

DATE: 8/15/86

MEMORANDUM

TO: Stuart Leo Snow  
FROM: Robert E. Cudney  
Assistant Superintendent for Personnel Services  
SUBJECT: Teaching Certificate and Transcripts

We have enclosed your teaching Certificate No. 1183573 and Transcripts. If you have another position, this certificate should be turned in at the Superintendent's Office in the district in which you are going to teach. In the event you are not teaching next year, keep this certificate in a safe place and each year mail it to your County Superintendent of Schools with a check in the amount of \$4.00, to be registered.

If your certificate is not registered for four consecutive years, it will lapse and you will be required to earn five semester hours of credit before your certificate can be renewed when you resume teaching. We feel it will be worth your time and effort to keep it registered yearly.

We have also enclosed the college transcripts you filed with the district.

If you have any questions in regard to these items, please give us a call.

REC:jh



Wheeling Campus  
1000 Capitol Drive  
Wheeling, IL 60090

ACADEMIC TRANSCRIPT

STUDENT NAME Stuart L. Snow		COURSE NO.	COURSE TITLE	QTR HRS
STUDENT I.D. NUMBER	DATE OF BIRTH	RLW552	NON-RESIDENT CREDIT DESIGN INSERVE PROGS TO IMPROVE WRITING	

COURSE NO.	COURSE TITLE	QTR HRS	SEM HRS	GRADE	QTY PTS.
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GPA IS CALCULATED AS OF FALL 1986, WHEN THE ACADEMIC REVIEW PROCESS OF THIS INSTITUTION WAS CHANGED.

STUDENTS WITH COURSE WORK PRIOR TO 1991 MAY REQUIRE BOTH AN AUTOMATED AND MANUAL TRANSCRIPT TO HAVE A COMPLETE ACADEMIC RECORD. SOME CREDIT MAY BE LISTED ON BOTH TRANSCRIPTS.

*TERM GPA 9506	4.00	QTR	0
**CUMULATIVE GPA	4.00	HRS	15
TOTAL NLU RESIDENCY HOURS		QTR	0
TOTAL OTHER HOURS			
TOTAL ACADEMIC HOURS			

\*  
8709 Fall 1987  
NON-RESIDENT CREDIT  
91-565 WORD PROCESSING FOR  
TEACHERS OF WRITING

*TERM GPA 8709	4.00	QTR	0	SEM	2	QTY	8
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8806 Summer 1988  
NON-RESIDENT CREDIT  
50-503 TEACHING WRITING  
50-515 THE TEACHR AS WRITER  
50-516 DESIGN INSERVE PROGS  
TO IMPROVE WRITING

*TERM GPA 8806	4.00	QTR	0	SEM	6	QTY	24
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9306 Summer 1993  
NON-RESIDENT CREDIT  
IDS585A WKSP/INT DIS STUD/INSTRC  
PRAC/CRITICAL PEDAGOGY

*TERM GPA 9306	4.00	QTR	0	SEM	3	QTY	12
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9506 Summer 1995  
NON-RESIDENT CREDIT  
RLW542 THE TEACHR AS WRITER

JUL 11 1996

*David H. Johnston*

ISSUED TO STUDENT

OFFICIAL TRANSCRIPT ISSUED 7/10/96

Stuart L. Snow  
[Redacted Signature]

FOIA 00105

- Registrar's signature, College seal and date appear on official transcripts.
- This record is provided on the condition that no third party has access to it without the student's consent.
- The word COPY appears if photocopied.
- The name of the University appears across the face of this document.

**SNOW, STUART LEO**

**NATIONAL COLLEGE OF EDUCATION  
Evanston, Illinois**

Office of Registrar

Name National College of Education  
established in 1886, became  
Address National-Louis University  
June 9, 1990

CREDIT - Sept. 1965 The course is the unit of credit. Each under-graduate course equals 3/8 semester hour; each graduate course equals 2 semester hours.  
NUMBERING - Sept. 1965 1-99 are undergraduates, 500 and above are graduate. Before 1965 400-499 were graduate and senior.

DEGREE Date  
Minimum Requirement: 15 Courses

**ACCREDITATION**

Illinois Certification Board  
American Association of Teachers Colleges, 1942  
North Central Association of Colleges and Secondary Schools, 1946  
NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION SINCE 1954

Birthplace High School Address  
Grad. Date  
Grade Point System:  
A=4, B=3, C=2, D=0  
Cr-credit is not averaged  
Aud-Audit non-credit  
Course Numbering  
September 1965: Graduate 500 & above  
Before 1965: Graduate 450 & above, Senior & Graduate 400-450

**BACCALAUREATE DEGREE RECEIVED:**

B.A. Univ. of Notre Dame 1968

**DATE ADMITTED TO GRADUATE STUDY:**

Conditions: Est. course record.  
Full standing.

**DATE ADMITTED TO CANDIDACY:**

SIGNIFICANT PAPERS APPROVED:

- This information is provided on the condition that no other party will have access to it without the written consent of the student concerned.

**TRANSCRIPTS**

Unavailable if financial obligations are unmet.  
No charge for 1st transcript — each additional one \$1.00.  
School officials should include student's permission when requesting transcripts — transcripts sent with student's approval.

Registrar's signature and NCE seal appear on official transcript.  
College Seal Signature of Registrar Date

Dept.	No.	Description	Course	Gr.	Qual. Pts.	Dept.	No.	Description	Course	Gr.	Qual. Pts.
		Winter 68-69 Niles, Ext. study in practice of Group Dynamics Filmed Oct 69		1	B 3						
		BEGINNING FALL TERM 1972 THE UNIT OF CREDIT IS THE SEMESTER HOUR. CREDIT IS GRADUATE UNLESS OTHERWISE SHOWN(U FOR UNDERGRADUATE CREDIT)									
	91-565	FALL 1987-88 Non-Resident Credit WORD PROCESSING FOR TEACHERS OF WRITING		02	A 8						
		SUMMER 1988 Resident Credit TEACHING WRITING		02	A 8						
		THE TEACHER AS WRITER		02	A 8						
		DESIGN INSERVE PROGS		02	A 8						
		TO IMPROVE WRITING		02	A 8						
		Cumulative Hrs Snow, Stuart			8806						

ISSUED TO STUDENT

NOW, STUART LEO

NATIONAL COLLEGE OF EDUCATION  
Evanston, Illinois

Office of Registrar

Name  
Mr. Stuart Snow  
Address  
[REDACTED]

CREDIT - Sept. 1965 The course is the unit of credit. Each undergraduate course equals 3 1/2 semester hours, each graduate course equals 2 semester hours.  
NUMBERING - Sept. 1965 1 - 99 are undergraduate, 500 and above are graduate. Before 1965 400 - 499 were graduate and senior.

DEGREE Date  
Minimum Requirement: 15 Courses  
FOI 00 07

Birthplace

Date

Grade Point System:

Course Numbering

ACCREDITATION

High School

Grad. Date

A=4, B=3, C=2, D=0  
Cr.—credit, is not averaged  
Aud.—Audit, non-credit

September 1965:  
500 & above=Graduate  
Before 1965:  
450 & above=Graduate  
400-450 Senior & Graduate

Illinois Certification Board  
American Association of Teachers Colleges, 1942  
North Central Association of Colleges and Secondary Schools, 1946  
NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION SINCE 1954

BACCALAUREATE DEGREE RECEIVED:

B.A. Univ. of Notre Dame 1968

Dept.

No.

Description

Course

Gr.

Qual. Pts.

Dept.

No.

Description

Course

Gr. Pt

DATE ADMITTED TO GRADUATE STUDY:

Conditions: Est. .... course record.  
..... Full standing.

DATE ADMITTED TO CANDIDACY: .....

SIGNIFICANT PAPERS APPROVED:

1.

2.

TRANSCRIPTS

Unavailable if financial obligations are unmet.  
No charge for 1st transcript — each additional one \$1.00.  
School officials should include student's permission when requesting transcripts — transcripts sent with student's approval.

Registrar's signature and NCE seal appear on official transcripts.  
College Seal Signature of Registrar Date

*Stuart Snow* 5, 1989

Dept.	No.	Description	Course	Gr.	Qual. Pts.	Dept.	No.	Description	Course	Gr.	Qual. Pt
		Winter 68-69 Niles, Ext.									
		Study in Practice of Group Dynamics	1	B	3						





# TRANSCRIPT

OFFICE OF ADMISSIONS AND RECORDS

STUDENT: SNOW, STUART L

SOCIAL SECURITY NUMBER: [REDACTED]

PAGE 01 OF 01  
DATE OF ISSUE: 07/31/87

DATE OF BIRTH: [REDACTED]

HIGH SCHOOL: GRADUATE APPLICANT  
NOT REQUIRED

ISSUE TO: ///////////////  
/////////////////

COLLEGE: GRADUATE COLLEGE  
CURRICULUM: COMM & THEATER

///////////////// // ///

ACADEMIC STATUS:

TRANSFER INSTITUTION	ATTENDANCE	CREDIT
UNIVERSITY OF NOTRE DAME	08/63-06/68	0.00
NOTRE DAME IN BA		

-----MEMORANDA-----

SUMMER 84-82	GRADUATE COLLEGE	EDUC: SPECIAL ED	
ED 303	POL ISS - AN ED HIST	4.00 A	20.00
ED 310	CHAR & ED OF EXCP CH	4.00 B	16.00
ERN HRS	8.0 GPA HRS	8.0 GRD PTS	36.0 GPA 4.50
FALL 85-86	GRADUATE COLLEGE	COMM & THEATER	
COMT 400	INTRO TO GRAD STUDY	4.00 A	20.00
ERN HRS	4.0 GPA HRS	4.0 GRD PTS	20.0 GPA 5.00
SUMMER 85-86	GRADUATE COLLEGE	COMM & THEATER	
COMT 316	CONFLT-CONFRT&COMM	4.00 B	16.00
ERN HRS	4.0 GPA HRS	4.0 GRD PTS	16.0 GPA 4.00
FALL 86-87	GRADUATE COLLEGE	COMM & THEATER	
COMT 434	MASS COMM THEORY	4.00 B	16.00
ERN HRS	4.0 GPA HRS	4.0 GRD PTS	16.0 GPA 4.00

**ISSUED TO STUDENT**

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

JUL 31 1987

SOCIAL SECURITY NUMBER

ENTERED

JUNE 21, 1982

DEGREE AND DATE

UNIVERSITY OF ILLINOIS AT CHICAGO CIRCLE  
Office of Admissions & Records

Address at  
Time of  
Admission

SNOW STUART

PARENT, GUARDIAN OR SPOUSE

DATE OF BIRTH

RESIDENCE CLASSIFICATION

ADDRESS OF PARENT, GUARDIAN OR SPOUSE AT TIME OF STUDENT'S ADMISSION

EDMUND J. JAMES SCHOLAR

COLLEGE AND CURRICULUM AT TIME OF ADMISSION

HONORS DAY RECOGNITION

GRADUATE COLLEGE EDUCATION SPECIAL EDUCATION (NON-DEGREE)

HIGH SCHOOL UNITS

English	Latin	U.S. His.	Physics	Home Economics	ACCEPTED FROM  UNIVERSITY OF NOTRE DAME B.A., 6/68.  Rank: % Act Comp
Algebra	German	Other History	Chemistry	Misc. Subjects	
Geometry	French	Other Social Studies	Biology		
Trigonometry	Spanish		General Science		
C.P. Math.	Russian		Other Sciences		
	Other Languages				

DESCRIPTIVE TITLE OF COURSE	COURSE NUMBER	CREDIT	GRADE	DESCRIPTIVE TITLE OF COURSE	COURSE NUMBER	CREDIT	GRADE
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SNOW STUART

ISSUED TO STUDENT

503-50-2305 SUMMER QUARTER 1982

POL ISS - AM ED HIST ED 303 4.00A

CHAR & ED OF EXCP CH ED 310 4.00B

AVG:

QH

GRAD EDUC SPEC ED

*needed for state license/certification*

READMITTED

FALL QUARTER 1985

SNOW STUART

503-50-2305 FALL QUARTER 1985

INTRO TO GRAD STUDY COMT 400 4.00A

AVG:

QH

GRAD COMMUNICATION & THEATER

SNOW STUART

503-50-2305 SUMMER QUARTER 1986

CONFLT-CONFRNT&COMM COMT 316 4.00B

AVG:

QH

GRAD COMMUNICATION & THEATER

SEP 22 1986



2003 IMRF EMPLOYER STATEMENT  
GLENBROOK SD 225

IMRF Employer #01581

SNOW, STUART L  
[REDACTED]

SS # [REDACTED]  
DATE OF BIRTH [REDACTED]  
GENDER Male  
PLAN Regular

MEMBER'S CONTRIBUTIONS AND SERVICE CREDIT

	Member Contributions	Service With All Employers		Service With This Employer	
		Regular	Regular	Regular	Regular
1/1/2003 Reported Adjustment	\$ 980.55	1y 5m		1y 5m	
			-1m		
12/31/2003	\$ 980.55	1y 4m		1y 4m	

2003 EMPLOYER REPORTED WAGES AND CONTRIBUTIONS

	Wages Contributions		Wages Contributions		Wages Contributions							
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

See the enclosed memo for information on service credit. Total

IMRF BENEFIT ESTIMATES

The figures presented here are estimates only and may not include all benefit options. These estimates are not a guarantee of the member's eligibility for nor the amount of any future benefits.

RETIREMENT

The member needs eight years of IMRF service credit to vest for an IMRF pension. Our records indicate that the member is not vested.

DEATH

\$3,288 in case of death. Amount is equal to member contributions with interest as of 12/31/03.

REFUND

\$980.55 if member takes a refund.

*Term 1.5.01*

# STATE TEACHER CERTIFICATION BOARD - STATE OF ILLINOIS

## CERTIFICATE

Issued To:

██████████  
Snow, Stuart L.

Number: 1687842

Type: Standard Secondary Teaching

Issued: 07/25/2000

Years Valid: 5

Valid For: Grade 6 to Grade 12

Issued by the State Teacher Certification Board at Springfield, Illinois

*Glenn W. Lee*  
Chairman of the Board

*M. Lee*

*Robert Simpson*  
Secretary

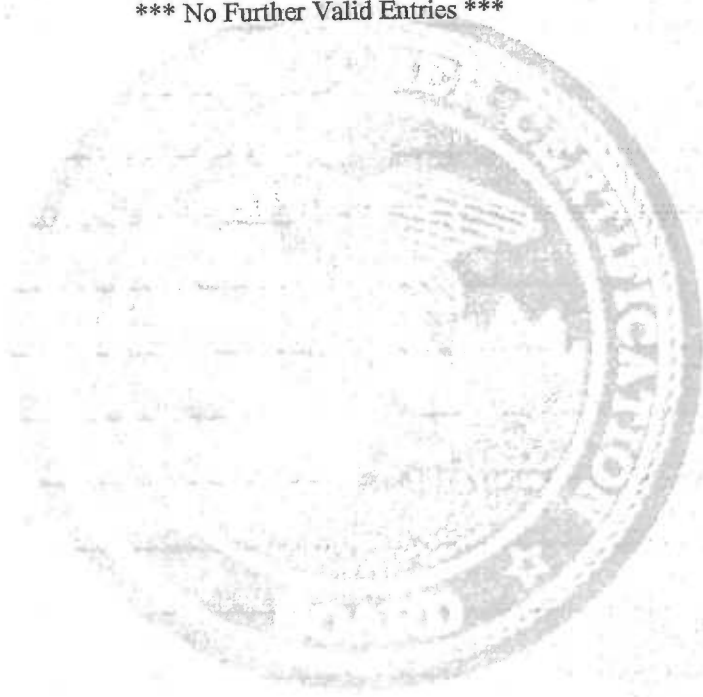
*Joseph Kazanowski*  
Regional Superintendent of Schools  
SUCURBAN COOK  
INTERIM SUPERINTENDENT  
Region

**ENDORSEMENTS:** The Certificate holder is qualified to teach the subjects, to perform the school services or to serve in the field of administrative endorsement listed below.

Completed State Approved Program In:

English

\*\*\* No Further Valid Entries \*\*\*

**ADDITIONAL INFORMATION:**

- This certificate must be registered with your regional superintendent.
- In compliance with Public Act 90-548, this certificate has been issued in exchange for a previously issued certificate.
- May teach any subject where content and grade level qualifications have been met.
- Continuing professional development is required to renew this certificate when the holder is employed in statutorily designated positions.



This certificate is subject to registration for its period of validity with the Regional Superintendent of Schools. The first year of all certificates expires June 30 after the date of issuance.

Registered (Date)

County

Regional Superintendent

Registered (Date)

County

Regional Superintendent

7/1/00 - 6/30/03

*Joseph Kozminski*

Interim Superintendent  
Suburban Cook

[REDACTED]

237285

# State Teacher Certification Board State of Illinois

This is to certify that the person named below, having complied with requirements of the law, is hereby granted this certificate, subject to annual registration by the Regional Superintendent of Schools of the Region in which the holder is employed or resides.

Certificate Number	Name Last First Middle	Degree Exp Credits	Contribution Examination Illinois U.S.	Type Cert	Years Valid	Issue Date of Certificate Mo Day Year
1183573	SNOW STUART LEO	1	C P P	09 4	04 11 83	

Degree 1 Bachelor's  
Code 2 Passed  
3 Passed  
4 No Degree

Contribution B Passed  
Code NR Not Passed

Issued by the State Teacher Certification Board at Springfield, Illinois

Valid for: HIGH SCHDDL 6-12 TEACHING

*Donald H. Hill*  
Chairman of the Board 503502305



*Susan K. Paul*  
Secretary and

*Kevin J. McArthur*  
Regional Superintendent of Schools

County

July 1, 1983

July 1, 1994

Issued _____	19__	<i>Joseph. Belmont</i>	
Regional Superintendent	County _____	Cook _____	
Registered _____	19__	Registered to June 30, 1996 _____	19__
<b>July 1, 1983</b>		Pursuant to Public Act 87-1251	
Regional Superintendent	County _____	Regional Superintendent	Superintendent _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook		
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1985</b>		Suburban Cook	
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1986</b>		Suburban Cook	
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1987</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Renewed _____	19__	Renewed _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1988</b>		Suburban Cook	
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1990</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1990</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1990</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1991</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Renewed _____	19__	Renewed _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1991</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1992</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1993</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Richard J. Martwick</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1993</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Renewed _____	19__	Renewed _____	19__
<i>Joseph Belmont</i>	Cook	<i>Joseph Belmont</i>	
<b>July 1, 1993</b>			
Regional Superintendent	County _____	Regional Superintendent	County _____
Registered _____	19__	Registered _____	19__
<i>Joseph Belmont</i>	Cook	<i>Joseph Belmont</i>	

**Employee Emergency Information**

Date 8/25/98

GBN  GBS  OCC  ADM

Dept ENGLISH

Name STUART SNOW

Home Address [REDACTED] City [REDACTED]

Home Phone [REDACTED] Date of Birth [REDACTED]

Emergency Contacts - Name, address, home and work phone numbers, relation

ELIZABETH SNOW [REDACTED] [REDACTED] [REDACTED]

Primary Doctor(s) - Name, address, phone, hospital affiliation

DR. GREGORY KACZMAREK  
64 OLD ORCHARD CENTER - SUITE SKOKIE IL 60077  
(847) 678-6907

Medical Information/Health History (Optional Information) [REDACTED]

Medications (Optional Information) [REDACTED]

Allergies (Optional Information) [REDACTED]

Please add any other pertinent information you wish us to know about on reverse side.

225 2001 EAS -- EMPLOYEE ATTENDANCE SUMMARY

BB ID: [REDACTED] Name: Snow, Stuart SSN: [REDACTED] Short: SNOW S

Code	Absence Reason	Forward	Earned	In	Out	Used	Balance
0	Sick Bank (Borrow)	0.00	0.00	0.00	0.00	0.00	0.00
1	Sick Leave	125.50	7.50	0.00	0.00	.50	132.50 ✓
2	Sick Bank (Accum)	20.00	0.00	0.00	0.00	0.00	20.00 ✓
3	Vacation	0.00	0.00	0.00	0.00	0.00	0.00 ✓
4	Emergency	0.00	1.00	0.00	0.00	0.00	1.00 ✓
5	Professional Leave	0.00	0.00	0.00	0.00	0.00	0.00
6	Jury Duty	0.00	0.00	0.00	0.00	0.00	0.00 ✓
8	Emergency Bank	13.50	0.00	0.00	0.00	0.00	13.50 ✓
9	Leave Without Pay	0.00	0.00	0.00	0.00	0.00	0.00
P	Work with Prof Org	0.00	0.00	0.00	0.00	0.00	0.00
S	Special Leave	0.00	0.00	0.00	0.00	3.50	-3.50
W	Workman's Compensation	0.00	0.00	0.00	0.00	0.00	0.00

167

<Replace>

Count: \*0

RECEIVED  
 JUL 19 2001  
 HUMAN RESOURCES  
 GLENBROOK #225



ID: [REDACTED] Name(L/F): Snow

Stuart

Short: SNOW S

Directory Information

Personal Information

-----  
 Address 1..: [REDACTED]  
 Address 2..: [REDACTED]  
 City/ST/Zip: [REDACTED]  
 County.....: COOK Cook  
 Phone Nmbr.: [REDACTED] L Listed

-----  
 SSN.....: [REDACTED]  
 Birth...: [REDACTED] Age: [REDACTED]  
 Sex.....: M Male  
 Ethnic.: 5 White  
 Citizen: USA United States

Job Class...: BB Teacher/Counselor  
 Position...:  
 Building...: GBN Glenbrook North High Sc  
 Master Dept: 04100 English  
 Room.....: Mail Box: E76  
 Work Phone.: 847-509-2493 Ext.....: 2493

Start1.: 08-27-1986 En: 01-05-2001  
 Start2.: En:  
 Status.: E Resigned  
 Marital: S Single  
 Spouse.:

E-mail Addr: SSNOW

Count: \*0

<Replace>

225 2001 EAS -- EMPLOYEE ATTENDANCE SUMMARY

BB ID: [REDACTED] Name: Snow, Stuart SSN: [REDACTED] Short: SNOW S

Code	Absence Reason	Forward	Earned	In	Out	Used	Balance
0	Sick Bank (Borrow)	0.00	0.00	0.00	0.00	0.00	0.00
1	Sick Leave	125.50	7.50	0.00	0.00	.50	132.50
2	Sick Bank (Accum)	20.00	0.00	0.00	0.00	0.00	20.00
3	Vacation	0.00	0.00	0.00	0.00	0.00	0.00
4	Emergency	0.00	1.00	0.00	0.00	0.00	1.00
5	Professional Leave	0.00	0.00	0.00	0.00	0.00	0.00
6	Jury Duty	0.00	0.00	0.00	0.00	0.00	0.00
8	Emergency Bank	13.50	0.00	0.00	0.00	0.00	13.50
9	Leave Without Pay	0.00	0.00	0.00	0.00	0.00	0.00
P	Work with Prof Org	0.00	0.00	0.00	0.00	0.00	0.00
S	Special Leave	0.00	0.00	0.00	0.00	3.50	-3.50
W	Workman's Compensation	0.00	0.00	0.00	0.00	0.00	0.00

Count: \*0

<Replace>

RECEIVED

JAN 11 2001

HUMAN RESOURCES  
GLENBROOK #225

BB ID: █████ Name: Snow, Stuart SSN: █████ Short: SNOW S

Date Absent	Reason Code/Description	Units
07-01-2000 SATURDAY	010-Sick Leave Previous	125.50
07-01-1990 SUNDAY	110-Sick Leave Allocate	7.50
07-01-2000 SATURDAY	210-Sick Leave Earned	7.50
11-28-2000 TUESDAY	510-Sick Leave Used Personal	.50
07-01-2000 SATURDAY	020-Sick Bank Previous	20.00
07-01-1990 SUNDAY	140-Emergency Allocate	1.00
07-01-2000 SATURDAY	240-Emergency Earned	1.00
07-01-2000 SATURDAY	080-Emerg Bank Previous	13.50
12-20-2000 WEDNESDAY	5S0-Special Leave	.50
12-21-2000 THURSDAY	5S0-Special Leave	1.00
12-22-2000 FRIDAY	5S0-Special Leave	1.00
01-08-2001 MONDAY	5S0-Special Leave	1.00

FRM-40400: Transaction complete -- 4 records posted and committed.  
 Count: \*0

&lt;Replace&gt;

*Allocations 1/2 of year  
 resigned 1/5/01*

ALLIED BENEFIT SYSTEMS, INC.

TERMINATION, CERTIFICATION AND COBRA INITIATION FORM  
NORTHFIELD TOWNSHIP HIGH SCHOOL DIST. #225

1. EMPLOYEE

Name: Stuart Snow  
SS No.: [REDACTED]  
Date of Birth: [REDACTED]  
Address: [REDACTED]  
Street/No.: [REDACTED]  
City: [REDACTED]  
State: [REDACTED]  
Zip Code: [REDACTED]  
Type of Coverage:  
(\*Circle the type of coverage) Medical: HUMANA (GLEN) HMO  
Dental:   
FSA:  / /  (Date of last contribution)  
Monthly FSA Contribution: \$

f. Date of Hire: 8/27/86  
g. Date Ins. Waiting Period Began (If Diff.):    
h. Effective Date of Ins.: 8/27/86  
i. Type of Qualifying Event:  
i.  Employee's Termination  
ii.  Employee's Reduction of Hours  
iii.  Employee's Death  
iv.  Spouse's Divorce or Legal Separation from Employee  
v.  Dependent Child Ceasing to Qualify Under Plan  
vi.  Medicare Entitlement  
j.  Certification Only  
k. Date of Qualifying Event: 1/5/01  
l. Date Ins. Terminated (If Different):

2. SPOUSE

1. Name:    
2. SS No.:    
3. Date of Birth:    
d. Type of Coverage: Medical:   
Dental:

e. Effective Date of Ins.:    
f. Address (If Different):    
Street/No.:    
City:    
State:    
Zip Code:    
g. Date Ins. Term. (If Diff.):

3. DEPENDENT CHILDREN

a. Name:    
b. SS No.:    
c. Date of Birth:    
d. Type of Coverage: Medical:   
Dental:

e. Effective Date of Ins.:    
f. Address (If Different):    
Street/No.:    
City:    
State:    
Zip Code:    
g. Date Ins. Term. (If Diff.):

a. Name:    
b. SS No.:    
c. Date of Birth:    
d. Type of Coverage: Medical:   
Dental:

e. Effective Date of Ins.:    
f. Address (If Different):    
Street/No.:    
City:    
State:    
Zip Code:    
g. Date Ins. Term. (If Diff.):

I certify that the above information is accurate and authorize Allied Benefit Systems, Inc. to notify those individuals whom I have certified of their COBRA rights and creditable coverage.

Diane M. Brennan  
Signature of Authorized Company Representative

January 9, 2001  
Date

FOIA 00120

**PERSONNEL OFFICE  
GLENBROOK HIGH SCHOOLS**

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TO: Dr. Craig Schilling

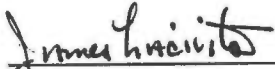
FROM: James Lacivita

DATE: March 25, 1998

RE: Leave Without Pay For Stuart Snow (SS # [REDACTED])

Stuart Snow is a teacher at Glenbrook North High School. At the Board of Education meeting of Monday, March 23, 1998, the Board of Education approved the docking of Mr. Snow's pay for four days, March 19, 20, 23, and 24, 1998.

Please implement this Board directive.

  
\_\_\_\_\_  
James Lacivita



BB ID: [REDACTED] Name: Snow, Stuart

SSN: [REDACTED] Short: SNOW S

Date Absent	Reason Code/Description			Units
12-03-97-WEDNESDAY	510-Sick Leave	Used	Personal	1.00
12-04-97-THURSDAY	510-Sick Leave	Used	Personal	1.00
12-05-97-FRIDAY	510-Sick Leave	Used	Personal	1.00
02-17-98-TUESDAY	510-Sick Leave	Used	Personal	1.00
03-19-98-THURSDAY	510-Sick Leave	Used	Personal	1.00
02-05-98-THURSDAY	512-Sick Leave	Used	Death	1.00
02-06-98-FRIDAY	512-Sick Leave	Used	Death	1.00
07-01-97-TUESDAY	020-Sick Bank	Previous		20.00
07-01-90-SUNDAY	120-Sick Bank	Allocate		2.00
07-01-97-TUESDAY	220-Sick Bank	Earned		2.00
07-01-90-SUNDAY	140-Emergency	Allocate		2.00
07-01-97-TUESDAY	240-Emergency	Earned		2.00
<del>03-20-98-FRIDAY</del>	<del>540-Emergency</del>	<del>Used</del>		<del>1.00</del>
<del>03-23-98-MONDAY</del>	<del>540-Emergency</del>	<del>Used</del>		<del>1.00</del>
07-01-97-TUESDAY	080-Emerg Bank	Previous		13.00

Count: \*0

&lt;Replace&gt;

leave without pay  
for four days  
for Mr. Snow

J. Lincita  
3/25/98

BB ID: [REDACTED] Name: Snow, Stuart SSN: [REDACTED] Short: SNOW S

Date Absent	Reason Code/Description	Units
07-01-97-TUESDAY	010-Sick Leave Previous	93.50
07-01-90-SUNDAY	110-Sick Leave Allocate	13.00
07-01-97-TUESDAY	210-Sick Leave Earned	13.00
12-01-97-MONDAY	510-Sick Leave Used Personal	1.00
12-02-97-TUESDAY	510-Sick Leave Used Personal	1.00
12-03-97-WEDNESDAY	510-Sick Leave Used Personal	1.00
12-04-97-THURSDAY	510-Sick Leave Used Personal	1.00
12-05-97-FRIDAY	510-Sick Leave Used Personal	1.00
02-17-98-TUESDAY	510-Sick Leave Used Personal	1.00
03-19-98-THURSDAY	510-Sick Leave Used Personal	1.00
02-05-98-THURSDAY	512-Sick Leave Used Death	1.00
02-06-98-FRIDAY	512-Sick Leave Used Death	1.00
07-01-97-TUESDAY	020-Sick Bank Previous	20.00
07-01-90-SUNDAY	120-Sick Bank Allocate	2.00
07-01-97-TUESDAY	220-Sick Bank Earned	2.00

Count: \*0

&lt;Replace&gt;

**PERSONNEL OFFICE**  
**GLENBROOK HIGH SCHOOLS**

**TO: Mr. Stuart Snow**

**FROM: James Lacivita**

**RE: NOTICE OF RELEASE OF PERSONNEL RECORDS**

**DATE: May 28, 1996**

This Notice is to advise you that a full and complete copy of your personnel records will be released to Ms. Kathy Anderlik, Attorney at Law, with the law firm of Judge & James, Ltd., 422 N. Northwest Highway, Suite 200, Park Ridge, Illinois 60068. Ms. Anderlik has advised the District that your personnel records have been requested for production by the District in connection with a lawsuit entitled [REDACTED], a minor, by his father and next friend, [REDACTED], and [REDACTED] individually v. Northfield Township High School District 225 (Cook County Case No. 94 L 02395). Upon receipt of a full and complete copy of your personnel records from the District, Ms. Anderlik will produce your records to the [REDACTED] attorneys in connection with the aforementioned litigation.

As you have previously worked with Ms. Anderlik in connection with the District's responses to the Plaintiffs' Interrogatories in the above case, if you have any questions with respect to the disclosure of your personnel file, Ms. Anderlik requests that you direct them to her at her office (847) 292-1200.

JL:mkw

*James Lacivita*

FORM 2  
APPLICATION FOR APPROVAL OF GRADUATE STUDY  
FOR SALARY ADVANCEMENT

Stu Snow  
Name of Teacher

GBN - English  
School - Department

S.E.E.D.  
Session or Course

9/98 to 6/99  
Dates

\*\*\*\*\*

Course Title	Course No.	Semester Hrs.	College or University
<u>SEED Seminar</u>	<u>1</u>	<u>2 or 3</u>	<u>GBN</u>

Brief description of course outline or content:

year long seminar will prepare teachers for  
the task of making school curricula  
gender fair + multi-cultural in all  
subject areas.

[Signature]  
Teacher's Signature

2-10/99  
Date

[Signature]  
Instructional Supv's Signature

2-9-99  
Date

[Signature]  
Principal or Associate  
Principal's Signature

3/11/99  
Date

[Signature]  
Personnel Director or  
Superintendent's Approval

4/12/99  
Date

NOTE: This form must be accompanied by a recommendation from the Principal endorsing your request.

## P.N. Agreement, Article VIII, Section F, Emergency Leave

Each teacher shall be eligible for two days of emergency leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Application for emergency leave with pay shall be made by the teacher through the teacher's supervisor to the principal. The application shall be in writing. The application shall be made at least one week before taking said leave, if possible.

All such applications shall be subject to the approval of the principal.

It shall be the practice that NO leaves be taken under this section on the day before or the day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Name: STUART SNOW

Social Security No.: [REDACTED]

Date of Emergency Leave: 10/15/99

Full Day: \_\_\_\_\_ Half Day:

Have you had any approved absence with pay during this school year?  Yes  No

Signature: [Handwritten Signature]

Leave Approved: B. Taylor Date: 10/15/99  
*Instructional Supervisor*

Leave Approved: W. B. By Date: 10/20/99

WHITE: Personnel Office

YELLOW: Main Office

PINK: File Copy

RECEIVED

OCT 21 1999

HUMAN RESOURCES  
GLENBROOK #225

FOIA 00126



## P.N. Agreement, Article VIII, Section F, Emergency Leave

Each teacher shall be eligible for two days of emergency leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

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All such applications shall be subject to the approval of the principal.

It shall be the practice that NO leaves be taken under this section on the day before or the day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Name: STUART SNOW

Social Security No.: [REDACTED]

Date of Emergency Leave: 10/18/99

Full Day:  Half Day:

Have you had any approved absence with pay during this school year?  Yes  No

Signature: [Signature]

Leave Approved: [Signature] Date: 10/15/99  
*Instructional Supervisor*

Leave Approved: [Signature] Date: 10/20/99

WHITE: Personnel Office

YELLOW: Main Office

PINK: File Copy

RECEIVED

OCT 21 1999

HUMAN RESOURCES  
GLENBORO  
FOIA 00127

**FORM 2**  
**APPLICATION FOR APPROVAL OF GRADUATE STUDY**  
**FOR SALARY ADVANCEMENT**

Stu Snow  
 Name of Teacher

GBN - English  
 School - Department

S.E.E.D.  
 Session or Course

9/98 to 6/99  
 Dates

\*\*\*\*\*

Course Title	Course No.	Semester Hrs.	College or University
<u>SEED Seminar</u>	<u>1</u>	<u>2 or 3</u>	<u>GBN</u>

Brief description of course outline or content:

year long seminar will prepare teachers for  
the task of making school curricula  
gender fair + multi-cultural in all  
subject areas.

[Signature]  
 Teacher's Signature

2-10/99  
 Date

[Signature]  
 Instructional Supv's Signature

2-9-99  
 Date

[Signature]  
 Principal or Associate  
 Principal's Signature

3/11/99  
 Date

[Signature]  
 Personnel Director or  
 Superintendent's Approval

4/12/99  
 Date

NOTE: This form must be accompanied by a recommendation from the Principal endorsing your request.

DEC 16 1998

### P.N. Agreement, Article VIII, Section F, Emergency Leave

Each teacher shall be eligible for two days of emergency leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Application for emergency leave with pay shall be made by the teacher through the teacher's supervisor to the principal. The application shall be in writing. The application shall be made at least one week before taking said leave, if possible.

All such applications shall be subject to the approval of the principal.

It shall be the practice that NO leaves be taken under this section on the day before or the day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Name: STUART SNOW

Social Security No.: [REDACTED]

Date of Emergency Leave: 12/17 12/18

Full Day:  Half Day:

Have you had any approved absence with pay during this school year:  Yes  No

Signature: *Stuart Snow*

Leave Approved: *Barbara Taylor* Date: 12/14/98  
*Instructional Supervisor*

Leave Approved: *Patricia* Date: 12/15/98

*James Incicco* OK 12/15/98  
*Supt. Signature*

DEC 16 1998

**GLENBROOK NORTH  
HIGH SCHOOL**

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English Department  
2300 Shermer Road  
Northbrook, IL 60062  
847-509-2501

**TO:** Patrick LaMaster  
Associate Principal

**FROM:** Barbara Taylor  
Instructional Supervisor

**SUBJECT:** Emergency Leave for Stu Snow

**DATE:** December 14, 1998

Stu Snow is requesting an emergency leave day on 12/18/98, the last day before an extended vacation. His sister wants him with her family when a niece undergoes serious surgery. In order to be in South Dakota in time, he must leave on 12/17/98. Given the serious family need, I am requesting on his behalf a waiver of our usual policy regarding taking emergency leaves on the day prior to an extended break.

GLENBROOK NORTH HIGH SCHOOL  
ATHLETIC DEPARTMENT

REQUEST FOR PAYMENT FOR DIFFERENTIAL RESPONSIBILITIES

TO: Bill Fuller

FROM: Jim Bloch

DATE: April 30, 1998

APR 30 1998

ACCOUNT NUMBER: NRATH

I am requesting that payment be made to the following people for the activities listed. This certifies that the assignments have been completed.

NAME	SOC. SEC. #	ACTIVITY	AMOUNT	
Barry Ruppert		Head Baseball Coach	7,415.00	✓ J.H.
Stu Snow		Asst. Baseball	6,039.00	✓ J.H.
Jim Howie		Asst. Baseball	6,039.00	✓ J.H.
David Weber		Asst. Baseball	6,039.00	✓ J.H.
Mike Standerski		Asst. Baseball	3,643.00	✓ J.H.
Steve Holmbeck		Head Gymnastics Coach	6,640.00	✓ J.H.
Jim McPherrin		Asst. Gymnastics	5,204.00	✓ J.H.
Tim Burke		Asst. Gymnastics	5,204.00	✓ J.H.

I approve the above requests as listed:

W. Fuller

Associate Principal

Jim Bloch

Athletic Director

4.30.98

Date

The above requests have been reviewed and the amounts shown are in accordance with the differential responsibility agreement. They are hereby approved for payment.

James Incivita

Director of Personnel

5/1/98

Date

NOTE: This form must be presented to the Personnel Office by the 3rd working day of the month in which it is to be paid.

# Memorandum

---

To: Dr. McGrew  
CC: Bill Babington  
From: John D. Court *JDC*  
Date: August 29, 1997  
Subject: Summer Curriculum Projects - Issuance of Checks

---

Listed below are the names of teachers and the amounts they are to be paid for the completion of curriculum projects done during the summer. As part of the contractual agreement, staff members were advised that they would be paid for such work on September 15. Payment for these projects should be paid from the superintendent's account which was allotted for summer curriculum work at Glenbrook North. Please be advised that there are a few projects still to be completed with a remaining cost of \$3000. When these projects are finished, I will forward another payment request.

Bob Armstrong	1584
Ted Belch	1188
Robert Berg	990
Vita Cohen	396
Pat Compobasso	792
Karen Cunningham	2178
Christine Drucker	990
Joan Field	792
Peg Forbes	1188
Dori Franck	1320
Verlin Fraser	1188
Karen Fitzsimons	990
Retta Dickenson Glavin	396
Bryan Halpern	990
Annahi Hart	660
Jenny Jordan	1188
Bill Kiehn	660
Lisa Koc	1188
Michael Koc	1188
Ann Koller	1584
Bob Kruzic	396

*Approved*  
*Dr. McGrew*  
*Aet. # DINSVC*  
*9/2/97*  
*J.H. 9/4/97*

Rosemary Langer	396
Ken Mularski	396
Don Poynton	990
Suzanne Riekes	990
Jim Rogers	792
Phyllis Rosenbaum	1188
Dick Rosholt	1584
<del>Stu Snow</del>	1188
Barbara Taylor	1584
Joe Tersch	990
Don VanDyke	396
Marilyn Yablong	660
Lynne Zielinski	<u>792</u>
TOTAL	33,792

FORM 2  
APPLICATION FOR APPROVAL OF GRADUATE STUDY  
FOR SALARY ADVANCEMENT

STUART SNOW  
Name of Teacher

CBN ENGLISH  
School - Department

6/11/96 to 8/16/96  
Dates

Session or Course

\*\*\*\*\*

Course Title	Course No.	Semester	Hrs.	College or University
<u>CONTENT + THE CONSTRUCTION OF MEANING</u>	<u>3</u>		<u>3</u>	

A CRITICAL THINKING/CONCEPT BASED ENGLISH CURRICULUM FOR FRESHMAN - JUNIORS

Brief description of course outline or content:

See Attached

*Stuart Snow*  
Teacher's Signature

6/14/96  
Date

*Barbara Taylor*  
Instructional Supv's Signature

6-14-96  
Date

*J. [Signature]*  
Principal or Associate  
Principal's Signature

6-17-96  
Date

*Sam McGrew*  
Personnel Director or  
Superintendent's Approval

6.19.96  
Date

NOTE: This form must be accompanied by a recommendation from the Principal endorsing your request.

*Gradual Credit granted by Dr McGrew*



NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225  
Salary Reduction Agreement for 403(b) Plans

N

EMPLOYEE NAME: STUART SNOW SOCIAL SECURITY #: [REDACTED]

This request is to (check appropriate box):

1.  Begin a 403(b) salary reduction plan.

Vendor: EQUITABLE Amt per month: \$ 200.00

Vendor: \_\_\_\_\_ Amt per month: \$ \_\_\_\_\_

2.  Terminate 403(b) salary reduction plan.

3.  Change the salary reduction plan amount to \$ \_\_\_\_\_ per month.

Vendor: \_\_\_\_\_ Amt per month: \$ \_\_\_\_\_

Vendor: \_\_\_\_\_ Amt per month: \$ \_\_\_\_\_

4.  Change 403(b) salary reduction plan vendors or amounts without changing the total amount of the salary deduction.

Vendor: \_\_\_\_\_ New amt per month: \$ \_\_\_\_\_

Vendor: \_\_\_\_\_ New amt per month: \$ \_\_\_\_\_

I hereby request that these change(s) be made effective MARCH 1, 1996 and to continue until further written notice is given to the contrary.

I understand that the deducted amount will be mailed to the TSA vendor within five (5) days after the regular payroll date barring unforeseen difficulties which might arise.

TSA AGENT: JOHN E. REIMER  
Address: 3800 N. NILKE Rd. SUITE 165  
ARLINGTON HEIGHTS, ILL 60004  
Phone No. (847) 590 2172

Agent's Signature: John E. Reimer

I understand that I may enter into only one salary reduction agreement per taxable year (items 1 through 3). I also understand that no 403(b) salary reduction plan changes will be made (except terminations) other than at the beginning of the month. As a part of this agreement, I have executed and attached the "Statement of Understanding and Hold Harmless Agreement." All paperwork must be received by the 1st day of the month 403(b) salary reductions are desired.

2/22/96  
Date

Stuart Snow  
Employee Signature

Your salary reduction agreement has been approved:

\_\_\_\_\_  
Date Director of Business Affairs

pc: Annuitant, Agent, TSA Clerk, Personnel  
Payroll





AUG 18 1995

TO: Jim Lacivita  
FROM: Rich Cicciu *RCC*  
DATE: August 18, 1995  
RE: Stu Snow - Salary



For the past seven years, Stu Snow has worked for the Deans' Office during the book sale. This year, with the advent of a new para salary, Mr. Snow does not seem to fit in any category. I recommend that he be paid the current summer school hourly rate for the time he works the book sale. Stu has done a good job for us over these years and this salary would be commensurate with his ability.

If you have any questions, please feel free to call.

RAC/cjk

APPROVED FOR \$15<sup>00</sup> PER HOUR.  
*J. Lacivita*  
8/21/95

GLENBROOK HIGH SCHOOLS DISTRICT 225  
TIME SHEET FOR HOURLY EMPLOYEES

8/31/94  
DATE SUBMITTED

NAME Stu Snow  
[REDACTED]  
[REDACTED]  
[REDACTED]

NPDEAN

COMPLETE THESE COLUMNS ONLY

FOR BUSINESS OFFICE USE

DATE      # OF HOURS WORKED

RATE 10.35

08/16

5

08/17

5

08/18

2

RATE  
VERIFIED \_\_\_\_\_

GROSS \$ \_\_\_\_\_

ACCOUNT  
NUMBER \_\_\_\_\_

BOOK SALE/REGISTRATION

TOTAL HOURS

12

*OKKS*  
*9/2/94*

This information must be submitted to the designated building administrator on the last working day of the pay period.

*R.G. Cicew*  
SIGNATURE OF SUPERVISOR

GLENBROOK HIGH SCHOOLS DISTRICT 225  
TIME SHEET FOR HOURLY EMPLOYEES

8/31/93  
DATE SUBMITTED

NAME Stu Snow  
[REDACTED]  
[REDACTED]  
[REDACTED]

GBN English Teacher

COMPLETE THESE COLUMNS ONLY

FOR BUSINESS OFFICE USE

DATE            # OF HOURS WORKED

RATE 9.67

08/18            8

08/19            8

08/20            8

08/23            8

08/24            8

08/25            \_\_\_\_\_

08/26            \_\_\_\_\_

08/27            \_\_\_\_\_

08/30            4

08/31            4

RATE  
VERIFIED \_\_\_\_\_

GROSS \$ \_\_\_\_\_

ACCOUNT  
NUMBER 220115

Parking Sticker  
Registration

TOTAL HOURS

48 OKKS  
9/1/93

This information must be submitted to the designated building administrator on the last working day of the pay period.

R.A. Green  
SIGNATURE OF SUPERVISOR

FORM 2  
 APPLICATION FOR APPROVAL OF GRADUATE STUDY  
 FOR SALARY ADVANCEMENT

<u>STU SNOW</u>	<u>GBN- ENGLISH</u>
Name of Teacher	School - Department
<u>SUMMER</u>	<u>6/12/95 to 6/30/95</u>
Session or Course	Dates

\*\*\*\*\*

Course Title	Course No.	Semester Hrs.	College or University
Content and the Construction of Meaning: A Critical Thinking Concept Based English Curriculum for Freshmen		3	In-House

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Brief description of course outline or content:  
 In the first week of study, we reviewed two contrasting epistemological positions: Platonic vs. Relativist, and we studied the connections of these epistemological backgrounds to current constructivist theories of teaching and learning. In the second week, we applied these ideas in discussions of literary works. In the third week, we drafted a curriculum revision based on our earlier work.

Stu Snow  
 Teacher's Signature

JUNE 5, 1995  
 Date

B. Taylor  
 Instructional Supv's Signature

6/12/95  
 Date

[Signature]  
 Principal or Associate  
 Principal's Signature

6/28/95  
 Date

James Lucinto  
 Personnel Director or  
 Superintendent's Approval

JUNE 28, 1995  
 Date

NOTE: This form must be accompanied by a recommendation from the Principal endorsing your request.

## P.N. Agreement, Article VIII, Section F, Emergency Leave

Each teacher shall be eligible for two days of emergency leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Application for emergency leave with pay shall be made by the teacher through the teacher's supervisor to the principal. The application shall be in writing. The application shall be made at least one week before taking said leave, if possible.

All such applications shall be subject to the approval of the principal.

It shall be the practice that NO leaves be taken under this section on the day before or the day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Name: STUART SNOW

Social Security No.: [REDACTED]

Date of Emergency Leave: # 5/1/95

Full Day:  Half Day:

Have you had any approved absence with pay during this school year:  Yes  No

Signature: [Handwritten Signature]

Leave Approved: [Handwritten Signature]  
Instructional Supervisor

Date: 5/1/95

Leave Approved: [Handwritten Signature]

Date: 4/21/95



401 9

GLENBROOK NORTH HIGH SCHOOL

OFFICE OF THE PRINCIPAL

November 29, 1994

TO: JAMES LACIVITA

FROM: JOHN COURT *JAC*

RE: PAYMENT FOR *WRITING ACROSS THE CURRICULUM* PROJECT

Please find attached a summarization of the efforts of the members of the Writing Bloc to date. As you are aware, this *Writing Across the Curriculum* Project is year long and will conclude this year's activity in June. The attached summarization was written by Jenny Jordan and Stu Snow who are serving as the coordinators of the Writing Bloc Project.

The following people are to receive a \$2,000 stipend for their involvement in the project. Per your memo of November 8, these individuals are to be paid \$1,000 in December and the other \$1,000 in June of 1995. The Writing Bloc members are:

Julie Collins  
Ken Klamm  
Debbie Ofcky  
Jenny Jordan  
Verlin Fraser  
Jim McPherrin  
Stu Snow

I hope this provides enough back up for the payment request to proceed. Thanks.

Approved for \$1,000  
DECEMBER payment.

*James Lacivita*

Nov. 29, 1994

ACCOUNT # 101311 (SUPER. IN SERVICE)

To: John Court  
From: Jenny Jordan  
Stu Snow  
Re: Draft of Writers' Bloc Summary of Activities (to date)  
Date: November 29, 1994

Here is a draft summarizing the efforts to date of Writers' Bloc. We plan to create a more "official" summary at the end of the semester, but this is a general overview of our progress during the first thirteen weeks of the school year.

**Summer Workshop:** David Jolliffe, Director of DePaul University's Writing Center, conducted a workshop for all Writers' Bloc participants. Writers' Bloc members discussed issues including: writing theory, practical suggestions, teaching strategies and assessment techniques. During the August workshop participants also generated the Writers' Bloc name and outlined their roles. Roles are multi-faceted and include:

- attending staff development workshops (summer '94 & school year)
- facilitating writing to learn in their disciplines
- tutoring students in the writing center
- participating in weekly meetings
- promoting writing across the curriculum efforts
- encouraging innovative ways of incorporating writing
- incorporating new writing methods into their classes
- acting as liaisons between the writing center and their departments
- becoming more knowledgeable about writing to learn and writing in their disciplines
- disseminating current ideas and research with regard to writing
- evolving with the dynamic nature of the teaching of writing

**Weekly Meetings:** In addition to the 6th assignment in the center, members of Writers' Bloc meet as a group every Tuesday during joint planning times. Responsibility for chairing the meeting and setting the agenda rotates among all members of the group. We are also in contact via voicemail; we requested and received a speed dial number (6720) that allows us to send messages to all participants simultaneously (Barbara Taylor is also on the list).

**Student Awareness:** We have made substantial progress with regard to students' recognition and utilization of the Write Place services. On September 21st, Writers' Bloc members and peer tutors visited all of the History of World Civilization classes and explained the services available to the freshmen. In addition, many teachers are supportive of the center and provide incentives for their students to work with writing center staff.

**Contests:** We work directly with students on their writing contest submissions and

promote to our colleagues such "real-world" writing tasks. We also sponsored a logo contest with the intent of establishing a recognizable school-wide identity, but the entries fell short of our hopes. Through subsequent discussions with Harold Silvester in the Art Dept., we are currently of the belief that we may not need a logo specifically for Writers' Bloc. Rather, it seems more logical to develop a logo for The Write Place as a whole because several programs, including Writers' Bloc, operate out of the writing center.

**Parent Awareness:** Writers' Bloc developed a handout for distribution on parent night. It outlined the services provided through the writing center and emphasized that students could receive free personal assistance from both trained faculty and students. An outgrowth of this is the One to One Tutoring Program. Interested students are paired with student tutors and have regular conferences in the writing center (usually twice a week). Parent response to this has been very positive.

**Staff Development:** In November, Writers' Bloc sponsored two workshops for faculty and staff. Lois Mazzuca worked with us to schedule speakers. Jim Ruoti, Director of Admissions from Illinois Wesleyan, spoke to participants about helping students write better college essays. In a separate session, University of Chicago Admissions Director Ted O'Neill gave advice on writing better letters of recommendation. Participants from various departments responded enthusiastically to the workshops. Additionally, several teachers wanted to attend but could not due to conflicts; we have scheduled a spring college recommendation workshop for those who couldn't attend the one in November. Summaries of these workshops will appear in a future newsletter.

**Tutoring Students in the Writing Center:** Writers' Bloc members spend the equivalent of one class period each day in the writing center. During this time they work directly with students who come in for assistance with writing. Members were trained in the same manner as the students who work in the writing center: discussion of philosophy, viewing of a training video, dialogue about the tutoring procedures and simulation of a conference. (See attached training manual for more details about the writing center theory and procedures)

**Dissemination of Information:** Writers' Bloc published its first newsletter in November. Included in the introductory edition were sample assignments from colleagues, an explanation of Writers' Bloc and a focus article about one teacher's experiences incorporating writing into the classroom. Currently, members are working on a December issue. Contact with department members occurs on a regular basis not only in formal meetings, but also in daily informal conversations.

**Incorporating New Methods into their Classes:** All members selected personal projects to pursue during the first semester:

- Verlin Fraser (English) is working to set up a program of visiting authors. Verlin also encouraged her students to visit the writing center and go over their rough drafts with staff members. All parties (Verlin, students, and tutors) found this arrangement to be beneficial and she plans on continuing such collaborations with the center.
- Ken Klamm (Math) is compiling a resource book of successful writing assignments (and student samples) for math classes. As a side project, Ken also accumulated and published a listing of Internet addresses of teachers and students. This is an exciting new way for teachers and students to communicate with each other; it also provides an incentive for otherwise technologically hesitant people to join the growing number of online users.
- Debbie Ofcky (Health/Physical Education) is experimenting with the use of portfolios in her health classes. She is requiring students to do much more writing this year, but the types of writing the students do are different from what they had done in the past. Debbie is also collaborating with Peggy Holocek and the broadcasting people on a project that requires the health students to compose public service spots focusing on health-related issues.
- Jim McPherrin (Social Studies) is using journals in his courses.
- Julie Collins (Science) is having her students create lab assignments and lesson plans. She is compiling these for other teachers. Julie also coordinated all efforts regarding the logo contest and worked with Harold Silvester.

**Junior High Collaboration:** Verlin contacted two of our feeder schools about the possibility of offering special writing workshops at the junior highs. Primarily, we are looking to utilize junior and senior Write Place tutors for special collaborative projects.

**Space Considerations:** Stu meticulously drafted several possible configurations for an improved computer lab/writing center facility. Together with Todd Huettel, Writers' Bloc members are considering the options and discussing the benefits to each. We hope to reach a conclusion by Wednesday, November 30.

We are quite happy with the progress of Writers' Bloc. The members of the group are talented and dedicated people who are truly interested in improving students' writing and expanding the faculty's understanding of writing to learn. Thank you, John, for supporting us in this endeavor. It's off to a wonderful start!

pc: B. Taylor

PERSONNEL OFFICE  
GLENBROOK HIGH SCHOOLS

TO: Mr. John Court

FROM: James Lacivita

RE: REQUEST FOR PAYMENT FOR WRITING ACROSS THE CURRICULUM  
PROJECT

DATE: November 8, 1994

Dr. McGrew has authorized the writing-across-the-curriculum project as described in the attached memo dated August 17, 1994. The agreement calls for payments to be made to the participants in December and June.

Will you please submit to me a request for payment indicating the work has actually been satisfactorily completed and payment is requested.

Please submit the December request on or before November 28th and the June request on or before May 26, 1995.

Thank you.

JL:mkw

encs.

cc: Mr. Hahn  
Mrs. Moore

1057

OFFICE OF THE SUPERINTENDENT  
GLENBROOK HIGH SCHOOLS  
Glenview - Northbrook, Illinois

TO: Julie Collins  
Verlin Fraser  
Jenny Jordan  
Ken Klamm  
Jim McPherrin  
Debbie Ofcky  
Stu Snow

FROM: Dr. Jean B. McGrew 

RE: Stipend for Writing-Across-the Curriculum Project

DATE: August 17, 1994

As agreed, the staff members listed above will receive \$2,000 for their involvement with the Writing-Across-the-Curriculum project for 1994-95. We will divide these into \$1,000 increments with the first \$1,000 to be paid at the end of the first semester and the second \$1,000 to be paid at the end of the school year. I hope your program is working well and I will be contacting you periodically regarding progress reports.

JBM/jj

cc: John Court  
Alan Hahn  
Jim Lacivita

See me

### Agreement for Participation in Writers' Bloc for the 1994-1995 School Year

The undersigned people agree to participate in a writing across the curriculum project for the '94-'95 school year. Roles are multi-faceted and include:

- attending staff development workshops (summer '94 & school year)
- facilitating writing to learn in their disciplines
- tutoring students in the writing center
- participating in weekly meetings
- promoting writing across the curriculum efforts
- encouraging innovative ways of incorporating writing
- incorporating new writing methods into their classes
- acting as liaisons between the writing center and their departments
- becoming more knowledgeable about writing to learn and writing in their disciplines
- disseminating current ideas and research with regard to writing
- evolving with the dynamic nature of the teaching of writing

As compensation for their efforts beyond the regular school requirements, these participants will receive a stipend of \$2000 each. ~~This will be paid in two installments (December and June).~~

Julie Collins  
Julie Collins (Science)

Ken Klamm  
Ken Klamm (Math)

Debbie Ofcky  
Debbie Ofcky (Physical Education/Health)

Jenny Jordan  
Jenny Jordan (Facilitator; Write Place)

Verlin Fraser  
Verlin Fraser (English)

Jim McPherrin  
Jim McPherrin (Social Studies)

Stu Snow  
Stu Snow (Facilitator; Write Place)

October 27, 1994

Approved by:  
John Court  
John Court

These only

P.N. Agreement, Article VIII, Section F, Emergency Leave

Please hire sub-  
as needed  
mge

Each teacher shall be eligible for two days of emergency leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Application for emergency leave with pay shall be made by the teacher through the teacher's supervisor to the principal. The application shall be in writing. The application shall be made at least one week before taking said leave, if possible.

All such applications shall be subject to the approval of the principal.

It shall be the practice that NO leaves be taken under this section on the day before or the day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

NAME: STUART SNOW

SOCIAL SECURITY #: [REDACTED]

DATE OF EMERGENCY LEAVE: 11/5/93

FULL DAY:  HALF DAY:

HAVE YOU HAD ANY APPROVED ABSENCE WITH PAY DURING THIS SCHOOL YEAR?  
YES  NO

[Signature]  
SIGNATURE

LEAVE APPROVED M. Blyskal DATE 11/2/93  
Instructional Supervisor

LEAVE APPROVED M. Chambers DATE 11-3-93  
Principal

OK  
11-4-93  
FOIA 00150





GLENBROOK HIGH SCHOOLS DISTRICT 225  
TIME SHEET FOR HOURLY EMPLOYEES

8/31/94  
DATE SUBMITTED

NAME Stu Snow  
[REDACTED]  
[REDACTED]  
[REDACTED]  
NPDEAN

COMPLETE THESE COLUMNS ONLY

FOR BUSINESS OFFICE USE

DATE      # OF HOURS WORKED

RATE 10.35

08/16      5  
08/17      5  
08/18      2  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATE  
VERIFIED \_\_\_\_\_

GROSS \$ \_\_\_\_\_

ACCOUNT  
NUMBER \_\_\_\_\_

BOOK SALE/REGISTRATION

TOTAL HOURS 12

*OKKS*  
*9/2/94*

This information must be submitted to the designated building administrator on the last working day of the pay period.

*R.G. Ciccan*  
SIGNATURE OF SUPERVISOR

FOIA 00152

GLENBROOK HIGH SCHOOLS DISTRICT 225  
TIME SHEET FOR HOURLY EMPLOYEES

8/31/93  
DATE SUBMITTED

NAME **Stu Snow**  
[REDACTED]  
[REDACTED]  
[REDACTED]  
GBN English Teacher

COMPLETE THESE COLUMNS ONLY

FOR BUSINESS OFFICE USE

DATE      # OF HOURS WORKED

RATE 9.67

08/18      8  
08/19      8  
08/20      8  
08/23      8  
08/24      8  
08/25      \_\_\_\_\_  
08/26      \_\_\_\_\_  
08/27      \_\_\_\_\_  
08/30      4  
08/31      4  
            \_\_\_\_\_

RATE VERIFIED \_\_\_\_\_

GROSS \$ \_\_\_\_\_

ACCOUNT NUMBER 220115

*Parking Sticker  
Registration*

TOTAL HOURS 48

*OKS  
9/1/93*

This information must be submitted to the designated building administrator on the last working day of the pay period.

*R.A. Cream*  
SIGNATURE OF SUPERVISOR



GLENBROOK HIGH SCHOOLS DISTRICT 225  
TIME SHEET FOR HOURLY EMPLOYEES

August 15, 1994  
DATE SUBMITTED

NAME Stu Snow  
[REDACTED]  
[REDACTED]  
[REDACTED]  
English

COMPLETE THESE COLUMNS ONLY

FOR BUSINESS OFFICE USE

DATE      # OF HOURS WORKED

RATE \_\_\_\_\_

08/11      7  
08/12      0  
08/15      0

RATE  
VERIFIED \_\_\_\_\_

GROSS \$ \_\_\_\_\_

ACCOUNT  
NUMBER 220115

*Book Sale  
Registration*

TOTAL HOURS      7 OK MP

8/17/94

This information must be submitted to the designated building administrator on the last working day of the pay period.

RA. Crean  
SIGNATURE OF SUPERVISOR

PERSONNEL OFFICE  
GLENBROOK HIGH SCHOOLS

TO: Stu Snow

FROM: James Lacivita

RE: SECTION H, ARTICLE VII OF THE PROFESSIONAL NEGOTIATIONS  
AGREEMENT

DATE: September 9, 1994

As you know, the Professional Negotiations Agreement contains a professional development requirement that you must satisfy every three years. Section H, Article VII of the Agreement states as follows:

"H. All teachers shall be required to furnish evidence of continued professional growth to the Board. For the purpose of this Section "continued professional growth" shall include the successful completion of three quarter hours of college credit approved in advance by the teacher's supervisor for every three years of employment subsequent to July 1, 1988. Other professional growth activities, such as credit courses conducted by the Board, may be substituted for quarter hours of college credit if approved in advance by the teacher's supervisor. Teachers shall not be required to satisfy the three-quarter-hour requirement once they have attained the MA+30 salary schedule level."

According to our records you have not met this requirement for the 1991-94 three year period. It's quite possible that you have satisfied this requirement, but have not so advised the personnel office. I'm sure you will want to remove this blemish from your record as soon as possible. This can be done in several ways.

If you have completed the requirement, please submit evidence of satisfying the requirement to the personnel office.

If you have not satisfied the requirement you may satisfy it by:

1. Obtaining 2 semester hours of college credit.
2. Obtaining 2 semester hours of "in-house" graduate credit.
3. Successfully completing other professional growth activities, equivalent to 2 semester hours of college credit, approved in advance by your supervisor.

I suggest you plan to complete this requirement by the end of this semester. Since I would like to know how you plan to meet the requirement, I request that you submit to me in writing by September 30th a brief explanation as to how you plan to satisfy the requirement.

You may have questions, so please feel free to call me at Ext. 4704 or come and see me.

cc: Ms. Taylor

FOIA 00156



# GLENBROOK HIGH SCHOOLS DISTRICT 225 TIME SHEET FOR HOURLY EMPLOYEES

Name: Stu Snow 12/3/92  
Date Submitted

Address: [REDACTED]

Social Sec No: [REDACTED]

School/Dept: GBN - The Water Place Extended Hours

Date	Number of Hours Worked	RATE: \$ <u>18<sup>00</sup></u>
<u>10/5/92</u>	<u>2</u>	RATE VERIFIED: _____ initial (Personnel)
<u>10/14/92</u>	<u>2</u>	
<u>10/21/92</u>	<u>2</u>	GROSS: \$ _____
<u>10/26/92</u>	<u>2</u>	
<u>11/2/92</u>	<u>2</u>	ACCT NO: <u>220116</u>
<u>11/4/92</u>	<u>2</u>	
<u>11/9/92</u>	<u>4</u>	
<u>11/16/92</u>	<u>2</u>	
<u>11/18/92</u>	<u>2</u>	
<u>11/23/92</u>	<u>2</u>	
<u>11/30/92</u>	<u>2</u>	
<u>12/2/92</u>	<u>2</u>	
<b>TOTAL HOURS</b>	<u>26</u>	

*JKS*  
12/16/92

This information must be submitted to the designated building administrator on the last working day of the pay period.

[Signature] 12/3/92 *WST*  
Signature of Supervisor



# GLENBROOK HIGH SCHOOLS DISTRICT 225 TIME SHEET FOR HOURLY EMPLOYEES

Name: Stu Snow 12/3/92  
Date Submitted

Address: [REDACTED]

Social Sec No: [REDACTED]

School/Dept: GBN - The Water Place Extended Hours

Date	Number of Hours Worked
10/5/92	2
10/14/92	2
10/21/92	2
10/26/92	2
11/2/92	2
11/4/92	2
11/9/92	4
11/16/92	2
11/18/92	2
11/23/92	2
11/30/92	2
12/2/92	2
<b>TOTAL HOURS</b>	<u>26</u>

RATE: \$ 18<sup>00</sup> per Dr Mc Grew (1/7/92)

RATE VERIFIED: \_\_\_\_\_  
initial (Personnel)

GROSS: \$ \_\_\_\_\_

ACCT NO: 220116

*OKS*  
12/16/92

This information must be submitted to the designated building administrator on the last working day of the pay period.

Bernard 12/3/92 *WT*  
Signature of Supervisor

PERSONNEL OFFICE  
GLENBROOK HIGH SCHOOLS

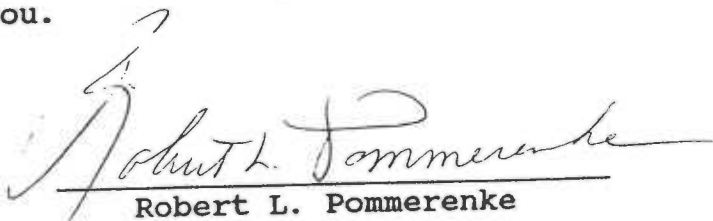
TO: Steve Snow  
FROM: Robert L. Pommerenke  
DATE: November 3, 1992  
RE: CONTINUED PROFESSIONAL GROWTH

As you may recall, the Board of Education and the teachers agreed in the last contract negotiation to include a requirement for continued professional growth. That section of the contract states:

"All teachers shall be required to furnish evidence of continued professional growth to the Board. For the purpose of this section "continued professional growth" shall include the successful completion of three quarter hours of college credit approved in advance by the teacher's supervisor for every three years of employment after July 1, 1988. Other professional growth activities, such as credit courses conducted by the Board, may be substituted for quarter hours of college credit if approved in advance by the teacher's supervisor. Teachers shall not be required to satisfy the three-quarter-hour requirement once they have attained the MA+30 salary schedule level."

Therefore, each teacher must furnish evidence showing completion of three quarter hours of continued professional growth between July 1, 1991 and June 30, 1994.

According to our records you have not fulfilled this requirement during the above referenced three year period. If this is wrong, please furnish my office with verification (transcript or grade report) of your completion. If you have not taken any action in this matter, please accept this memo as the only reminder you will receive from my office. Thank you.

  
Robert L. Pommerenke

RLP:grm

INDIVIDUAL TEACHER SENIORITY LIST UP-DATE

OCT 23 1992

NAME: STUART SNOW  
(Please Print)

TO: Director of Personnel

PLEASE NOTE: There are two ways in which you can be placed on the seniority list. Everyone is placed on the list according to the subject(s) taught. For example, if you are currently teaching World History and History of World Civilization, you would be placed on the list in both areas. The second way to be placed on the list is to have taken four semester hours of approved college credit within the last three years. For instance, one may have taken four semester hours in sociology during the past summer but have not taught in that area for some years. The individual would receive placement on the seniority list by virtue of his/her recent schooling in sociology.

Please change the Master Seniority List accordingly:

- 1) The number of full-time, full-term, continuous years of service in District #225, including the current year (1992-93), should be 7.
- 2) I have been employed in the following service area(s) in District #225 during the last five years:

	<u>Service Area</u>	<u>Latest Year</u>
A.	<u>BASEBALL COACH</u>	<u>1992</u>
B.	<u>BASKETBALL COACH</u>	<u>1991</u>
C.	_____	_____
D.	_____	_____

- 3) I have completed at least four semester hours of college credit approved by the Office of the Superintendent in the Service Area listed during the last three years. I have completed the following courses:

<u>Course Title</u>	<u>Hours Completed</u>
_____	_____
_____	_____
_____	_____
_____	_____

Thank you for your cooperation. Please sign this statement for inclusion in your Personnel file.

[Signature]  
Signature

10/20/92  
Date

Intray > read

Start of Item 4.

Message.  
Subject: Stu Snow  
Sender: Cindie KOZELUH / GBN/00  
TO: Katy SPOONER / ADM/00

Dated: 08/17/92 at 1136.

Contents: 2.

Part 1.

FROM: Cindie KOZELUH / GBN/00

TO: Katy SPOONER / ADM/00

Part 2.

Stu Snow is again working the booksale for us this year.

What will his pay be?

End of Item 4.

Intray >  
Send Read Print Reply 168 10 Delete Copy Suspend Other

Stu Snow is again working the booksale for us this year.

What will his pay be?

End of Item 4.

Intray > reply it

Replying to: Stu Snow

TO: Cindie KOZELUH / GBN/00

Text: Stu Snow's rate for working in the bookstore for the 92-93 academic year will be \$9.25 per hour (3rd year rate on the para scale).//

The Reply is now ready to be MAILED.

REPLY > mail

Mailed on 08/19/92 at 0828.

Intray >  
Send Read Print Reply 184 10 Delete Copy Suspend Other

INDIVIDUAL TEACHER SENIORITY LIST UP-DATE

NAME:    JTV Snow     
(Please Print)

TO: Director of Personnel

PLEASE NOTE: There are two ways in which you can be placed on the seniority list. Everyone is placed on the list according to the subject(s) taught. For example, if you are currently teaching World History and History of World Civilization, you would be placed on the list in both areas. The second way to be placed on the list is to have taken six quarter hours of approved college credit within the last three years. For instance, one may have taken six quarter hours in sociology during the past summer but have not taught in that area for some years. The individual would receive placement on the seniority list by virtue of his/her recent schooling in sociology.

Please change the Master Seniority List accordingly:

- 1) The number of full-time, full-term, continuous years of service in District #225, including the current year (1991-92), should be    6   .
- 2) I have been employed in the following service area(s) in District #225 during the last five years:

	<u>Service Area</u>	<u>Latest Year</u>
A.	<u>   ENGLISH TEACHER   </u>	<u>   1991-92   </u>
B.	<u>   BASEBALL COACH   </u>	<u>   1991-92   </u>
C.	<u>   BASKETBALL COACH   </u>	<u>   1991-92   </u>
D.	<u>                          </u>	<u>                  </u>

- 3) I have completed at least six quarter hours of college credit approved by the Office of the Superintendent in the Service Area listed during the last three years. I have completed the following courses:

<u>Course Title</u>	<u>Quarter Hours Credit</u>	<u>Hours Completed</u>
_____		
_____		
_____		
_____		

Thank you for your cooperation. Please sign this statement for inclusion in your Personnel File.

   JTV Snow     
Signature

   10/15/91     
Date

DISTRICT BUSINESS OFFICE  
GLENBROOK HIGH SCHOOLS

TIME SHEET FOR HOURLY EMPLOYEES

8/30/91

DATE SUBMITTED

NAME Stu Snow

ADDRESS \_\_\_\_\_

Booksale/Registration

SOCIAL SECURITY # 

COMPLETE THESE COLUMNS ONLY

FOR BUSINESS OFFICE USE

<u>DATE</u>	<u># OF HOURS WORKED</u>		<u>RATE</u>	
8/15	<u>8</u>	from <u>7:30</u> to <u>3:30</u>	<u>\$ 8.70</u>	GROSS _____
8/16	<u>8</u>	from <u>7:30</u> to <u>3:30</u>		W/TAX _____
8/19	<u>8</u>	from <u>7:30</u> to <u>3:30</u>		S.S. _____
8/20	<u>8</u>	from <u>7:30</u> to <u>3:30</u>		I.M.R.F. _____
8/21	<u>7.5</u>	from <u>7:30</u> to <u>3:00</u>		OTHER _____
8/26	_____	from _____ to _____		NET _____
8/27	_____	from _____ to _____		

TOTAL HOURS 39.5

ACCOUNT

THIS INFORMATION SHALL BE SUBMITTED TO THE OFFICE NO LATER THAN THE THIRD WORKING DAY THE MONTH WORKED.

RA. Accin  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
BUSINESS OFFICE

*OKKD  
9/4/91*

*2nd year  
para  
Salary  
in 92-93  
will go to 3rd  
year para \$*

DISTRICT BUSINESS OFFICE  
GLENBROOK HIGH SCHOOLS

TIME SHEET FOR HOURLY EMPLOYEES

8/15/90  
DATE SUBMITTED

NAME Stu Snow

ADDRESS 195 W. Brandon Ct.  
Cpt A-14 Palatine 60067

DEPARTMENT BOOKSALE

SOCIAL SECURITY NUMBER 

COMPLETE THESE COLUMNS ONLY

FOR BUSINESS OFFICE USE

DATE                      # OF HOURS WORKED

8/14                      7 1/2

8/15                      7 1/2

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL HOURS

15

*Handwritten note:*  
KD  
8/17/90

RATE \_\_\_\_\_

GROSS \_\_\_\_\_

W/TAX \_\_\_\_\_

S.S. \_\_\_\_\_

I.M.R.F. \_\_\_\_\_

OTHER \_\_\_\_\_

NET \_\_\_\_\_

ACCOUNT # 2 2 0 1 1 5

THIS INFORMATION SHALL BE SUBMITTED TO THE DISTRICT BUSINESS OFFICE NO LATER THAN THE THIRD WORKING DAY OF THE MONTH FOLLOWING THE MONTH WORKED.

RA Cicci  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
BUSINESS OFFICE

DISTRICT BUSINESS OFFICE  
GLENBROOK HIGH SCHOOLS

TIME SHEET FOR HOURLY EMPLOYEES

8/15/90  
DATE SUBMITTED

NAME Stu Snow

ADDRESS 195 W. Brandon Ct.  
Cpt A-14 Palatine 60067

DEPARTMENT BOOKSALE

SOCIAL SECURITY NUMBER 

COMPLETE THESE COLUMNS ONLY

FOR BUSINESS OFFICE USE

DATE # OF HOURS WORKED

RATE 8.25/hr

8/14 7 1/2

GROSS \_\_\_\_\_

8/15 7 1/2

W/TAX \_\_\_\_\_

\_\_\_\_\_

S.S. \_\_\_\_\_

\_\_\_\_\_

I.M.R.F. \_\_\_\_\_

\_\_\_\_\_

OTHER \_\_\_\_\_

\_\_\_\_\_

NET \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL HOURS 15

*KKD*  
*8/17/90*

ACCOUNT # 2 2 0 1 1 5

*Per acct*

THIS INFORMATION SHALL BE SUBMITTED TO THE DISTRICT BUSINESS OFFICE NO LATER THAN THE THIRD WORKING DAY OF THE MONTH FOLLOWING THE MONTH WORKED.

RA Cicci  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
BUSINESS OFFICE



DISTRICT BUSINESS OFFICE  
GLENBROOK HIGH SCHOOLS

TIME SHEET FOR HOURLY EMPLOYEES

8/5  
DATE SUBMITTED

NAME Sto Snow

ADDRESS [REDACTED]

DEPARTMENT Deans

COMPLETE THESE COLUMNS ONLY

FOR BUSINESS OFFICE USE

DATE      # OF HOURS WORKED

RATE \_\_\_\_\_

8/5

6 3/4

GROSS \_\_\_\_\_

W/TAX \_\_\_\_\_

S.S. \_\_\_\_\_

I.M.R.F. \_\_\_\_\_

OTHER \_\_\_\_\_

NET \_\_\_\_\_

TOTAL HOURS

6 3/4

*OKD*

ACCOUNT # \_\_\_\_\_

THIS INFORMATION SHALL BE SUBMITTED TO THE DISTRICT BUSINESS OFFICE NO LATER THAN THE THIRD WORKING DAY OF THE MONTH FOLLOWING THE MONTH WORKED.

[Signature]  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
BUSINESS OFFICE

P.N. Agreement, Article VIII, Section F, Emergency Leave

Please hire  
Sub  
mgr

Each teacher shall be eligible for two days of emergency leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Application for emergency leave with pay shall be made by the teacher through the teacher's supervisor to the principal. The application shall be in writing. The application shall be made at least one week before taking said leave, if possible.

All such applications shall be subject to the approval of the principal.

It shall be the practice that NO leaves be taken under this section on the day before or the day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

NAME: STUART L. SNOW

SOCIAL SECURITY #: [REDACTED]

DATE OF EMERGENCY LEAVE: 8/30/91

FULL DAY:  HALF DAY:

HAVE YOU HAD ANY APPROVED ABSENCE WITH PAY DURING THIS SCHOOL YEAR?  
YES  NO

[Signature]  
SIGNATURE

LEAVE APPROVED [Signature]  
Instructional Supervisor

DATE 8-28-91

LEAVE APPROVED [Signature]  
Principal

DATE 8-29-91

OK  
29-91  
FOIA 00768

PERSONNEL OFFICE  
GLENBROOK HIGH SCHOOLS

TO: STUART SNOW - GBN  
FROM: Robert L. Pommerenke  
DATE: DECEMBER 1, 1989  
RE: TRANSCRIPT/GRADE REPORT VERIFICATION

The Personnel Office has been informed by your supervisor that you have completed the three (3) quarter hour professional growth requirement as set forth in the contract between the Board and the teachers. We have not, however, received either a transcript or grade report verifying your course completion.

Please forward verification of satisfactory completion (photocopy or original) to my office as soon as possible. Thank you.

  
Robert L. Pommerenke

RLP/kd

cc: Mr. Glavin

INDIVIDUAL TEACHER SENIORITY LIST UP-DATE

NAME: STUART SNOW  
(please print)

TO: Director of Personnel

Please change the Master Seniority List accordingly:

- 1) The number of full-time, full-term, continuous years of service in District #225, including the current year (1990-1991), should be 5.
- 2) I have been employed in the following service area(s) in District #225 during the last five years:

	Service Area	Latest Year
A.	<u>Basketball Coach</u>	<u>8</u>
B.	<u>Baseball Coach</u>	<u>8</u>
C.	_____	_____
D.	_____	_____
E.	_____	_____
F.	_____	_____
G.	_____	_____
H.	_____	_____

- 3) I have completed at least six quarter hours of college credit approved by the Office of the Superintendent in the Service Area listed during the last three years. I have completed the following courses:

Course Title	Quarter Hours Credit	Hours Completed
<u>Humanities for gifted</u> <u>(Carlton College)</u>	<u>4</u>	
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thank you for your cooperation. Please sign this statement for inclusion in your Personnel File.

[Signature]  
Signature

10/5/90  
Date

P.N. Agreement, Article VIII, Section F, Emergency Leave

*Please hire sub  
mjr*

Each teacher shall be eligible for two days of emergency leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Application for emergency leave with pay shall be made by the teacher through the teacher's supervisor to the principal. The application shall be in writing. The application shall be made at least one week before taking said leave, if possible.

All such applications shall be subject to the approval of the principal.

It shall be the practice that NO leaves be taken under this section on the day before or the day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

NAME: STUART SNOW

SOCIAL SECURITY #: [REDACTED]

DATE OF EMERGENCY LEAVE: 11/5/90

FULL DAY:  HALF DAY:

HAVE YOU HAD ANY APPROVED ABSENCE WITH PAY DURING THIS SCHOOL YEAR?  
YES  NO

[Signature]  
SIGNATURE

LEAVE APPROVED [Signature]  
Instructional Supervisor

DATE 10/22

LEAVE APPROVED [Signature]  
Principal

DATE 10-24-90

FOIA 00171 *all 10-25-96*

Evelyn

THE  
GLENBROOK  
HIGH SCHOOLS

Northfield Township High School District 225

1835 LANDWEHR ROAD  
GLENVIEW, IL 60025-1289  
Phone: 998-6100

Office of the Superintendent

March 20, 1990

Mr. Stanley T. Kusper, Jr.  
County Clerk - Cook County  
118 N. Clark Street  
Room 434 - Ethics  
Chicago, IL 60602

Dear Mr. Kusper:

The following individual should have been included in our list of employees who are compensated at a rate of \$35,000 per year or more:

Mr. Stuart Snow  
195 W. Brandon Ct.  
Palatine, IL 60067

This individual was incorrectly left off the list previously submitted to your office.

Please accept my apology for any inconvenience this error might have caused your staff.

Sincerely,

*James Lacivita*

James Lacivita  
Secretary  
Board of Education

JL:mkw

cc: Secretary of the State of Illinois  
State of Illinois  
Index Division  
111 E. Monroe St.  
Springfield, IL 62756

INDIVIDUAL TEACHER SENIORITY LIST UP-DATE

NAME: STUART SNOW  
(please print)

TO: Director of Personnel

Please change the Master Seniority List accordingly:

- 1) The number of full-time, full-term, continuous years of service in District #225, including the current year (1989-1990), should be 4.
- 2) I have been employed in the following service area(s) in District #225 during the last five years:

	<u>Service Area</u>	<u>Latest Year</u>
A.	<u>ENGLISH DEPT</u>	<u>4 (88-89)</u>
B.	<u>BASKETBALL COACH</u>	<u>7 (88-89)</u>
C.	<u>BASEBALL COACH</u>	<u>7 (88-89)</u>
D.	_____	_____
E.	_____	_____
F.	_____	_____
G.	_____	_____
H.	_____	_____

- 3) I have completed at least six quarter hours of college credit approved by the Office of the Superintendent in the Service Area listed during the last three years. I have completed the following courses:

<u>Course Title</u>	<u>Quarter Hours Credit</u>	<u>Hours Completed</u>
<u>CHICAGO AREA WRITERS PROJECT</u>	<u>6</u>	_____
<u>TEACHING HUMANITIES - TO THE GIFTED</u>	<u>3</u>	_____
_____	_____	_____

Thank you for your cooperation. Please sign this statement for inclusion in your Personnel File.

Stuart Snow  
Signature

9/20/89  
Date



APPLICATION FOR APPROVAL OF GRADUATE STUDY FOR SALARY ADVANCEMENT

Stu Snow  
Name of Teacher

G.B.N. ENGLISH  
School - Department

SUMMER WORKSHOP FOR TEACHERS  
Session or Course  
OF TALENTED HIGH SCHOOL STUDENTS

JUNE 18 to JUNE 23 1989  
dates



Course Title	Course Number	Semester Hours	College or University
<u>HUMANITIES WORKSHOP I</u>	<u>62 270</u>	<u>1 3QT CREDITS</u>	<u>CARLETON COLLEGE</u> <u>NORTHFIELD, MN.</u>
<u>1</u>	<u>1</u>	<u>1</u>	

Brief description of course outline or content:

This is an independent study workshop geared toward humanities-based, team-taught, inter-disciplinary courses. We are submitting a proposal describing the FRESHMAN HONORS PROGRAM & this workshop will aid in developing course outlines with appropriate activities & bibliographies.

[Signature]  
Teacher's Signature

5/9/89  
Date

[Signature]  
Superintendent's Approval

5-12-89  
Date

NOTE: This form must be accompanied by a recommendation from the Principal endorsing your request.

FOIA 00174

A recommend approval. [Signature] 5/9/89



GLENBROOK NORTH HIGH SCHOOL  
ATHLETIC DEPARTMENT

9 / 26 / 89

TO: Dr. Pommerenke  
FROM: Jim Block *JB*  
DATE: September 25, 1989  
RE: Head Baseball Coach - GBN

*File*

=====

It is with great pleasure that I inform you Mr. Stu Snow has accepted the position of head baseball coach at Glenbrook North. Mr. Snow has an excellent coaching background and I look forward to working with him.

JB/hc

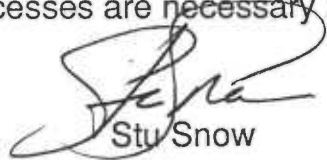
cc: Mr. Snow

9 / 1 / 89

30 August 1989

Dr. Pommerenke,

After some very careful consideration, I have decided to make formal application for the position of head baseball coach at Glenbrook North. I have informed my I.S., Mr. Glavin, and Mr. Block of my decision. I would appreciate it if you would let me know as to any other steps I should take to formalize this decision and to set whatever processes are necessary in motion.



Stu Snow  
GBN

cc: Jim Block

Please hire sub  
mgc

P.N. Agreement, Article VIII, Section F, Emergency Leave

Each teacher shall be eligible for two days of emergency leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Application for emergency leave with pay shall be made by the teacher through the teacher's supervisor to the principal. The application shall be in writing. The application shall be made at least one week before taking said leave, if possible.

All such applications shall be subject to the approval of the principal.

It shall be the practice that NO leaves be taken under this section on the day before or the day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

NAME: STUART SNOW

SOCIAL SECURITY #: [REDACTED]

DATE OF EMERGENCY LEAVE: 9/29/89

FULL DAY:  HALF DAY:

HAVE YOU HAD ANY APPROVED ABSENCE WITH PAY DURING THIS SCHOOL YEAR?  
YES  NO

[Signature]  
SIGNATURE

OKD  
9/26/89

LEAVE APPROVED [Signature]  
Instructional Supervisor

DATE 9/25

LEAVE APPROVED [Signature]  
Principal

DATE 9-26-89

INDIVIDUAL TEACHER SENIORITY LIST UP-DATE

NAME: STUART SNOW  
 (please print)

TO: Director of Personnel

Please change the Master Seniority List accordingly:

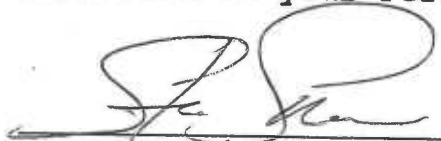
- 1) The number of full-time, full-term, continuous years of service in District #225, including the current year 1988-1989), should be THREE (3).
- 2) I have been employed in the following service area(s) in District #225 during the last five years:

	<u>Service Area</u>	<u>Latest Year</u>
A.	<u>ENGLISH TEACHER</u>	<u>3</u>
B.	<u>BASKETBALL COACH</u>	<u>6</u>
C.	<u>BASEBALL COACH</u>	<u>6</u>
D.	_____	_____
E.	_____	_____
F.	_____	_____
G.	_____	_____
H.	_____	_____

- 3) I have completed at least six quarter hours of college credit approved by the Office of the Superintendent in the Service Area listed during the last three years. I have completed the following courses:

<u>Course Title</u>	<u>Quarter Hours Credit</u>	<u>Hours Completed</u>
<u>COMPUTERS IN CLASSROOM</u>		<u>2</u>
<u>CHICAGO AREA WRITING PROJECT</u>		<u>6</u>
_____		
_____		

Thank you for your cooperation. Please sign this statement for inclusion in your Personnel File.

  
 \_\_\_\_\_  
 Signature

10/19/88  
 \_\_\_\_\_  
 Date

GLENBROOK NORTH HIGH SCHOOL  
OFFICE OF THE PRINCIPAL

August, 1988

TO: GLENBROOK NORTH FACULTY  
FROM: Celine Cogley  
Secretary to Dr. Duffy  
RE: FACULTY DIRECTORY (1988-1989)

In order to facilitate the compilation of a Glenbrook North High School Faculty Directory for the 1988-89 school year, it is requested that you complete the following information as soon as possible and return it to the Principal's Office.

Thank you.

NAME: STUART L. SNOW  
ADDRESS: [REDACTED]  
CITY/STATE: [REDACTED] [REDACTED] [REDACTED]  
TELEPHONE NUMBER: (312) 705-6471  
SPOUSE'S NAME: \_\_\_\_\_  
SCHOOL EXTENSION NUMBER: 366  
SOCIAL SECURITY NUMBER: [REDACTED]

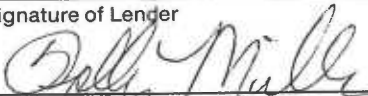
ok  
~~\_\_\_\_\_~~

# Request for Verification of Employment

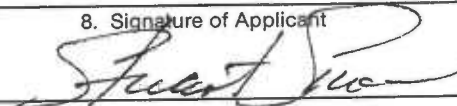
**Instructions:**

**Lender** — Complete items 1 through 7. Have applicant complete item 8. Forward directly to employer named in item 1.  
**Employer** — Please complete either Part II or Part III as applicable. Sign and return directly to lender named in item 2.

**Part I—Request**

1. To (Name and address of employer)  Glenbrook High School Attn Robert Phomerenite 1835 Landwehr Rd Glenview, IL 60025		2. From (Name and address of lender)  SUMMIT FINANCIAL SERVICES CORP. 5717 S. ARCHER RD. SUMMIT, IL 60501 312-458-2002 # 1	
3. Signature of Lender  	4. Title  POLLY MILLER	5. Date  05/06/88	6. Lender's Number (Optional)  0421J0J235

I have applied for a mortgage loan and stated that I am now or was formerly employed by you. My signature below authorizes verification of this information.

7. Name and Address of Applicant (Include employee or badge number) Stuart Snow (Teacher) SS# [REDACTED]	8. Signature of Applicant  
---	---

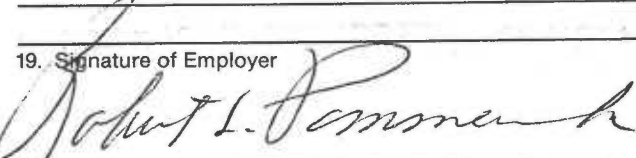
**Part II—Verification of Present Employment**

Employment Data	Pay Data			12C. For Military Personnel Only	
9. Applicant's Date of Employment  8-24-86 to present	12A. Current Base Pay (Enter Amount and Check Period) <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Weekly \$ <u>30,816</u>			Pay Grade	
10. Present Position  English Teacher	12B. Earnings			Type	Monthly Amount
11. Probability of Continued Employment  Good	Type	Year To Date	Past Year	Base Pay	\$
13. If Overtime or Bonus is Applicable, Is Its Continuance Likely?  Overtime <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Bonus <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Base Pay	\$ 16,234.90	\$ 35,976.30	Rations	\$
	Overtime	\$	\$	Flight or Hazard	\$
	Commissions	\$ 5,453.00	\$	Clothing	\$
	Bonus	\$ 462.00	\$	Quarters	\$
				Pro Pay	\$
			Overseas or Combat	\$	

14. Remarks (If paid hourly, please indicate average hours worked each week during current and past year)  
 \*payment for coaching

**Part III—Verification of Previous Employment**

15. Dates of Employment	16. Salary/Wage at Termination Per (Year) (Month) (Week) Base _____ Overtime _____ Commissions _____ Bonus _____		
17. Reason for Leaving	18. Positions Held		

19. Signature of Employer  	20. Title  Director of Personnel	21. Date  5-10-88
---	--	-------------------------

ETFORM

Helen:

May I please have wages on Stuart Snow, teacher, for a mortgage application? Also, please let me know if all D.R. payments would be included in these amounts. Thanks.

Lori

1987 35,976.30 1988 16,234.90

Ex-000

Bank's

Account



DATE

Hours

OL

M

Date

Lot

Application Memo

PS Form 3811, July 1983

DOMESTIC RETURN RECEIPT

**SENDER: Complete items 1, 2, 3 and 4.**

Put your address in the "RETURN TO" space on the reverse side. Failure to do this will prevent this card from being returned to you. The return receipt fee will provide you the name of the person delivered to and the date of delivery. For additional fees the following services are available. Consult postmaster for fees and check box(es) for service(s) requested.

- 1.  Show to whom, date and address of delivery.
- 2.  Restricted Delivery.

3. Article Addressed to:

Stuart SNOW



4. Type of Service:

- Registered
- Certified
- Express Mail
- Insured
- COD

Article Number

P-565 896 727

Always obtain signature of addressee or agent and DATE DELIVERED.

5. Signature - Addressee

X *[Handwritten Signature]*

6. Signature - Agent

X

7. Date of Delivery

*4-13-88*

8. Addressee's Address (ONLY if requested and fee paid)

[Empty box for addressee's address]



**UNITED STATES POSTAL SERVICE**  
**OFFICIAL BUSINESS**



PENALTY FOR PRIVATE  
USE, \$300

**SENDER INSTRUCTIONS**  
Print your name, address, and ZIP Code in the space below.

- Complete items 1, 2, 3, and 4 on the reverse.
- Attach to front of article if space permits, otherwise affix to back of article.
- Endorse article "Return Receipt Requested" adjacent to number.

**RETURN TO**

Dr. R. L. Pommerenke  
(Name of Sender)  
1835 Landwehr Road  
(No. and Street, Apt., Suite, P.O. Box or R.D. No.)  
Glenview, IL 60025  
(City, State, and ZIP Code)