



**Tuesday, January 26, 2021**

**6:00 p.m.**

Virtual meeting only. Email public comments to [dnewman@tfd215.org](mailto:dnewman@tfd215.org) by noon

Link to Join <https://tfd215.zoom.us/j/86248782853?pwd=NXQwY2E4eS9CZXZtNWtxdUsxNldBZz09>

	I.	Call To Order	
	II.	Roll Call	
	III.	Communication A. Freedom of Information Report B. Public Comment C. Building Reports	
	IV.	Superintendent's Report A. In Person Instruction Planning B. COVID-19 Vaccinations	
	V.	Future Meetings A. Committee of the Whole: 2.10.2021- 5:00 p.m. B. Regular Meeting: 2.23.2021 – 6:00 p.m.	
Action	VI.	Approval of Minutes – Open & Closed A. Regular Meeting: 12.15.20 B. Committee of the Whole: 1.13.21	Exhibit 1
Action	VII.	New Business A. Community and Economic Development Assoc. of Cook County Linkage Agreement	Exhibit 2
Action		B. Bi-Annual Review of Written Closed Session Minutes for Release and Closed Session Tape Destruction (18 months or older)	Exhibit 3
Action		C. Second Semester Grading System 2021	Exhibit 4.1
Action		D. Senior VSA Credit Recovery	Exhibit 4.2
Action		E. Athletic Eligibility Spring 2021	Exhibit 4.3
Action		F. SAT Prep. Courses (Governors State University)	Exhibit 4.4
Action		G. Budget Adoption Process Calendar 2021-2022	Exhibit 5
Action		H. Acceptance of FY 2019-20 Audit & Audited Financial Report	Exhibit 6
Action		I. Activity Buses Purchase Approval	Exhibit 7
Action		J. Acceptance of Tax Exempt Bond Post Issuance Compliance Report	Exhibit 8
Action		K. Resolution to Permanently Transfer Bond Proceeds from Working Cash Fund to Capital Projects Fund	Exhibit 9
		L. Policy Manual- First Read	Exhibit 10

	VIII.	Closed Session A. Personnel: Employment, Compensation, Discipline, Performance, or Dismissal for Specific Employees B. Pending Litigation C. Collective Bargaining Matters	
Action	IX.	Finance Report	Exhibit 11
Action	X.	Personnel Report	Exhibit 12
	XI.	Adjourn	



**Thornton Fractional**  
HIGH SCHOOL DISTRICT 215  
BURNHAM • CALUMET CITY • LANSING • LYNWOOD

To: Dr. Sophia Jones-Redmond  
Superintendent

From: Dr. Rena Whitten   
Assistant Superintendent of Student Services and Equity

Date: 12/15/2020

Subject: CEDA Linkage agreement

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Please recommend that the Board of Education approve the Linkage Agreement between Community and Economic Development Association of Cook County, Inc. (CEDA) and Thornton Fractional Township High School District 215.

The Linkage Agreement outlines the expectations of both parties as it relates to the Life Skills program. The program has a tentative start date of Friday, January 22, 2021 to June 30, 2021. The Linkage Agreement is attached for your review.



# Thornton Fractional

HIGH SCHOOL DISTRICT 215

BURNHAM • CALUMET CITY • LANSING • LYNWOOD

## MEMORANDUM

**To:** Dr. Sophia Jones-Redmond, Superintendent  
**From:** Mike Fies, Assistant Superintendent of Teaching & Learning  
**Date:** January 14, 2021  
**Subject:** 2<sup>nd</sup> Semester Grading for the 2020-21 School Year

### Current Policy:

- **Current BOE Policy: ADMINISTRATIVE PROCEDURE 6111.5 of 10**
- **II. Grades and Credit**

#### A. Grading System

**1. Grade Reports** - Student grade reports are issued at the end of each nine week period. The semester grade is the only grade recorded on the student's permanent record. Semester grades are to be based upon averaging 40% for each grading period and 20% for the final examination.

Grading Scale: 100 - 90% = A 89 - 80% = B 79 - 70% = C 69 - 60% = D  
59 - 0 % = F

**2. Grades** 4 = A 3 = B 2 = C 1 = D 0 = F

**3. Other grades** that may be given include: Medical Pass Withdrawn Incomplete

### Recommendation:

As we continue the 2020-2021 school year in a Remote Learning format, the Department of Teaching and Learning is requesting the Board of Education to modify the 2<sup>nd</sup> Semester Grading System to reflect the following:

- 2<sup>nd</sup> Semester Grading System for the 2020-21 school year will be based upon averaging 50% for each grading period (3<sup>rd</sup> Nine-Weeks and 4<sup>th</sup> Nine-Weeks).
- Final Exams will not be administered during 2<sup>nd</sup> Semester.



# Thornton Fractional

HIGH SCHOOL DISTRICT 215  
BURNHAM › CALUMET CITY › LANSING › LYNWOOD

## MEMORANDUM

**To:** Dr. Sophia Jones-Redmond, Superintendent  
**From:** Mike Fies, Assistant Superintendent of Teaching & Learning  
**Date:** January 14, 2021  
**Subject:** Senior VSA Credit Recovery

Please have the Board of Education approve the Senior VSA Credit Recovery Program for the 2<sup>nd</sup> Semester of the 2020-21 school year.


**Senior VSA Credit Recovery:**

- Program will run at TFN and TFS for grade 12 students.
- Sessions will be held on identified Saturdays from February thru May.
- Student cost will be reduced to \$70.00 per class.



Thornton Fractional  
HIGH SCHOOL DISTRICT 215  
BURNHAM • CALUMET CITY • LANSING • LYNWOOD

**MEMORANDUM**

**To:** Dr. Sophia Jones-Redmond, Superintendent  
**From:** Mike Fies, Assistant Superintendent of Teaching & Learning   
**Date:** January 15, 2021  
**Subject:** Athletic Eligibility

**Current BOE Policy:**

**Academic Eligibility:**

**6147**

Students must take and pass a minimum of five courses during the time they participate in an athletic/extracurricular activity. Failure to pass five classes at the end of semester will make students ineligible for the whole next semester. Failure to comply with this rule during a semester will cause students to become ineligible to participate in any athletic/extracurricular activity program until they demonstrate that they are passing the five courses. In addition, students must maintain a GPA of 2.0 at the end of the 1st, 2nd, 3rd, and 4th Nine Week grading period and at the conclusion of the 1st and 2nd semester in order to participate on an athletic team or extra-curricular club/organization. Failure to achieve a 2.0 GPA at the end of the 1st and 3rd quarter will result in the student being ineligible until he/she has raised the cumulative GPA for the current semester to a 2.0 GPA or higher. The student will be ineligible for a minimum of 1 week and must attend homework center. Failure to achieve a 2.0 GPA at the end of a semester will result in the student being ineligible for a minimum of 3 weeks. If after the three week period, the student is achieving a cumulative GPA for the current semester of 2.0 or higher, the student will regain their eligibility.

REVISED: April 30, 2013

Cross Reference: Policy 5070, 6146.2, and Administrative Handbook, Athletic Eligibility

**Recommendation:**

The Department of Teaching and Learning is requesting the Board of Education to modify the District 215 Athletic Eligibility policy to reflect the following:

- *For the second semester of the 2020-2021 school year, District 215 has adopted the semester minimum credit requirement allowed by the IHSA By-Law 3.022. This By-Law states students must pass a minimum of three courses during the first semester of the 2020-2021 school year, to be eligible for competition during the second semester of the 2020-2021 school year.*
- *For the second semester of the 2020-2021 school year, District 215 will forego the minimum semester G.P.A. requirement to allow participation on an athletic or extra-curricular club/organization. This requirement will be reassessed at the conclusion of the 2020-2021 school year for student participation in athletic or extra-curricular club/organizations for the first semester of the 2021-2022 school year.*



Thornton Fractional  
HIGH SCHOOL DISTRICT 215  
BURNHAM • CALUMET CITY • LANSING • LYNWOOD



To: Dr. Sophia Jones-Redmond  
Superintendent

From: Michael Fies   
Assistant Superintendent of Teaching and Learning

Date: January 12, 2021

**Subject: Board Recommendation**

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Please recommend that the Board of Education approve the amended contract by and between Governors State University, School of Extended Learning, and Thornton Fractional School District 215. The agreement is updated to meet student demand for an additional virtual SAT Prep class that will meet seven Saturdays from January 30 - March 20, 2021.

This class will be funded by the 21st Century Community Learning Center grant.





## MEMORANDUM

**Date:** January 19, 2021

**To:** Dr. Sophia Jones-Redmond,  
Superintendent

**From:** Teresa A. Bishop,  
Executive Director of Finance/CSBO

**Subject:** Approval of Budget adoption schedule 2021/2022

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### RECOMMENDATION

It is recommended that the Board of Education authorize the Executive Director of Finance to prepare the budget for FY 2021/2022 according to the attached budget adoption schedule.

**Thornton Fractional Township High Schools  
District #215  
Budget Calendar 2021-2022**

<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>	<b>DATE</b>
Board of Education authorizes the budget adoption schedule	Regular Board of Education Meeting 6:00 P.M.	January 26, 2021
Budget Kickoff	Administrative Team (Cabinet) & Principals	February
Building Administration Worksheet Preparation	All Building Administrators	March
Principals meet with Assistant Principals & review budget worksheets	Principals & Assistant Principals	April
Principals/Directors prepare tentative school/department budgets	Principals/Directors & Assistant Principals	May
Principals meet with Superintendent and Director of Finance to review budget worksheets and school tentative budgets.	Superintendent, Director of Finance and Principals/Directors	June
Preparation of draft budgets	Director of Finance	July
Superintendent review of draft budgets	Superintendent and Director of Finance	August – 1 <sup>st</sup> week
Completion of tentative budget book	Director of Finance	August – 2 <sup>nd</sup> week
Distribute and present the tentative budget to Board of Education. Approval to put budget on Display.	Superintendent and Director of Finance	August 11, 2021
Legal Advertisement for budget hearing and availability of tentative budget for public inspection. (Must be at least 30 days prior to adoption)	Business Office and Board of Education	August 16, 2021
Hearing & Final Budget Adoption	Regular Board of Education Meeting 6:00 P.M.	September 28, 2021

**2020-21 Year-End and 2021-22 New Year Procurement Calendar**

<b>ACTIVITY</b>	<b>DATE</b>
<b>Current Year School Procurement Cutoff</b> Requisitions entered after deadline may be charged to next year's budget. Maintenance repairs, athletic competitions, and graduation expenses would all be considered for extensions to this deadline. All orders and invoices must be received by June 30.	<b>April 30</b>
<b>The New Year Tentative Budget loaded at 70% of Prior Year.</b> The next year requisition process begins. Select the new year connection group on iVisions. Purchase Orders will have a July 1 date. Invoices on these orders must have a date of July 1 or later.	<b>May through June</b>



## MEMORANDUM

**Date:** January 19, 2021

**To:** Dr. Sophia Jones-Redmond,  
Superintendent

**From:** Teresa A. Bishop,  
Executive Director of Finance/CSBO

**Subject:** Acceptance of FY 2019/2020 Audited Financial Statements

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### **Recommendation:**

That the Board of Education accept the FY20 Audited Financial Report of Thornton Fractional Township High School District No. 215 for the year ended June 30, 2020, along with the auditor's Uniform Guidance Report for the year ended June 30, 2020.

### **Background:**

The audit was performed by John Kasperek Co., Certified Public Accountants. The financial statements were presented by John Kasperek Co. at the January 13 Committee of the Whole Meeting. Board members received the financial statements & related letters in advance of that meeting.



## MEMORANDUM

**Date:** January 19, 2021

**To:** Dr. Sophia Jones-Redmond,  
Superintendent

**From:** Teresa A. Bishop,  
Executive Director of Finance/CSBO

**Subject:** Approval to purchase six (6) 14-passenger Activity Buses

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### RECOMMENDATION

It is recommended that the Board approve the purchase of six (6) 14-passenger activity buses to replace the six (6) buses used at North and South (3 per school). The cost of the six (6) buses is \$56,982@ for a total of \$341,892.

### BACKGROUND:

The District bid out this purchase and the bid results are attached. The buses will be purchased from the Transportation Fund, as the actual expenditures to date in that fund are much lower than usual, due to a limited portion of the normal expenditure being paid to our vendors during full remote instruction.

Additionally, the vendor will include an upgraded graphics and logo package valued at \$595 per bus at no cost to the district. Trade-in values of \$1,750 for 5 vehicles will further reduce the total net cash outlay to \$340,142.



## MEMORANDUM

**Date:** January 19, 2021

**To:** Dr. Sophia Jones-Redmond,  
Superintendent

**From:** Teresa A. Bishop,  
Executive Director of Finance/CSBO

**Subject:** Bond Post-Issuance Compliance Report

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### RECOMMENDATION

It is recommended that the Board of Education accept the Bond Post-Issuance Compliance Report.

### BACKGROUND:

It is my responsibility to ensure that Thornton Fractional High School District 215 continues to be in compliance with all legal requirements of bonds issued.

I have completed the review and related checklist. The District is currently in compliance with all applicable tax law requirements and no further action is necessary at this time. All supporting documentation is appropriately stored in District files. Attached is my post issuance compliance report.

Cc: Attachment



## MEMORANDUM

**Date:** January 19, 2021

**To:** Dr. Sophia Jones-Redmond,  
Superintendent

**From:** Teresa A. Bishop,  
Executive Director of Finance/CSBO

**Subject:** Resolution Authorizing Permanent Inter-Fund Transfer for Capital Projects Purposes  
(2021)

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### RECOMMENDATION

It is recommended that the Board approve the resolution to transfer \$6,185,089.14 from the Working Cash Fund to the Capital Projects Fund.

### BACKGROUND:

Working Cash Bonds were issued in December 2020 for the purpose of refunding certain bond issues and providing proceeds for capital projects purposes. In order to use the proceeds, the money must be transferred by Board Resolution from the Working Cash Fund to the Capital Projects Fund.

**Thornton Fractional  
District 215**

# Memo

**To:** Board of Education  
**From:** Dr. Jones-Redmond  
**Date:** 1.13.21  
**Re:** Policy Manual Customization

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Dear Board of Education,

The customized draft of our new policy book is ready for your consideration! This draft is the result of many hours of meetings over the past four months, which included Member Oberman, Member Dust, district-level administrators, Ms. Newman, and Mr. Carter, our IASB representative. I am requesting that we place the new policy manual on the regular meeting agenda in January as a first read only and would ask that we discuss specifics and answer your questions at our Feb. 10, 2021 Committee of the Whole meeting. Questions can be emailed to Ms. Newman ([dnewman@tfd215.org](mailto:dnewman@tfd215.org)) by Feb. 3, 2021. Assuming all questions are addressed at February's Committee of the Whole, we would place the manual on the Feb. 26 regular meeting agenda for adoption.

**Thornton Fractional Township High Schools  
District 215  
Tuesday, January 26, 2021  
Financial Items**

**1. List of Bills**

<b>Fund</b>	<b>Regular Bills</b>	<b>Imprest Bills</b>
Educational	\$ 1,174,752.40	\$ 672.72
Special Education		
Operations and Maintenance	\$ 151,849.39	
Debt Service	\$ 406.92	
Transportation	\$ 223,418.35	
Capital Projects	\$ 30,594.66	
Tort Liability	\$ 258,700.65	\$ 560.00
<b>Totals</b>	<b>\$ 1,839,722.37</b>	<b>\$ 1,232.72</b>

**Recommended Motion:**

That the Board of Education approve the payment of Regular Bills in the amount of **\$1,839,722.37** and Imprest Bills in the amount of **\$1,232.72**

**2. Payroll**

**Monthly Payroll Report**

<b>Fund</b>	
Education	\$ 4,156,653.93
Operations Building Maintenance	\$ 241,254.63
Transportation	\$ 1,615.38
<b>Total</b>	<b>\$ 4,399,523.94</b>

**Recommended Motion:**

That the Board of Education accept the Monthly Payroll Report for the month of December, 2020 in the amount of **\$4,399,523.94** and approve payment for the month of February, 2021.

**3. Activities List of Bills**

<b>Fund</b>	<b>TF North Activities</b>	<b>TF South Activities</b>	<b>Admin/TF Center Activities</b>
Activities	\$ 2,902.02	\$ 2,100.00	\$ -
<b>Totals</b>	<b>\$ 2,902.02</b>	<b>\$ 2,100.00</b>	<b>\$ -</b>

**Recommended Motion:**

That the Board of Education approve the payment of Activity Bills for TFN Activities in the amount of **\$ 2,902.02** for TFS Activities in the amount of **\$2,100.00** and for Admin/TFC Activities in the amount of **\$ -**



#### 4. Grants, Gifts and Donations

<u>Company/Club</u>	<u>Purpose/Item</u>	<u>Amount</u>
TF South Class of 1969	Enhancement and Maintenance of Military Wall of Honor	\$ 2,000.00
AFT Local 683	Memory of Lori Potaki	\$ 100.00
Lansing Country Club	15 Round Banquet Tables	approx value - \$1,125.00

**Recommended Motion:**

That the Board of Education accept the above Grant(s)/Donation(s) for the 2020-21 school year.

#### 5. Memorandum to approve new TF North Activity Club - Endurance 24 Scholarship

**Recommended Motion:**

That the Board of Education approve the new TF North Activity Fund - Endurance 24 Scholarship. See attached memo.

#### 6. Resolution to Dispose of five (5) Activity Buses

**Recommended Motion:**

That the Board of Education accept the recommendation the resolution to dispose of five (5) activity buses. The trade-in value of \$1,750 will be applied to the cost of six (6) new buses. See attached memo.

#### 7. Purchase of Chromebooks

**Recommended Motion:**

That the Board of Education approve the purchase of 1,010 chromebooks. See Attached memo and quote.

**PERSONNEL REPORT  
JANUARY 26, 2021**

- |   |  |
|---|--|
| 1. It is recommended that the Board of Education approve the retirement of Kevin Beck, Math Teacher at T.F. South, effective the last day of the 2022-2023 school term.   | <b>RETIREMENT<br/>KEVIN BECK</b>                       |
| 2. It is recommended that the Board of Education approve the employment of George Bennett as a Custodian at T.F. South, effective February 1, 2021.   | <b>EMPLOYMENT<br/>GEORGE BENNETT</b>                   |
| 3. It is recommended that the Board of Education approve the employment of Isiah Hadnott as a Custodian at T.F. North, effective February 1, 2021.  | <b>EMPLOYMENT<br/>ISIAH HADNOTT</b>                    |
| 4. It is recommended that the Board of Education approve the reassignment of Benjamin Matlock from Interim Building Foreman at T.F. North to Building Foreman at T.F. North, effective January 27, 2021.  | <b>EMPLOYEE REASSIGNMENT<br/>BENJAMIN MATLOCK</b>      |
| 5. It is recommended that the Board of Education approve the reassignment of Judith Wengren from Deans' Assistant to 10-month Building Control Secretary, effective January 27, 2021.   | <b>EMPLOYEE REASSIGNMENT<br/>JUDITH WENGTREN</b>       |
| 6. It is recommended that the Board of Education approve the discipline of Michael Kaurin, Custodial Supervisor at T.F. North, as discussed in closed session.  | <b>EMPLOYEE DISCIPLINE<br/>MICHAEL KAURIN</b>          |
| 7. It is recommended that the Board of Education approve FMLA leave for Michael Kaurin, Custodial Supervisor at T.F. North, effective October 13, 2020 through November 6, 2020.  | <b>FMLA LEAVE<br/>MICHAEL KAURIN</b>                   |
| 8. It is recommended that the Board of Education approve FMLA leave for Allison Lukaszewski, P.E. Teacher at T.F. North, effective December 7, 2020 through December 18, 2020.  | <b>FMLA LEAVE<br/>ALLISON LUKASZEWSKI</b>              |
| 9. It is recommended that the Board of Education approve FMLA leave for Jodi Marshall, English Learner Specialist, effective January 13, 2021 through February 24, 2021.  | <b>FMLA LEAVE<br/>JODI MARSHALL</b>                    |
| 10. It is recommended that the Board of Education approve the following staff appointments for the second semester of the 2020-2021 Credit Recovery Program:<br><br><b><u>T.F. North</u></b><br><b><i>Program Coordinators (rotating):</i></b> Lauren Gladu, Kerry Schuldes, DeVale Stubbs, Raymond Williams<br><b><i>Virtual Learning Facilitators:</i></b> Cassandra Brackenridge, Nicole Dresden, Rebecca Watt<br><br><b><u>T.F. South</u></b><br><b><i>Program Coordinator (rotating):</i></b> Brian Bergthold, John O'Rourke, Mychael Webb<br><b><i>Virtual Learning Facilitators:</i></b> Tameka Fowler, Yasmie Hill, Giena Palmer-Reed, Rae Williams | <b>CREDIT RECOVERY PROGRAM<br/>STAFF</b>               |
| 11. It is recommended that the Board of Education approve David Hamilton for the 2020-2021 Behind-the-Wheel Driver's Education Program at T.F. North.   | <b>BEHIND-THE-WHEEL DRIVER'S<br/>EDUCATION PROGRAM</b> |

PERSONNEL REPORT  
JANUARY 26, 2021

12. It is recommended that the Board of Education approve the following extra-curricular releases, resignations and appointments, effective immediately:

**T.F. North**

Resignations:

Abimbola Fagbemi, *Girls' Volleyball Assistant Coach\**

**T.F. South**

Appointments:

Joseph Law-Lopez, *Football Volunteer Assistant Coach\**

13. It is recommended that the Board of Education approve the following Substitute Teacher for the 2020-2021 school term: Michael Schneider.
14. It is recommended that the Board of Education approve Mallory Strauch as an English Student Teacher at T.F. Center during the Spring 2021 semester.
15. It is recommended that the Board of Education approve Maria Ramirez as an English Student Teacher at T.F. North during the Spring 2021 semester.
16. It is recommended that the Board of Education approve Kent Herron-Cologna as an English Student Teacher at T.F. South during the Spring 2021 semester.
17. It is recommended that the Board of Education approve Jillian King as an English Student Teacher at T.F. South during the Spring 2021 semester.
18. It is recommended that the Board of Education approve Natalie Webb as a School Guidance Counselor Intern at T.F. North during the Summer 2021 semester.

**EXTRA-CURRICULAR RELEASES,  
RESIGNATIONS & APPOINTMENTS**

**SUBSTITUTE TEACHERS**

**STUDENT TEACHER  
MALLORY STRAUCH**

**STUDENT TEACHER  
MARIA RAMIREZ**

**STUDENT TEACHER  
KENT HERRON-COLOGNA**

**STUDENT TEACHER  
JILLIAN KING**

**UNPAID INTERN  
NATALIE WEBB**