educator.

### Important

**For calls regarding the renewal of your certificate, CPDUs, Statements of Assurance, moving from Initial to Standard or HQT, please call your Regional Office of Education (City of Chicago educators please call Educator and School Development at 217-782-2948.)**

**For calls regarding your certificate, endorsement or approval, please call your Regional Office of Education (City of Chicago educators please call Educator Certification at 217-557-6763.)**

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**PLEASE NOTE; THE ACCURACY OF ALL THE FOLLOWING INFORMATION IS EXTREMELY IMPORTANT  
AS IT IS USED FOR THE STATE OF ILLINOIS TEACHER SERVICE RECORD (THIS EFFECTS YOUR  
CERTIFICATION / PENSION!)**

**\*\*\*CERTIFICATION\*\*\***

**ILLINOIS**

**TYPE** (Please note: Type is NOT a number)

Elementary

Administration

**ISSUE DATE**

June, 1994

July, 2003

**CERTIFICATE NUMBER**

1473220

2040604

**\*\*\*EDUCATION – Please list highest degree first\*\*\***

Degree (B.S., M.A., C.A.S., Ph.D)	Year	University/College	City and State Location of College	Major (s) Please indicate the major listed on your transcript	Minor(s) Please indicate the minor listed on your transcript
<u>BS</u>	<u>1994</u>	<u>Eastern Illinois Univ.</u>	<u>Charleston, IL</u>	<u>Elementary Education</u>	
<u>MS</u>	<u>2003</u>	<u>Univ. of Illinois - Springfield</u>	<u>Springfield, IL</u>	<u>Administration</u>	

**EXPERIENCE**

**Years of experience should equal creditable service recognized by the Teachers' Retirement System**

**Total Years Taught in District 308  
(Including current year)**

1

(Example: If you are starting  
in District 308 at the start of the  
school year, put a '1'  
above.) This should NEVER be blank or  
a '0'

**ASSIGNMENT:** Long Beach  
(Building)

**Total Years Taught in Public Illinois Schools  
(Add whatever number you have  
on District 308 to this total)**

13

(Do not include experience in  
non-public schools)

Principal  
Position – (Teacher, Counselor, etc.)

**Total Years Taught Out of  
Illinois**

0

K-5  
(Grade or Subject Area)



IN: [REDACTED]  
NAME: LIPKE KEVIN DAVID  
[REDACTED]

EASTERN ILLINOIS UNIVERSITY  
600 LINCOLN AVENUE  
CHARLESTON, ILLINOIS 61920-3099

DATE OF BIRTH: [REDACTED]  
ENTRANCE DATE: 08-1991  
DATE PRINTED: 06-11-2007

  
EASTERN  
ILLINOIS  
UNIVERSITY

(ACCREDITED BY NORTH CENTRAL  
ASSOCIATION AND NCATE)  
PAGE 1 OF 1

COURSE	TITLE	HRS	GD	GP	RPT	COURSE	TITLE	HRS	GD	GP	RPT
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FALL 1992-----

ELE 3280	DEV RDG/EL SCH	3	A	12	
ELE 4000	PRACTICUM IN ELE	1	A	4	
JHE 3110	CUR/INST MID SCH	3	A	12	
PED 3600	INTR ELE SCH PE	2	A	8	
SOC 3600	SOCIAL WORK	3	B	9	
CHM 1040C	WORLD OF CHEM	4	A	16	
SEM HRS	16	GRADE PTS	61	GPA	3.81
HOURS TOWARD GRADUATION: 87					

SPRING 1993-----

ESC 1400C	WEATHER/CLIMATE	4	B	12	
JHE 3150	INTR TCH M/L SC	3	A	12	
JHE 4760	SOC-EMO DV/M CUR	3	A	12	
MAT 2420C	INTRO GEOMETRY	3	A	12	
PLS 3323	USSR, EAST EUR	3	B	9	
PSY 3521	ADOL & ADLT PSY	3	B	9	
SEM HRS	19	GRADE PTS	66	GPA	3.47
HOURS TOWARD GRADUATION: 106					

FALL 1993-----

EDF 4450	PHIL/HIST ED	3	B	9	
EIU 4000C	CONTROV ISS ED	2	B	6	
ELE 3340	SOC ST ELEM SCH	3	A	12	
ELE 4000	PRACTICUM IN ELE	1	A	4	
ELE 4880	DIAG-PRESC RDG	3	A	12	
MAT 3520	MATH METHDS K-6	1	A	4	
SEM HRS	13	GRADE PTS	47	GPA	3.62
HOURS TOWARD GRADUATION: 119					

02-17-1994 WRITING COMP. EXAM COMPLETED

SPRING 1994-----

STG 4001	TEACHING PRACT	15	CR	-	
SEM HRS	--	GRADE PTS	--	GPA	---
CUM HRS	79	GRADE PTS	268	GPA	3.39
HOURS TOWARD GRADUATION: 134					

DEGREE: BACHELOR OF SCIENCE IN EDUCATIO  
AWARDED: 05-14-1994  
MAJOR: ELEMENTARY EDUCATION  
OPTION: MIDDLE SCHOOL

M.A. UNIVERISTY OF ILLINOIS SPRINGFIELD  
07/2003

\*\*\* CONTINUED NEXT COLUMN \*\*\*

FALL 2005-----

EDA 6700	PLAN EVA INS PRO	3	A	12	
EDA 6600	ORG DEV/ED ADMIN	4	A	16	
SEM HRS	7	GRADE PTS	28	GPA	4.00
GRADUATE PROGRAM HOURS: 7					

SPRING 2006-----

EDA 6850	SCH PLANT PLAN	2	A	8	
EDA 6860	SCHOOL FINANCE	3	A	12	
SEM HRS	5	GRADE PTS	20	GPA	4.00
GRADUATE PROGRAM HOURS: 12					

FALL 2006-----

EDA 6650	SUPERINTENDENCY	4	A	16	
EDA 6800	CURR ISSUES EDA	4	A	16	
SEM HRS	8	GRADE PTS	32	GPA	4.00
GRADUATE PROGRAM HOURS: 20					

SPRING 2007-----

EDA 6870	COLLECTIVE BARG	3	A	12	
EDA 6910	FLD EXPERIENCE	4	I	-	
SEM HRS	3	GRADE PTS	12	GPA	4.00
CUM HRS	23	GRADE PTS	92	GPA	4.00
GRADUATE PROGRAM HOURS: 23					

POST UNDERGRADUATE					
CUM HRS	0	GRADE PTS	0	GPA	0.00
GRADUATE					
CUM HRS	23	GRADE PTS	92	GPA	4.00

UNDERGRADUATE PROGRAM HRS: 0  
GRADUATE PROGRAM HOURS: 23

\*\*\* END OF TRANSCRIPT \*\*\*

OFFICIAL TRANSCRIPT

BERNADETTE DUSELLE  
4175 ROUTE 71  
OSWEGO IL 60543

Sue Harvey  
Registrar



SCRIP-SAFE® Security Products, Inc. Cincinnati, OH • U.S. Patent 5,171,040





## SCRIP-SAFE® Security Products, Inc.



ID Number: \*\*\*\*\*

E Number: [REDACTED]

Record of: Kevin David Lipke

Official Issued to Student



EASTERN ILLINOIS UNIVERSITY  
600 LINCOLN AVENUE  
CHARLESTON, ILLINOIS 61920-3099

(ACCREDITED BY NORTH CENTRAL  
ASSOCIATION AND NCATE)

Date of Birth: [REDACTED]  
Date Issued: 23-NOV-2010

Page: 1

Level: Graduate

Course Level: Graduate

Comments:

M.A. UNIVERSITY OF ILLINOIS SPRINGFIELD 07/2003

Degree Awarded Specialist in Education 08-AUG-2007

Primary Degree

Major : Educational Administration

SUBJ NO.	COURSE TITLE	CRED GRD PTS	R
----------	--------------	-----------------	---

INSTITUTION CREDIT:

Term:	Fall 2005		
EDA 6600	ORG DEV/ED ADMIN	4.000 A	16.00
EDA 6700	PLAN EVA INS PRO	3.000 A	12.00
Total Earned Credits		7.00	
Good Standing			

Term:	Spring 2006		
EDA 6850	SCH PLANT PLAN	2.000 A	8.00
EDA 6860	SCHOOL FINANCE	3.000 A	12.00
Total Earned Credits		5.00	
Good Standing			

Term:	Fall 2006		
EDA 6650	SUPERINTENDENCY	4.000 A	16.00
EDA 6800	CURR ISSUES EDA	4.000 A	16.00
Total Earned Credits		8.00	
Good Standing			

Term:	Spring 2007		
EDA 6870	COLLECTIVE BARG	3.000 A	12.00
EDA 6910	FLD EXPERIENCE	4.000 CR	.00

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

SUBJ NO.	COURSE TITLE	CRED GRD PTS	R
----------	--------------	-----------------	---

Institution Information continued:

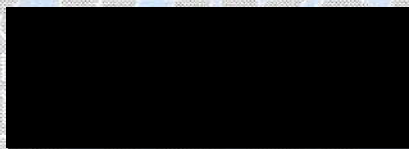
Total Earned Credits		7.00	
Good Standing			
Term:	Summer 2007		
EDA 6200	EVAL ACHIEVEMENT	4.000 A	16.00
EDA 6810	SEM: SCHOOL LAW	2.000 A	8.00
Total Earned Credits		6.00	

Good Standing  
Last Standing: Good Standing

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*

INSTITUTION	Ehrs:	33.000	QPts:	116.00
	GPA-Hrs:	29.000	GPA:	4.00
OVERALL	Ehrs:	33.000	QPts:	116.00
	GPA-Hrs:	29.000	GPA:	4.00

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*



Sue Harvey  
Registrar



SCRIP-SAFE® Security Products, Inc. Cincinnati, OH • U.S. Patent 5,171,040



ID Number: \*\*\*\*\*

E Number: [REDACTED]

Record of: Kevin David Lipke

Official Issued to Student



**EASTERN  
ILLINOIS  
UNIVERSITY**

**EASTERN ILLINOIS UNIVERSITY**  
600 LINCOLN AVENUE  
CHARLESTON, ILLINOIS 61920-3099

(ACCREDITED BY NORTH CENTRAL  
ASSOCIATION AND NCATE)

Date of Birth: [REDACTED]  
Date Issued: 23-NOV-2010

Page: 1

Level: Undergraduate

Course Level: Undergraduate

Degree Awarded Bachelor of Science in Ed 14-MAY-1994

Primary Degree

Major : ELE; Middle School

SUBJ NO:	COURSE TITLE	CRED	GRD	R
		PTS		

PRE-SYSTEM INSTITUTION SUMMARY HOURS:

Ehrs: 71.000

Total Earned Credits 71.000

INSTITUTION CREDIT:

Term:	Fall 1992			
CHM 1040C	WORLD OF CHEM	4.000	A	16.00
ELE 3280	DEV RDG/EL SCH	3.000	A	12.00
ELE 4000	PRACTICUM IN ELE	1.000	A	4.00
PED 3600	INTR ELE SCH PE	2.000	A	8.00
SOC 3600	SOCIAL WORK	3.000	B	9.00
XJHE 3110	CUR/INST MID SCH	3.000	A	12.00
	Total Earned Credits	16.00		
	Good Standing			
Term:	Spring 1993			
ESC 1400C	WEATHER/CLIMATE	4.000	B	12.00
MAT 2420C	INTRO GEOMETRY	3.000	A	12.00
PLS 3323	USSR, EAST EUR	3.000	B	9.00
PSY 3521	ADOL & ADLT PSY	3.000	B	9.00
XJHE 3150	INTR TCH M/L SC	3.000	A	12.00

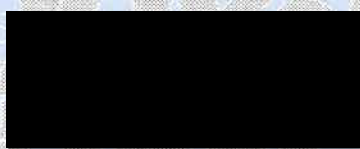
\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

SUBJ NO.	COURSE TITLE	CRED	GRD	R
		PTS		
Institution Information continued:				
XJHE 4760	SOC-EMO DV/M CUR	3.000	A	12.00
Total Earned Credits		19.00		

Good Standing				
Term:	Fall 1993			
EDF 4450	PHIL/HIST ED	3.000	B	9.00
RIU 4000C	CONTROV ISS ED	2.000	B	6.00
ELE 3340	SOC ST ELEM SCH	3.000	A	12.00
ELE 4000	PRACTICUM IN ELE	1.000	A	4.00
ELE 4880	DIAG-PRESC RDG	3.000	A	12.00
MAT 3520	MATH METHDS K-6	1.000	A	4.00
Total Earned Credits		13.00		

Good Standing				
Term:	Spring 1994			
02-17-1994 WRITING COMP. EXAM COMPLETED				
STG 4001	TEACHING PRACT	15.000	CR	.00
Total Earned Credits		15.00		

Good Standing				
Last Standing: Good Standing				
***** TRANSCRIPT TOTALS *****				
INSTITUTION	Ehrs:	134.000	QPts:	268.00
	GPA-Hrs:	79.000	GPA:	3.39
OVERALL	Ehrs:	134.000	QPts:	268.00
	GPA-Hrs:	79.000	GPA:	3.39
***** END OF TRANSCRIPT *****				



Sue Harvey  
Registrar



SCRIP-SAFE® Security Products, Inc. Cincinnati, OH • U.S. Patent 5,171,040



LIPKE, Kevin David

## STUDENT ACADEMIC RECORD

## EASTERN ILLINOIS UNIVERSITY

Charleston, Illinois 61920

(Accredited by North Central  
Association and NCATE)

STUDENT'S NAME AND ADDRESS

SOCIAL  
SECURITY  
NUMBER

Transfer Student

PLACE OF BIRTH Joliet, Illinois

Victor Henry Lipke

8-19-91

BASIS FOR ADMISSION

YEAR GRAD

DATE OF BIRTH

MALE ☒  
FEMALE☒ PARENT; ☐ GUARDIAN; ☐ SPOUSE

ENTRANCE DATE

## UNIVERSITY RECORD

COURSE TITLE	DEPT.	COURSE NO.	SEM HRS.	GRADE	GRADE POINTS	COURSE TITLE	DEPT.	COURSE NO.	SEM HRS.	GRADE	GRADE POINTS	COURSE TITLE	DEPT.	COURSE NO.	SEM HRS.	GRADE	GRADE POINTS
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JOLIET JUNIOR COLLEGE. 1989-90; 90-91.

ACCEPT 40 SEM. HRS.

## FALL 1991

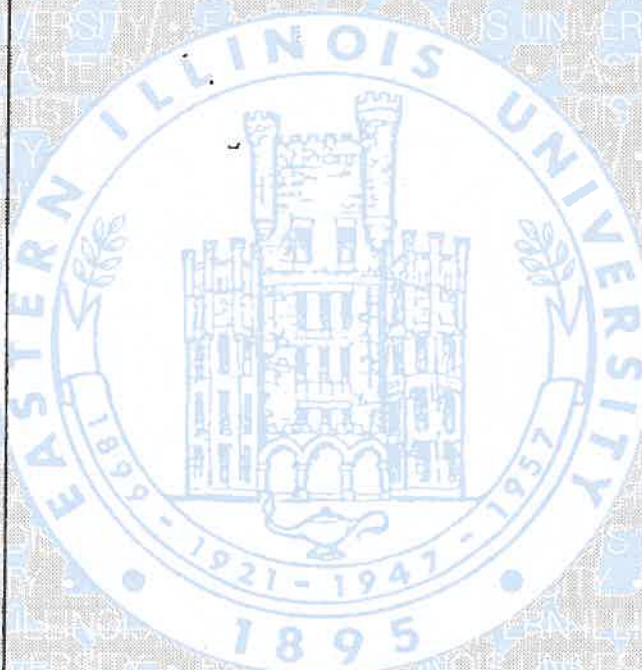
THEORY/FUND ART	ART	1650	3	A	12
CHILD/E ADOL DE	ELE	2320	3	A	12
WORLD SINCE 150	HIS	1200	3	B	9
THIRD WORLD	HIS	1400	3	C	6
INTRO TO PSY I	PSY	2310	3	C	6
SEMGPA 3.00	CUGPA 3.00	15			45

HOURS TOWARD GRADUATION 55

## SPRING 1992

COMPUTER ELE/JH	ELE	2022	2	A	8
PERSONAL HEALTH	HST	1200	2	A	8
MUS FUNDAMENTAL	MUS	1421	3	A	12
INT MAT NUM	MAT	1420	3	B	9
RUSSIA & USSR	HIS	3650	3	C	6
ED IND LABL EXC	SPE	3000	3	C	6
SEMGPA 3.06	CUGPA 3.03	31			94

HOURS TOWARD GRADUATION 71



Official Issued To Student

OFFICIAL TRANSCRIPTS CARRY THE SEAL OF THE UNIVERSITY.

STUDENT IS IN GOOD STANDING UNLESS OTHERWISE STATED UNDER LAST ENTRY. JG

DATE OF

GRADUATION

DEGREE

MAJOR:

OPTION:

MAJOR:

OPTION:

MINOR

GR. PT.

MINOR:

AVERAGE

27-3 EXAM. ON Requirement met at  
CONSTITUTION, FLAG CODE Joliet Junior College  
& DEC. OF INDEPENDENCE



# Eastern Illinois University

## Charleston, IL 61920

### ACCREDITATION

Eastern Illinois University is accredited by the North Central Association of Colleges and Schools. Individual academic units of the University may also hold accreditation from the accrediting agencies in their respective fields.

### OFFICIAL TRANSCRIPTS

All official transcripts bear the University seal and the signature of the University Registrar.

### RELEASE OF INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974, this transcript cannot be released to a third party without the written consent of the student.

### CALENDAR

Beginning Fall 1973, Eastern Illinois University credit is expressed in semester hours. Prior to Fall 1973, credit is expressed in quarter hours.

### GOOD STANDING

Unless otherwise stated, all students are considered to be in good standing.

### GRADING SYSTEM

Grade	Description	Value
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but Passed	1
F	Failed	0
CR	Credit	—
NC	No Credit	—
AU	Audit	—
I	Incomplete	—
W	Withdrew – No Grade	—
WP*	Withdrew – Passing	—
WF*	Withdrew – Failing (Included in GPA prior to Fall 1989)	—
X	No Grade Submitted	—
P	Pass (Prior to Summer 1985)	—
E	Incomplete (Prior to Summer 1985)	—

\* WP/WF deleted as of Spring 2006

### SPECIAL SYMBOLS – On-Line Record

R	Repeated Course
*	No Credit Toward Graduation
C	Following a course number indicates Core Course
IP	Course is in progress

### COURSE NUMBERING SYSTEM

Generally, courses numbered 1000-1999 are freshman courses; 2000-2999, sophomore courses; 3000-3999, junior courses; 4000-4999, senior courses; and 5000-6999, graduate courses. However, if prerequisites are met, students may enroll according to the following schedule:

Class	Courses Numbered				
Freshmen	1000	2000			
Sophomore	1000	2000	3000		
Junior	1000	2000	3000	4000	
Senior	1000	2000	3000	4000	5000-5499
Graduate				4750-4999	5000-6999

### CLASSIFICATION OF STUDENTS

Undergraduate students are classified as follows:

Freshmen	0-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 and above semester hours

Graduate Students are those students who have completed a bachelor's degree at an accredited institution.

### POST-BACCALAUREATE STUDENTS

Grade point average based on courses numbered 4750 and above.

### REPEATED COURSES FOR UNDERGRADUATES

An undergraduate student may repeat a course in which he or she has made a D or F. Both courses appear on the transcript. Only the higher grade will be calculated in the grade point average.

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06116806

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## UNIVERSITY OF ILLINOIS AT SPRINGFIELD

Page: 1

Springfield, Illinois 62703-5407

## ACADEMIC TRANSCRIPT

Previously Named Sangamon State University until June 1995

Student Name: Lipke, Kevin D.

Student ID: 668522901

Course Level: Graduate - Springfield

Issue Date: 06/08/07

Month/Day of Birth: [REDACTED]

## Comments:

AWARDED M.A. IN EDUCATIONAL LDRSHIP

Prior Degree Awarded: EASTERN ILL UNIV BS

Degree(s) Awarded Master of Arts 26-JUL-2003

Degree Information

Major: Educational Leadership

SUBJ NO.	COURSE TITLE	CRED GRD	PTS
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## INSTITUTION CREDIT:

Fall 1998 - Springfield

ADE 511 CURRICULUM 4.00 A 14.80

Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 14.80 GPA: 3.70

Spring 1999 - Springfield

ADE 519 THE PRINCIPALSHIP 4.00 A 16.00

Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00

Fall 1999 - Springfield

ADMITTED TO GRADUATE STUDIES

ADE 593 QUALITY ASSURANCE/QUAL REVIEW 4.00 CR 0.00

Ehrs: 4.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

Spring 2000 - Springfield

ADE 502 SCHOOL FINANCE 4.00 A 16.00

Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00

Fall 2000 - Springfield

EDL 503 SCHOOL LAW 4.00 A 16.00

Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00

Spring 2001 - Springfield

EDL 525 SUPERVISION OF INSTRUCTION 4.00 A 16.00

EDL 526 SUPERVISED CLINICAL EXPERIENCE 2.00 CR 0.00

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

SUBJ NO.	COURSE TITLE	CRED GRD	PTS
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## Institution Information continued:

Ehrs: 6.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00

Fall 2002 - Springfield

EDL 505 INTRO TO RESEARCH 4.00 A 16.00

EDL 509 ORGANIZATIONAL DYNAMICS 4.00 A 16.00

EDL 527 SUPERVISED CLINICAL EXPERIENCE 2.00 CR 0.00

Ehrs: 10.00 GPA-Hrs: 8.00 QPts: 32.00 GPA: 4.00

Spring 2003 - Springfield

EDL 528 MASTER'S PROJECT PROPOSAL 2.00 CR 0.00

Ehrs: 2.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

Summer 2003 - Springfield

EDL 529 MASTER'S PROJECT 2.00 CR 0.00

Ehrs: 2.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*

	Earned Hrs	GPA Hrs	Points	GPA
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TOTAL INSTITUTION 40.00 28.00 110.80 3.95


TOTAL TRANSFER 0.00 0.00 0.00 0.00

OVERALL 40.00 28.00 110.80 3.95

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED

THE OFFICIAL SIGNATURE IS WHITE WITH A BLUE BACKGROUND



**Brian L. Clevenger**  
Director of Records and Registration/Registrar

This officially sealed and signed transcript is printed on blue SCRIP-SAFE® paper with the signature printed in white. A raised seal is not required. When photocopied a security statement containing the name of the institution will appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED!

Official Transcript Issued to:

**Bernadette Duselle**  
4175 Route 71  
Oswego, IL 60543

To be valid, this POSTALBOX™ field must display a colored background.

TO VERIFY: TRANSLUCENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD LIGHT SOURCE

THE UNIVERSITY NAME APPEARS IN WHITE ACROSS THE FACE OF THIS 8.5 X 11 INCH RECORD



TRANSCRIPT EXPLANATION  
UNIVERSITY OF ILLINOIS AT SPRINGFIELD

Office of Records and Registration  
One University Plaza, MS UHB 1076  
Springfield, IL 62703-5407  
Phone (217) 206-6709 Fax (217) 206-6620  
[www.uis.edu/registration](http://www.uis.edu/registration)

### HISTORY

The University opened in 1970 as Sangamon State University and became University of Illinois at Springfield in July 1995.

### ACCREDITATION

The University of Illinois at Springfield is accredited by the North Central Association of Colleges and Schools. In addition, some programs are individually accredited by their respective associations.

### COURSE NOTATIONS ON TRANSCRIPT

Notations are included with certain courses to indicate special types of earned credit. These notations include the following: AP (Advanced Placement), CLEP (College Level Examination Program), CPL (Credit for Prior Learning), IB (International Baccalaureate), and PR (Proficiency).

### COURSE NUMBERING/PLACEMENT ON TRANSCRIPT

Prior to Fall 1973, courses were identified by title only. An asterisk was used to designate those courses for which graduate credit was awarded. Since Fall 1973, courses have been numbered as follows:

100-399	Undergraduate level
400-499	Undergraduate or Graduate level depending on the student level*
500-599	Graduate level*
600-699	Doctoral level*

\* Depending on the student level at the time of enrollment, these courses may appear on the Undergraduate, Masters, or Doctoral portion of the student's transcript.

### CREDIT HOURS

Prior to Fall 1973, credit hours were expressed in quarter hours. Since Fall 1973, semester hours have been used.

### RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 prohibits release of this record or its contents to any third party without the written consent of the student.

### TRANSFER CREDIT

Students enrolled prior to Fall 2004 have only their accepted transfer hours displayed without a transfer GPA. Students enrolled for the first time in Fall 2004 or thereafter have all completed transfer hours displayed in addition to a transfer GPA (calculated based upon hours attempted at all other institutions attended).

### GRADE POINT AVERAGE

Each student will have a Grade Point Average (GPA) for each level of attendance (possible levels: Undergraduate, Masters, Doctoral). Within those levels, a student will have an institutional, transfer, and overall GPA. Institutional GPA is calculated based upon hours attempted at UIS only, transfer GPA is calculated based upon hours attempted at all other institutions attended, and overall GPA reflects a cumulative total of both institutional and transfer GPA.

### GRADING SYSTEM

#### 1970 through Summer 1982\*

AA	=	Excellent
BB	=	Good
CC	=	Passing**
SS	=	Satisfactory (credit only course)
AU	=	Audit
I	=	Incomplete
NC	=	No Credit
NR	=	Not Reported by Instructor

\* No GPAs are computed prior to Fall 1982 because of the non-punitive nature of this grading system. Students had the option to continue using this grading system until Fall 2004 when all students were converted to the grading system listed below.

\*\* Fall 1972 - Summer 1979, CC grades are considered unsatisfactory for graduate credit. Fall 1979 and after, CC grades may count for graduate credit in some programs.

#### Beginning Fall 1982

Calculated		Not Calculated	
A	4.0	AU	Audit
A-	3.7	CR	Credit*
B+	3.3	DFR	Deferred
B	3.0	I	Incomplete**
B-	2.7	NC	No Credit
C+	2.3	NR	Not Reported by Instructor
C	2.0	R	Repeat
C-	1.7	W	Withdrawal
D+	1.3		
D	1.0		
D-	0.7		
F	0.0		

\* Effective Fall 1984, CR=B or better for graduate students; C or better for undergraduates.

\*\* Effective Fall 1999, the time limit for finishing an I grade is one year. Prior to Fall 1999, the time period for completion was indefinite.

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06242406

SCRIP-SAFE® Security Products, Inc. Cincinnati, OH • U.S. Patent 5,171,040



06/19/2007

(0033569) DOB: [REDACTED]

Kevin Lipke  
[REDACTED]JOLIET  
Junior College1215 Houbolt Road  
Joliet IL 60431-8938  
815-280-2743TO  
BERNADETTE DUSELLE  
4175 ROUTE 71  
OSWEGO IL 60543

Page 1 of 1

Course	Title	Course Type	Hours	Grade	Quality Points	IAI Crs.No
Fall 1989						
ENG 020	Developmental Read		2.00	A	8.00	
ENG 101	Rhetoric		3.00	B	9.00	C1900
HIST 103	History of the U S		3.00	C	6.00	S2900
HPR 101	Fitness Center		1.00	B	3.00	
PSCI 101	American Natl Govt		3.00	B	9.00	S5900
Spring 1990						
BIO 101	General Biology AT		5.00	D	5.00	
ENG 102	Rhetoric		3.00	W	0.00	C1901R
MATH 094	Elementary Algebra		5.00	B	15.00	
SPCH 101	Prin of Speech	Repeated	3.00	D	0.00	C2900
Fall 1990						
EDUC 100	Intro to Teaching		3.00	A	12.00	
EDUC 251	Lab Exp/Seminar		3.00	A	12.00	
MATH 115	Math for Elementary Teach		4.00	D	4.00	
SOC 101	Intro/Sociology		3.00	C	6.00	S7900
Spring 1991						
ENG 102	Rhetoric		3.00	B	9.00	C1901R
ENG 109	Children's Lit		3.00	C	6.00	
HIST 104	History of the U S		3.00	C	6.00	S2901
PSYC 101	General Psychology		3.00	W	0.00	S6900
SPCH 101	Prin of Speech		3.00	B	9.00	C2900

Cumulative Earned = 47.00 Attempted = 47.00 Points = 119.00 GPA = 2.532

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Required Exams: US Constitution - Passed IL Constitution - Passed  
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\*\*\* End of Transcript \*\*\*

  
 Keith E. Tillman, Registrar



Joliet Junior College  
*Accredited by the Higher Learning Commission (NCA)*  
Joliet, IL 60431-8938

**GRADING SYSTEM** : JJC uses a four point system . Unit of credit is recorded in semester hours.

The following information pertains to statements or symbols which may appear on the JJC transcript.

A	Excellent
B	Good
C	Fair
D	Poor
E	Failure (Prior to Fall 2004)
F	Failure (Fall 2004 to present)
I	Incomplete
P	Pass
R	Course Repeated
PR	Credit for Proficiency
TE	Time Extended
AU	Audit
L	Audit
DPD	Dropped w/consent of Dean – not a fail
W	Withdrawal
W/P	Withdrew Passing
W/F	Withdrew Failing
NC	Grade Given to Placement Test
**	Course in progress
X	Grade Given to Lab Course
Z	The “Z” preceding the original letter grade indicates grade excluded due to “New Start”(forgiveness) policy.
MED	Medical Excuse

C Credit listed as C followed by credit hours, e.g., C1.0 means 1 unit of Continuing Education credit not applicable towards a degree.

G Credit listed as G followed by credit hours, e.g., G3.0 means 3 general studies credits applicable towards a Certificate or Associate Degree in General Studies which is generally a non-transfer degree.

H Credit listed as H followed by credit hours, e.g., H3.0 means 3 high school credits granted not applicable towards college work.

N Credit listed as N followed by 0.0 credit hours, means no credit granted for course.

“Repeated” If a student is permitted to repeat a course for which credit has been received, the original credit will be forfeited. When a course is repeated, the grade given at the end of the repeated course becomes the official grade. Both grades remain on the permanent record, the first enrollment is indicated by the word “repeated”.

**INCOMPLETE GRADES** may be given to students who because of illness or other circumstances, have not been able to complete a course in the prescribed amount of time.

It is expected that the student will have completed the work within a three week period from the beginning of the next semester (excluding summer).

The grade of “I” will be computed as an “F” in calculating the Grade Point Average. If the work is not completed within the prescribed time, the “I” grade will be changed to an “F”.

**TIME EXTENDED GRADES** may be given in a few selected courses to students who require more than three weeks to complete the course requirements following the assignment of the grade. Such students will be expected to re-enroll and pay tuition for the course which they are seeking to complete.

Normally, re-enrollment to remove the “TE” grade should be in the semester immediately following the assignment of the grade; however, this is at the discretion of the department and students are encouraged to consult their instructor for a definite decision. Records of student performance will be kept for two years to facilitate student re-enrollment to remove a “TE” grade. The “TE” will remain on the student’s transcript.

**ACADEMIC ALERT-** Warning given when a cumulative grade point average falls below the standard used for graduation.

**ACADEMIC PROBATION-** The student must maintain the following scholastic standards or be placed on academic probation:

12 hours	=	1.75 <u>Cumulative</u> Grade Point Average
13-32 hours	=	1.85 <u>Cumulative</u> Grade Point Average
33-48 hours	=	1.95 <u>Cumulative</u> Grade Point Average
49-64 hours	=	2.00 <u>Cumulative</u> Grade Point Average
(or fulfillment of program requirements)		

**ILLINOIS ARTICULATION INITIATIVE (IAI)**, which became effective on May 1, 1998, assists students who transfer among participating Illinois colleges and universities. Joliet Junior College is a full participant in IAI. Courses completed after May 1, 1998 which satisfy IAI course credits are identified with a special code on the academic transcript.

**VALIDATION** -The official transcript carries the signature of the Registrar and the printed unraised seal of Joliet Junior College. The raised seal is not required.

**THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974** prohibits the release of this information to a third party without the student’s written consent.

**NEW START POLICY-** Instituted Fall 2001, under the “New Start Policy”, all previous grades and credits earned at JJC prior to the 12 hour (100+ level courses) minimum credit requirement will be forgiven, regardless of grades earned and/or relevance to present major.

**TO TEST FOR AUTHENTICITY:** Translucent globe icons *MUST* be visible from both sides when held toward a light source. The face of this transcript is printed on purple SCRIP-SAFE® paper.

**ADDITIONAL TESTS:** When photocopied, a latent security statement containing the institutional name and the words COPY COPY COPY appear over the face of the entire document. When this paper is touched by fresh liquid bleach, an authentic document will stain. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (815) 729-9020. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!