

PEARL CITY BOARD OF EDUCATION
AGENDA-PUBLIC HEARING

Pearl City Community Unit School District #200
Pearl City, IL 61062

Wednesday, June 16th, 2021
6:20 P.M. – High School Library

Pursuant Executive Order 2020-44, issued on June 26th, signed by Gov. Pritzker, Pearl City School District may conduct all or portions of this meeting by use of telephonic or electronic means without a physical quorum present in the boardroom.

Public access to this Public Hearing may be either in-person or through Google Meet and is available as follows:

Phone number- Dial phone number and then follow directions to enter the PIN number.

Phone Numbers

[\(US\)+1 413-679-2467](tel:(US)+14136792467)

PIN: 240 500 664#

Individuals wishing to speak during this Public Hearing or public forum may make their public comment at the Public Hearing, or they must submit a request to address the School Board no later than 4:00 p.m. on the day of the meeting to jsheffey@pcwolves.net. Please provide first and last name and topic you would like to address along with the information you would like to address.

- I. Call to order
- II. Roll Call of Members
- III. Public Hearing on the Amended 2020-21 Budget
- IV. Adjourn

AGENDA

Pearl City Community Unit School District #200
Pearl City, IL 61062

Wednesday, June 16, 2021
6:30 P.M. – High School Library

Pursuant Executive Order 2020-44, issued on June 26th, signed by Gov. Pritzker, Pearl City School District may conduct all or portions of this meeting by use of telephonic or electronic means without a physical quorum present in the boardroom. Regular meeting time: 6:30pm

Public access to this meeting may be either in-person or through Google Meet and is available as follows: Phone number- Dial phone number and then follow directions to enter the PIN number.

Phone Numbers

(US)+1 413-679-2467

PIN: 240 500 664#

Individuals wishing to speak during public forum may make their public comment during the public comment section in-person, at the regular scheduled meeting or they must submit a request to address the School Board no later than 4:00 p.m. on the day of the meeting to jsheffey@pcwolves.net. Please provide first and last name and topic you would like to address along with the information you would like to address.

- A. Call to Order
- B. Roll Call of Members
- C. Approve the Agenda
- D. Recognition of Guests & Public Comment
- E. Consent Agenda
 1. Approval of May 19, 2021 Regular & Closed Board Meeting Minutes
 2. Approval of Bills and Payroll through June 11, 2021
 3. Approval of Professional Course & Reimbursement
 4. Approval of rollover of unused vacation days to 2021-2022 for Superintendent
- F. Communications
- G. New Business
 1. Discussion of Return to School Plan for 2021-2022 - Informational Item
 2. Approval of the designation of an employee to review, accept, and sign-off on financial statements for the district - Potential Action Item
 3. Approval of the Treasurers Bond for 2021-2022 - Potential Action Item
 4. Approval of resolution to amend the 2020-2021 Budget – Potential Action Item
 5. Approval of resolution to transfer interest earned from the bond & interest fund and the working cash fund to the education fund – Potential Action Item
 6. Approval of three-year agreement with PublicWorks – Potential Action Item
 7. Approval of Liability Insurance & Workers Comp Insurance for the 2021-2022 school year- Potential Action Item
 8. Approval of the Dual Credit Program between Highland Community College & Pearl City School District – Potential Action Item
 9. Approval of NIA District Administrator & School Board Member – Potential Action Item
- H. Closed Session
 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
 2. Litigation, when an action against, affecting or on behalf of the particular District has been

filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2 (c)(11).

I. Possible Items for Approval after Closed Session

1. Approval of Resignation of JH/HS Math Teacher – Potential Action Item
2. Approval of JH/HS Math Teacher – Potential Action Item
3. Approval of Teacher Retirement – Potential Action Item
4. Approval of JH and HS Football Coaches- Potential Action Item
5. Approval of JH Track Coach- Potential Action Item

K. Adjourn

***Copies of the agenda and public documents can be picked up at the District Administrative Office at 100 S. Summit St, Pearl City, IL 61062 during its regular business hours.

BOARD OF EDUCATION DISTRICT #200
REGULAR BOARD MEETING

May 19, 2021

Mr. Bremmer, President, called the regular board meeting to order at 6:30 p.m. Roll call found the following members present: Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf. Also present were Superintendent Schiffman, Secondary Principal Ben Asche, Elementary Principal Brent Chrisman, Sandy Scott, and two phone attendees.

Mrs. Keltner motioned to approve the agenda. Mrs. Tessendorf seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

The board recognized guests and public comments were allowed. No public comments were made.

Mr. Johnson motioned to approve the consent agenda. Mr. Pauley seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

In communications, two FOIA requests were shared with the board. Dr. Schiffman discussed the breakfast and lunch waiver from the USDA Food & Nutrition Services.

Mr. Pauley motioned to approve to make JH Track/Field a school sponsored activity starting in 2021-2022. Mr. Crackenberger seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mrs. Tessendorf motioned to approve the EPC Football Cooperative with Eastland School District for the 2021-2022, 2022-2023, and 2023-2024 school years. Mr. Johnson seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mrs. Keltner motioned to approve the EPC Speech Cooperative with Eastland School District for the 2021-2022 and 2022-2023 school years. Mrs. Tessendorf seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Johnson motioned to approve the Resolution to abate funds from Working Cash to the Capital Fund of \$650,000. Mr. Pauley seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Pauley motioned to approve the tentative amended budget and also hold a public hearing on the tentative amended budget on June 16th at 6:20 p.m. in the IMC. Mrs. Tessendorf seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Johnson motioned to approve the copy paper bid through the ROE for the 2021-2022 school year. Mr. Crackenberger seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mrs. Tessendorf motioned to approve the JH Elective Rotation and the HS Master Schedule for 2021-2022. Mr. Johnson seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Johnson motioned to enter closed session at 6:57 p.m. Mr. Pauley seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Pauley motioned to enter open session at 7:47 p.m. Mrs. Tessendorf seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Johnson motioned to approve Heather Tessendorf as the JH Track volunteer coach for 2021. Mr. Crackenberger seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mrs. Tessendorf motioned to approve the following Fall and Winter Sport/Activity Coaches for the 2021-2022 school year:

Boys Golf – Doral Reining

Girls Golf – Kristi Fransen

HS Varsity Volleyball – Jane West

HS JV Volleyball – Kim Krogull

HS Football – Jared McNutt, Michael Briscoe, Kevin Koning, & Tyler Oakley

JH Football – Devin Servin & Weston Burkholder

JH Volleyball – Josee Pickard

JH Boys Basketball – Matt Milam & Andrew Gronewold

JH Girls Basketball – Steve Hawkinson & Lexi Collins

HS Boys Basketball – Kevin Koning & Kevin Malley

HS Girls Basketball – Brock Musser & Scott Finn

Academic Team – Deb Hamilton & Kristi Fransen

Speech – Nick Krogull & Kim Krogull

Mr. Pauley seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mrs. Tessendorf motioned to approve the Devin Servin, Jennifer Pitts, Katelyn Pickard, & Kylie Schlemme as summer school teachers for the summer of 2021. Mr. Crackenberger seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Pauley motioned to approve the resignations of Samantha Lesko & Tammy Falk as Elementary Paraprofessionals at the end of the school year. Mr. Johnson seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Crackenberger motioned to approve Tessa Kempel as a Part Time Custodian for the summer of 2021. Mrs. Tessendorf seconded the motion. Voting aye was: Mr.

Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Pauley motioned to approve Claire Cifonie as an Asst. Musical Director for the 20-21 school year. Mrs. Tessendorf seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Mr. Johnson motioned to adjourn the meeting at 7:52 p.m. Mr. Pauley seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mr. Pauley, and Mrs. Tessendorf.

Respectfully submitted,

Janis Sheffey, Recording Secretary

Chad Bremmer, Board President

Professional Course Pre-Approval & Reimbursement

Teacher requesting Course Approval Judy Robinson

Date of Request June 9, 2021

Tuition Reimbursement

The Board shall pay up to three hundred (300) dollars per credit hour tuition, limited to six (6) hours for each year of the contract. This program will commence upon a teacher reaching tenured status. To receive the increase, the teacher shall make a written request and receive written approval/disapproval prior to the official start of a class to be used for salary advancement. Requests are to be submitted to the Superintendent's Office on forms available from the District office. Work shall be in a program leading to a degree or in the teaching area of the proposed additional teaching area or of a significant value to the district of professional advancement of significance to the district.

I am requesting course approval and reimbursement at the rate of \$300/hour – See Above

I am requesting course approval only

(2 credit hours =
\$110.00 total)

Subject (s) and requested hours for approval

1. Hours 2 Subject/Course IMSE Orton-Gillingham
Comprehensive Course

2. Hours _____ Subject/Course _____

_____ Course and Salary Reimbursement or Course only was approved by the School Board

_____ Course and Salary Reimbursement or Course only was denied by the School Board

Reason for Denial _____

Date Approved _____

Superintendent's Signature _____

Professional Course Pre-Approval & Reimbursement

Teacher requesting Course Approval Janet Rauch

Date of Request 5-24-2021

Tuition Reimbursement

The Board shall pay up to one hundred fifty (150) dollars per credit hour tuition, limited to \$1350 per fiscal year, unless additional credit hours are requested by the administration. Those enrolled in an approved Masters Degree program will be limited to \$2,700 per fiscal year toward administrator approved graduate level course(s). This program will commence upon a teacher reaching tenured status.

I am requesting course approval and reimbursement at the rate of \$150/hour – See Above

I am requesting course approval only

Subject (s) and requested hours for approval

1. Hours 2 Subject/Course Summer Institute 2021

Fill Your Cup Course # EW 51949
(Lindenwood University)

2. Hours _____ Subject/Course _____

_____ Course and Salary Reimbursement or Course only was approved by the School Board

_____ Course and Salary Reimbursement or Course only was denied by the School Board

Reason for Denial _____

Date Approved _____

Superintendent's Signature _____

Professional Course Pre-Approval & Reimbursement

Teacher requesting Course Approval Danielle Kempel

Date of Request 6/9/21

Tuition Reimbursement

The Board shall pay up to three hundred (300) dollars per credit hour tuition, limited to six (6) hours for each year of the contract. This program will commence upon a teacher reaching tenured status. To receive the increase, the teacher shall make a written request and receive written approval/disapproval prior to the official start of a class to be used for salary advancement. Requests are to be submitted to the Superintendent's Office on forms available from the District office. Work shall be in a program leading to a degree or in the teaching area of the proposed additional teaching area or of a significant value to the district of professional advancement of significance to the district.

I am requesting course approval and reimbursement at the rate of \$300/hour – See Above

I am requesting course approval only

Subject (s) and requested hours for approval

1. Hours 2 Subject/Course O.G. 30hr Comprehensive training

2. Hours _____ Subject/Course _____

Course and Salary Reimbursement or Course only was approved by the School Board

Course and Salary Reimbursement or Course only was denied by the School Board

Reason for Denial _____

Date Approved _____

Superintendent's Signature _____

Professional Course Pre-Approval & Reimbursement

Teacher requesting Course Approval Nicole Merboth

Date of Request 6/9/21

Tuition Reimbursement

The Board shall pay up to three hundred (300) dollars per credit hour tuition, limited to six (6) hours for each year of the contract. This program will commence upon a teacher reaching tenured status. To receive the increase, the teacher shall make a written request and receive written approval/disapproval prior to the official start of a class to be used for salary advancement. Requests are to be submitted to the Superintendent's Office on forms available from the District office. Work shall be in a program leading to a degree or in the teaching area of the proposed additional teaching area or of a significant value to the district of professional advancement of significance to the district.

- I am requesting course approval and reimbursement at the rate of \$300/hour – See Above
- I am requesting course approval only

Subject (s) and requested hours for approval

1. Hours 2 Subject/Course Comprehensive Virtual IMSE Orton
Gillingham training

2. Hours _____ Subject/Course _____

Course and Salary Reimbursement or Course only was approved by the School Board

Course and Salary Reimbursement or Course only was denied by the School Board

Reason for Denial _____

Date Approved _____

Superintendent's Signature _____

Professional Course Pre-Approval & Reimbursement

Teacher requesting Course Approval Jodeen Bunker

Date of Request June 8, 2021

Tuition Reimbursement

The Board shall pay up to three hundred (300) dollars per credit hour tuition, limited to six (6) hours for each year of the contract. This program will commence upon a teacher reaching tenured status. To receive the increase, the teacher shall make a written request and receive written approval/disapproval prior to the official start of a class to be used for salary advancement. Requests are to be submitted to the Superintendent's Office on forms available from the District office. Work shall be in a program leading to a degree or in the teaching area of the proposed additional teaching area or of a significant value to the district of professional advancement of significance to the district.

I am requesting course approval and reimbursement at the rate of \$300/hour – See Above

I am requesting course approval only

Subject (s) and requested hours for approval

1. Hours 2 Subject/Course Comprehensive Teacher Training
(Orton-Gillingham) Multi-Sensory Reading Methodology

2. Hours _____ Subject/Course _____

_____ Course and Salary Reimbursement or Course only was approved by the School Board

_____ Course and Salary Reimbursement or Course only was denied by the School Board

Reason for Denial _____

Date Approved _____

Superintendent's Signature _____

Professional Course Pre-Approval & Reimbursement

Teacher requesting Course Approval Kelly Lawler
Date of Request 6/9/21

Tuition Reimbursement

The Board shall pay up to three hundred (300) dollars per credit hour tuition, limited to six (6) hours for each year of the contract. This program will commence upon a teacher reaching tenured status. To receive the increase, the teacher shall make a written request and receive written approval/disapproval prior to the official start of a class to be used for salary advancement. Requests are to be submitted to the Superintendent's Office on forms available from the District office. Work shall be in a program leading to a degree or in the teaching area of the proposed additional teaching area or of a significant value to the district of professional advancement of significance to the district.

I am requesting course approval and reimbursement at the rate of \$300/hour – See Above
 I am requesting course approval only

Subject (s) and requested hours for approval

- Hours 2 Subject/Course Comprehensive Virtual IMSE
Orton Gillingham training
- Hours _____ Subject/Course _____

_____ Course and Salary Reimbursement or Course only was approved by the School Board

_____ Course and Salary Reimbursement or Course only was denied by the School Board

Reason for Denial _____

Date Approved _____

Superintendent's Signature _____



PEARL CITY C.U.S.D. #200

100 S. Summit

Pearl City, Illinois 61062

815-443-2715

Fax - 815-443-2237

www.pcwolves.net

DR MICHAEL SCHIFFMAN
Superintendent

MR BEN ASCHE
JH/HS Principal

MR BRENT CHRISMAN
Elementary Principal

June 16, 2021

TO: Pearl City School Board
From: Dr. Schiffman, Superintendent
RE: Rollover of unused vacation days

Dear Pearl City School Board,

I am asking for the school board to allow me to rollover nine (9) unused vacation days into the 2021-2022 school year. According to my contract I am allowed to roll over a maximum of ten (10) days and not accumulate more than thirty (30) days. Rolling over nine (9) unused vacation days would provide me with twenty-nine (29) vacation days for 2021-2022.

Thank you for the consideration

Mike Schiffman

Pearl City Community School District
200

RETURN-TO-SCHOOL
PLAN

2021-2022



Introduction
Guiding Principles

SECTION ONE: DISTRICT SOLUTIONS
Return to School Plan

SECTION TWO: SAFETY OF STUDENTS, STAFF, AND VISITORS
RETURN TO FULL TIME IN PERSON LEARNING
EMPLOYEE AND STUDENT SAFETY
VISITOR RESTRICTIONS
TRAVEL RESTRICTIONS
EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS
HEALTH PROTOCOLS EMPLOYEE AND STUDENTS
GUIDANCE IF EXPOSED- EMPLOYEE AND STUDENT
SOCIAL DISTANCING
STUDENT ARRIVAL AND DISMISSAL TO HELP WITH SOCIAL DIST.
PERSONAL PROTECTIVE EQUIPMENT (PPE)
PERSONAL WORKSPACE/CLASSROOM
SHARED WORKSPACE
FACILITIES CLEANING
GENERAL DISINFECTION MEASURES PROTOCOL
DEEP CLEANING AND DISINFECTION PROTOCOL
SIGNAGE
FOOD DELIVERY/CAFETERIA USAGE
PREVENTIVE MATERIAL INVENTORY
BUS DRIVERS/BUS PROTOCOLS/TRANSPORTATION
RESTROOM USAGE DURING THE WORK DAY
LOCKER ROOMS
RECESS
SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF
STAFF TRAINING

II ACADEMICS
GRADING AND ATTENDANCE
COMPLETION PROTOCOLS
ONLINE INSTRUCTION

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to come back to full in-person learning. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), Illinois State Board of Education (ISBE), Illinois Governor, Pearl City Administration.

Regular updates have the potential of being made to this plan based on information provided by the CDC, IDPH, ISBE, and Governor.

GUIDING PRINCIPLES

In order to ensure the continued well being of our employees and students the following guiding principles have been put in place:

1. RETURN TO FULL IN-PERSON LEARNING
2. EMPLOYEE AND STUDENT SAFETY MEASURES
3. HEALTH GUIDELINES

SECTION ONE: DISTRICT WIDE SOLUTION FOR RETURN TO SCHOOL

Pre-K-12- In-Person instruction Monday - Friday all day

Students will be required to come back to in-person learning in the Fall of 2021-2022. Students will be in school from 8:00am-3:10pm. Only students who are quarantined and do not qualify for a vaccine may utilize remote learning (under 12 years of age).

Within this solution In-Person instruction would look like:

- Preventative measures taken to attempt to keep supplies with only one student
- All students and staff **MUST** wear masks for in-person schooling except for instances where:
 - Students are outside
 - Students are eating or drinking
- Typical in-person instructional practices to take place (whole group, small group, peer instruction, etc.)
- Students will attend Art and Music in the Special's classroom.
- Breakfast and lunch will be served in the Cafeteria
- Students in grades 2-12 will continue to have and utilize an individual chromebook. K-1 will have chromebooks in the classroom.
- 3 feet social distancing, as possible, will be adhered to in all classrooms. It is to be noted that in some classrooms students will have less than three feet between themselves. Also, social distancing may not be able to be accomplished on a school bus or in the cafeteria.
- Parents will be self-certifying their child(s) health before getting on the bus or coming to school
- Signage will be posted throughout all buildings to help remind students of appropriate social distancing and hygienic behavior.
- The district will be in continuous contact with the Stephenson County Health Department for guidance and reporting purposes.

Remote Learning

- To fully utilize remote learning a student must fall into both categories
 - Student does not qualify for the COVID vaccine (under age 12) **and**

- Student is under quarantine by a local public health department or the IDPH
- Students may not utilize remote learning for personal days off, vacation, or short illnesses. School administration must approve remote learning use.

Alignment to Priorities

Priorities	How they are addressed / considered
In-Person Learning	This plan allows for full in-person learning, while also trying to remain safe and cautious. This plan also would allow for a transition to an emergency day if needed.
Student & Staff Safety	We follow IDPH guidelines with the exception of strict social distancing for in-person instruction.
Social-Emotional Health of Students & Staff	This plan provides students and staff with the greatest potential for social-emotional connection and health.
Academic Achievement	The curriculum will be able to be covered in full. In-person learning will be available for all students. The grading policy will be enforced
Ability to be agile	In this modality, we can easily flip to the whole group or individual Remote Learning if necessary. This also allows students who do not qualify for vaccine and/or quarantined to easily transition into Remote Learning

SECTION TWO: SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

- Once school resumes, visitors will need to complete a self-screening or go through a self-screening before entering the building
- Classroom volunteers (reading, parties, etc.) will be allowed as long as they have self-screened before entering the building
- Classroom guest speakers will be allowed as long as they have self-screened before entering the building

TRAVEL RESTRICTIONS

- Pearl City will limit staff travel to conferences and workshops until further notice unless pre-approved by the office of the Building Administrator or Superintendent

EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS

- To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete self-screening before coming to school or getting on the bus each day, which includes a temperature check and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Vomiting or diarrhea
- Fatigue
- Headache or Body Aches
- Sore throat
- Loss of taste or smell
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

HEALTH PROTOCOL EMPLOYEE AND STUDENT

- If an employee or student becomes ill at school or if another person is exhibiting symptoms of COVID19 at work, they may be asked to take a COVID test, leave work and go home or to the nearest health center.
- Fully vaccinated and asymptomatic persons are not required to quarantine if named as a close contact to a known case of COVID-19. Individuals should self-monitor for symptoms for 14 days after their last exposure to the case during the case's infectious period.
- Employees and students returning to school from an approved medical leave should contact the building administrator. You may be asked to submit a healthcare provider's note before returning to work or school.

If you have been diagnosed with COVID19, you may return to school when all criteria are met:

1. Quarantine for 10 days from symptom onset or positive test
 2. At least 24 hours have passed since overall recovery (no fever without the use of fever-reducing medications); and
 3. You have improvement in overall symptoms (cough, shortness of breath, etc)
- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work or school until the three criteria listed above have been met.

GUIDANCE IF EMPLOYEE EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC. Fully vaccinated and asymptomatic persons are not required to quarantine if named as a close contact to a known case of COVID-19. Individuals should self-monitor for symptoms for 14 days after their last exposure to the case during the case's infectious period.

Please do the following if you have been vaccinated:

1. Contact your building administrator
2. If you have any symptoms refrain from coming into work and/or take a COVID test
 - a. Asymptomatic individuals will need to be quarantined for 10 days or be tested
3. Negative tested individuals can come to work if symptoms have improved.

Please do the following if you have not been vaccinated:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. District Office
 - c. Your building Principal
3. Your Principal will work with the Nurse and Health Dept. to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

GUIDANCE IF STUDENT EXPOSED

A vaccinated student may come to school if asymptomatic, but should notify the district office, administration or school nurse of exposure. If they start experiencing symptoms following exposure, they will need to quarantine for 10 days from symptom onset or test for COVID.

Fully vaccinated and asymptomatic persons are not required to quarantine if named as a close contact to a known case of COVID-19. Individuals should self-monitor for symptoms for 14 days after their last exposure to the case during the case's infectious period.

Individual students who show symptoms should be immediately separated from the rest of the school population. Quarantine area will be set-up by the Nurse's office. Individuals may then take a COVID test, may be sent home, or could return to class. If emergency services are necessary, call 911. When interacting with students that are sick, nurses and personnel should follow CDC guidance on standard and transmission based precautions.

A student may be COVID tested at school if approval is provided by a parent or guardian.

If the student tests negative the student may be sent back to class if they do not have a temperature or if they feel capable to return to class.

If the student tests positive the school district will follow the guidance of the local health department for the next steps. Parents of students that were also affected will be contacted by the school district after direction from the Health Dept. Health Dept. will handle the contact tracing and other follow-ups.

The school will then provide cleaning for the areas that possibly were affected by students.

- Close off areas
- Open windows
- Wait 24 hours to clean according to CDC; if not possible wait as long as possible
- Clean other areas possibly affected by students
- Areas can reopen once cleaned

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. PC employees, students, parents, and visitors should practice staying approximately 3 feet away from others and eliminating contact with others. Social distancing will be practiced to every extent possible

- Hallway use will be limited to every extent possible by having modified schedule, controlled dismissals and limited hallway locker use
- Restrooms will have a limited capacity (2 or 3 at a time)

STUDENT ARRIVAL AND DISMISSAL TO HELP WITH SOCIAL DISTANCING

- Students will enter right at 7:45am
- Students at school before 7:45am must wear mask while waiting outside
- Breakfast students will be allowed in the cafeteria at 7:30am and will eat in the Cafeteria
- All students will go directly to homeroom or first hour class without going to lockers
- Students will be dismissed to go to lockers at 8:00am through a controlled method
- Students will only go to lockers at beginning of day, to get lunch, and end of day
- Students will need to take backpack with them through the day
- Students at the end of the day will be dismissed in a controlled manner

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

coverings: Face coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

- Face coverings must be worn at all times
- Face coverings will be handled like dress code
- Face coverings will be provided by students and staff. Extras will be provided in the office and on busses

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

- Not required but will be used by custodial staff when cleaning

Please note that social distancing should still be practiced even with the use of gloves and masks when possible

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

Employees are encouraged to disinfect their own personal workspace (teacher desk, student desk between periods, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

- Teachers will be asked to help clean student desks in between periods with controlled dismissals
- Teachers will be asked to clean manipulatives or find a method to have individual bins for students
- Classrooms will be cleaned during the day and evening with disinfectant spray and materials
- Teacher lounge may be used, but individuals are responsible for cleaning up the eating area when done.

Classrooms may be modified by teachers to allow for spacing. Flexible seating may be modified by teachers.

- Teachers may utilize small group tables and grouping when necessary for in-person instruction.
- Try to keep kids in their space as much as possible
- Specials will take place in the special's classroom
- Assign textbooks and materials to individuals and keep in the classroom when possible

SHARED WORKSPACES

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. PC has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The PC Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee and student safety. Workspace usage is as follows:

Capacity– PC will be monitoring the number of employees and students in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Certain conference rooms may be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. Meetings are encouraged to use Google Meets as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces are open, however, these spaces could be closed for use at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. While open please clean after each use.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students is a top priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the beginning and/or end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end and/or beginning of each use/day
General Used Objects	Handles, light switches, sinks, restrooms	Throughout the day and evening cleaning hours
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

We will continue to use CDC and IDPH guidelines for cleaning. Restrooms will be cleaned throughout the day and may be closed for scheduled cleanings.

The Elementary Computer Lab will be open with cleaning completed after each class. Mr. Zink's computers will be cleaned after each use. IMC computers will be available with cleaning after each use.

Cafeteria will be in full use and tables will be cleaned in between each grade level or lunch period.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID19 Crisis Team.

SIGNAGE

Signage recommended by CDC, ISBE, and IDPH will be provided when school begins

- Maximum Capacity
- Please Practice Social Distancing
- Floor signs
- Wash your hands

FOOD DELIVERY/ CAFETERIA USE

Lunch may be brought from home. However, there will be no sharing of food or drinks. Snack items, candy, and drinks for school events should be store bought or wrapped until further notice.

Breakfast and lunch will take place in the cafeteria

- Students will not be able to hand pick their items. Staff will hand them items (milk, dessert, etc.)
- Students can go through line
- Disposable utensils and trays may be used throughout the year
- Tables will be cleaned after each use

PREVENTIVE MATERIAL INVENTORY

- Confirm school district has an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues
- Confirm a supply of gloves and other protective gear
- Touchless thermometers on-site for employee and student screening

BUS DRIVER/BUS PROTOCOLS/TRANSPORTATION

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right after the morning and afternoon routes
2. Right after the use of a bus for an after-school activity

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with a household member who is experiencing symptoms that may be associated with COVID or a household member/close contact who has tested positive for COVID.

- All students must wear masks on the route
- Drivers must wear masks on the route
- Families will sit in one seat when possible
- Spread out students to every extent possible. Try one per seat
- Parents will do a self-check of student at home
- Seating charts are required

RESTROOM USAGE DURING THE SCHOOL DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

LOCKER ROOMS

While in locker rooms, students are to stay 3 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

- Locker rooms will be used for physical Education and after school activities
- Lockers will need to be individually assigned by spacing out students in each class.
- Students will be required to have on masks at all times

RECESS

Recess will be allowed with the use of the playground equipment. Equipment should be cleaned at the end of the last recess.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselors may develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs.

SECTION THREE: ACADEMICS

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments and follow in-person protocol. There will NOT be any social promotion this school year. Remote learning will only be for those who are not eligible for COVID-19 vaccine and are under quarantine.

Completion Protocols

Students not making progress, not completing academic packets or opting not to participate in assigned work or in-person learning, will be eligible for summer school. For promotion to the next grade level or passing of the course, students will need to have completed the requirements outlined in the grading policy.

ONLINE INSTRUCTION/REMOTE LEARNING

Google Meets will be our online component to help deliver remote learning when needed. Remote learning is only available to students who fall into both of the categories below:

- To fully utilize remote learning a student must fall into both categories
 - Student does not qualify for the COVID vaccine (**STUDENTS UNDER AGE OF 12) *and***
 - Student is under quarantine by a local public health department or the IDPH
- Students may not utilize remote learning for personal days off, vacation, or short illnesses. School administration must approve remote learning use.

May 20, 2021

Pearl City C.U.S.D. #200

SENT VIA EMAIL

Re: Non-member Treasurer's Bond

Dear Mr. Schiffman:

Thank you for the opportunity to provide Pearl City C.U.S.D. #200 with a quotation for your new bond 7/01/2021 through 7/01/2022.

Following is a quotation, which will remain valid for thirty (30) days. Please let me know the status of the quotation by checking the appropriate box, signing the bottom portion of this page and returning it via email (stockwellj@sandnergroupp.com) as soon as possible.

If you have any questions, please do not hesitate to call.

Sincerely



Jennifer Stockwell
Underwriter

/pa

Please Bind Coverage for Michael L. Smith for a Non-member Treasurer's Bond with a limit of \$2,600,175 and an annual premium of \$1,984.00.

*annual premium includes \$180 bond issuance fee.

Do Not Bind Coverage At This Time.

School Representative Signature: _____

School Representative Title: _____

Date: _____

PLEASE RETURN TO BIND COVERAGE

All ancillary bonds are subject to minimum premium.

Budget Revisions Detail Report			
Account Code	Account Description	Amount	Account Type
10-1611	Student Lunches	-25,000.00	R
10-1960-000	TIF Dist. Reimburs	-40,000.00	R
10-1993-000	Day care	-40,000.00	R
10-3120-000	SPED-Orphanage	16,000.00	R
10-4001-000	Fed. Impat Grant	315,888.00	R
10-4090-000	Fed. Reap Grant	7,000.00	R
10-4300-000	Title I	30,000.00	R
60-71110-000	Capital Funds- Abate from W	650,000.00	R
10-1110-4000	Elem Supplies	-50,000.00	E
10-1110-4000-01	Reap Grant	3,000.00	E
10-1113-1200	HS Subs	-10,000.00	E
10-1113-4200	JH/HS Textbook	-50,000.00	E
10-1116-3100	Tech-Purchase Service	12,000.00	E
10-1116-4050	Tech Supplies	75,000.00	E
10-1116-5000	Tech-Capital Outlay	-32,000.00	E
10-1200-1200	Sp. Ed. Subs	7,000.00	E
10-2560-4200	Food Serv. Supplies	-11,000.00	E
10-2560-4300	Breakfast Supplies	-2,000.00	E
20-2540-4650	Supply-Gas	5,000.00	E
40-2550-3200	Purchase Serv.- Repairs	7,000.00	E
40-2550-4640	Supplies Oil and Gas	-5,000.00	E
40-2550-5520	Capital Outlay- Vehicle	9,000.00	E
60-2530-5000	Capital Outlay- Construction	650,000.00	E

**RESOLUTION TO AMEND ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

WHEREAS, the Board of Education (the "Board") of Pearl City Community Unit School District No. 200, Stephenson, JoDavies, and Carroll Counties, Illinois (the "District") has fixed July 1, 2020 through June 30, 2021 as the fiscal year of the District, has previously adopted an annual budget for said fiscal year 2020-21 on the School District Budget form provided by the Illinois State Board of Education in compliance with Section 17-1 of The School Code, 105 ILCS 5/17-1, has filed a certified copy of said FY 2020-2021 budget with the Stephenson, JoDavies, and Carroll County Clerks in compliance with Section 18-50 of the Property Tax Code, 35 ILCS 200/18-50; and

WHEREAS, The School Code Section 17-1 authorizes the Board to amend its annual budget from time to time by the same procedure as provided therein for its original adoption, and the Board now finds it appropriate and necessary to amend the FY 2020-2021 annual budget of the District; and

WHEREAS, in accordance with the requirements of The School Code Section 17-1, the proposed amended budget for FY 2020-2021 as prepared in tentative form (a copy of which is attached as Exhibit A to this Resolution) has been made conveniently available for public inspection for at least 30 days; notice of the June 16, 2021 public hearing on said proposed amended budget, and of its availability in tentative form for public inspection, has been given at least 30 days in advance of said hearing by publication in a newspaper published in the District; and the Board has held said public hearing as to such budget;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Pearl City Community Unit School District No. 200, as follows:

Section 1. The above preamble recitals are found to be true and correct and are incorporated herein by reference.

Section 2. The proposed amended budget for fiscal year 2020-2021 attached as Exhibit A to this Resolution, containing an estimate of amounts available in each fund, separately, and of expenditures from each fund, shall be and is hereby approved as the amended annual budget of the District for said fiscal year.

Section 3. The Secretary of the Board of Education is hereby directed to file with the Stephenson, JoDavies, and Carroll County Clerks, within 30 days of the date of adoption of this resolution, a certified copy of the District's amended annual budget for fiscal year 2020-2021, as well as an estimate certified by the District's chief fiscal officer of revenues, by source, anticipated to be received by the District in the following fiscal year 2021-2022.

Section 4. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this resolution shall be in full force and effect upon its passage.

ADOPTED this 16th day of June, 2021 on motion of Board Member _____

seconded by Board Member _____, and approved by roll call vote of the Board as

follows:

VOTING AYE: _____

VOTING NAY: _____

ABSENT: _____

President
Board of Education
Pearl City Community Unit School District No. 200
Stephenson, JoDavies, and Carroll Counties, Illinois

ATTEST: _____
Secretary
Board of Education
Pearl City Community Unit School District No. 200
Stephenson, JoDavies, and Carroll Counties, Illinois

RESOLUTION TO TRANSFER INTEREST EARNED FROM THE BOND AND INTEREST FUND AND THE WORKING CASH FUND TO THE EDUCATION FUND

WHEREAS, the Board of Education (the "Board") of Pearl City Community Unit School District No. 200, Stephenson, JoDavies, and Carroll Counties, Illinois (the "District"), has determined that it is necessary and in the best interests of the District that certain interest moneys earned be transferred to the Education Fund; and

WHEREAS, Section 10-22.44 of The School Code authorizes the Board to transfer to the fund most in need of such income, interest earned on District moneys, except for: (1) any interest earmarked by the Board for a designated purpose; and 2) interest earned on funds established for purposes of: Illinois Municipal Retirement under the Pension Code (40 ILCS 5/1-101 et seq.); Tort Immunity under the Tort Immunity Act (745 ILCS 10/1-101 et seq.); Fire Prevention, Safety, Energy Conservation and School Security under Section 17-2.11 of The School Code (105 ILCS 5/17-2.11); and Capital Improvements under Section 17-2.3 of The School Code (105 ILCS 5/17-2.3); and

WHEREAS, the Board has determined that none of the interest earned which is proposed to be transferred is from any of the above-listed prohibited sources; and

WHEREAS, the Board has further determined that the Education Fund is the fund most in need of the interest earned which is proposed to be transferred to that fund; and

WHEREAS, interest has been earned in the Bond and Interest Fund in the amount of \$_____; and

WHEREAS, interest has been earned in the Working Cash Fund in the amount of \$_____;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Pearl City Community Unit School District No. 200, Stephenson, JoDavies, and Carroll Counties, Illinois, that:

Section 1. All of the recitals contained in the above preambles to this Resolution are incorporated herein by reference.

Section 2. The Treasurer of this District is hereby directed to transfer interest earned in the amount of \$_____ from the Bond and Interest Fund to the Education Fund of the School District, said Fund being the Fund most in need of said interest moneys earned.

Section 3. The Treasurer of this District is hereby directed to transfer interest earned in the amount of \$_____ from the Working Cash Fund to the Education Fund of the School District, said Fund being the Fund most in need of said interest moneys earned.

Section 4. This Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 16th day of June, 2021 on motion of Board Member _____

seconded by Board Member _____, and approved by roll call vote of the Board as

follows:

VOTING AYE: _____

VOTING NAY: _____

ABSENT: _____

President
Board of Education
Pearl City Community Unit School District No. 200
Stephenson, JoDavies, and Carroll Counties, Illinois

ATTEST: _____
Secretary
Board of Education
Pearl City Community Unit School District No. 200
Stephenson, JoDavies, and Carroll Counties, Illinois

**ATTACHMENT B
TERM OF SERVICES AND FEES**

The following presents the term of services, the number of users on which the pricing has been derived, the services pricing, and the payment schedule. Pricing is effective for 30 days from the date of the proposal. Pricing is subject to change with any adjustments to number of staff/users served.

Managed Training Program

Term: 3 year

No. of users: 100 staff

Implementation: \$ 0

PublicSchoolWORKS’ school safety program professionals advising and executing systems configuration and setup, data integration setup, district-specific programs development and implementation (including custom courses if applicable), etc.

New Annual Fees: \$ 1,496

Ongoing services defined by the PublicSchoolWORKS’ 6-pillar delivery model, software and content license fees, HR/SIS data integration maintenance, software hosting, delivery and improvements/upgrades, etc. – as appropriate.

Schedule:	Year 1	July 2021 thru June 2022	Annual fees	\$ 1,496
	Year 2	July 2022 thru June 2023	Annual fees	\$ 1,496
	Year 3	July 2023 thru June 2024	Annual fees	\$ 1,496

Special Pricing Note

*** Annual fee includes 25% discount for upgrade to Managed Training Program for agreement signed before the end of June.**

ATTACHMENT C SERVICES

A. SERVICES

Attachment C defines the services and pricing for all or select programs associated with the PublicSchoolWORKS' safety, regulatory compliance and risk management solution for schools. All programs included under this contract are implemented and delivered utilizing the applicable PublicSchoolWORKS' proprietary software, content and services available through the PublicSchoolWORKS' 6-pillar service model presented in Section D of this attachment.

B. SOLUTIONS

Due to the ever-improving PublicSchoolWORKS' products, software, services and support, along with new programs or modifications to programs/suites due to new laws, new threats, or changes in best practices in school safety, please refer to the PublicSchoolWORKS' website or your Account Executive to clarify the most recent components of included products and services.

C. STARTUP NOTES

There is limited involvement of district staff to get PublicSchoolWORKS' programs up and running as virtually all implementation services are provided by PublicSchoolWORKS. District involvement is typically limited to: coordinating with PublicSchoolWORKS' IT for staff data integration; adding PublicSchoolWORKS' system access links on the district website; providing district-specific information for customization of program content and responsibilities (including training courses if applicable); and being involved in discussions regarding the implementation strategy and development of district-specific programs and plans. Specific services provided by PublicSchoolWORKS associated with startup include:

Systems Setup and Integration

- Development, configuration and setup of a dedicated, district-specific PublicSchoolWORKS' system.
- Staff data integration: options include auto-ftp, Clever, Active Directory, Active Directory Federated Services, and Google Single Sign-On. Manual staff data management is also an option.

Program Development and Setup

- Discussions with key administrators providing direction, advice and program/training prioritization based on federal and state regulatory mandates, board policies, liability exposure, workers' comp claims/costs, staff accident trends, and best practices in schools.
- As appropriate, staff training program plan development including specific course selection, course customization (see below), coordination, and scheduling.
- Setup of automated services and systems – for example: staff training course assignments and incomplete training reports.

Course Customization (if applicable)

There are three levels of course customization available. Levels 1 and 2 are included in this proposal. Level 3 courses will be priced on a time and materials basis:

Level 1: Integration of district-specific content into PublicSchoolWORKS' master courses. Examples include: the Hepatitis B at-risk definition in Bloodborne Pathogens course; the integration of school-specific AED locations in the AED instructional courses - this work includes the uploading of building floor plans showing AED locations by AED type, and the integration of floor plans into the AED-specific instructional use course.

Level 2: Development of district-specific policy and handbook courses. Examples include: discriminatory harassment policy, restraint and seclusion policy, school handbooks, acceptable-use policy signoff, etc.

Level 3: Custom district-specific staff training courses solely developed by PublicSchoolWORKS or co-developed by PublicSchoolWORKS and the customer. The PublicSchoolWORKS' Course

Development Team can utilize a range of technologies and include a variety of content (i.e., including interactions/exercises) and delivery media (e.g., video), with a focus on making courses concise, relevant, effective, engaging and purposeful.

Safety/Compliance Documents and Program Plans

- Customization and uploading of key safety documents into the district's PublicSchoolWORKS' online Safety Document Library – as necessary to satisfy staff accessibility mandates or to supplement district-specific content for staff training courses.
- Development and setup of program components using district documents (e.g., AED locations in schools) or PublicSchoolWORKS' customizable model program plans and documents (e.g., Bloodborne Pathogens Exposure Control Plan, Hazard Assessments, etc.).

D. PublicSchoolWORKS' 6-PILLAR SERVICE MODEL

The PublicSchoolWORKS' safety, regulatory compliance and risk management solution for schools delivers a preeminent and highly-refined program that is implemented as a turnkey solution via the PublicSchoolWORKS' 6-pillar service model. The program includes all components needed to deliver a fully-automated, comprehensive solution based on the core objectives to provide consistency throughout the district and maintain full staff readiness year after year – all while minimizing administrative time and effort.

The PublicSchoolWORKS' 6-pillar service model includes:

1. Program Management Coordinator (PMC)

A school safety program professional charged with the responsibility to advise, implement and continuously improve the customer staff safety program.

2. 24/7 Staff Hotline

Providing technical support for accessing and using the PublicSchoolWORKS' software, answering staff questions regarding safety, regulatory compliance, training course content and training compliance issues, and giving ready access to chemical SDSs, chemical safety information and chemical exposure response procedures.

3. Research Experts

A team of people researching, monitoring and analyzing federal, state, and local regulations, and best practices in school safety.

4. Program Development Specialists

A team of people specializing in breaking down laws, school-safety best practices, and staff/student social and emotional health topics into comprehensive, school-specific programs, and automating each program using the PublicSchoolWORKS' award-winning web-based software and developing custom content needed to ensure customer compliance.

5. Content

Required program written plans, training courses, inspections, forms, reports, posters, stickers, and much more.

- 600+ specialized training courses (including features to deliver district-specific information in any course), incorporating customer-applauded training content developed from top industry authors - including school, safety, HR and other qualified experts.
 - Children's Internet Protection Act (CIPA)
 - Emergency Management
 - First Aid Equipment & Supplies
 - Food Safety
 - Hazard Assessments
 - Human Resources & Employment Law
 - Information & Communications Technology
 - Operations Safety
 - Personal Productivity
 - Safe Work Practices & Job Procedures
 - School Nurse Safety
 - State-Specific Safety & Regulatory Compliance
 - Student Behavior, Intervention & Support
 - Student Safety, Wellness & Social Responsibility
 - The WORKS How-To Courses
 - Workplace Safety & Regulatory Compliance
- Custom District Courses and Content
 - Courses delivering board policies, staff handbooks, etc.

- District policy information added to PublicSchoolWORKS' master courses – designed specifically to allow schools to convey key district information to staff within the context of any PublicSchoolWORKS' master course.
- Addition of required information to master courses, in compliance with mandates – e.g., floor plans showing the location of asbestos, location of AEDs, etc.
- District-specific course content (e.g., video, PowerPoint, Word doc, etc.) converted to web-native format and delivered and managed through the PublicSchoolWORKS' training system.
- District-specific crisis preparedness courses – managed and delivered to sustain staff full-readiness for emergencies and threats
- Complete, customizable program written plans, including, but not limited to:
 - Bloodborne Pathogen (Exposure Control Plan)
 - Hazard Communication
 - Lockout/Tagout
 - Injury and Illness Prevention Program Plan
- School inspections, including, but not limited to, playgrounds, bleachers, fire and life safety, school safety, etc.
- School drills, including state-mandated forms
- Posters, including chemical safety and SDS access, accident reporting, etc.
- Stickers and labels

6. Award-Winning Software



Staff Training Management System

Web-based staff training delivery and management system, purpose built to fully automate every school staff training situation, including subs, job changes, recurring/periodic training, leaves of absence, new-hire orientation, department changes, certifications, individual assignments, secondary occupations (e.g., coach), site-specific training, post-incident retraining (if using the PublicSchoolWORKS' Accident Management System), and more. Very simply, set it and forget it, and the system will automatically manage, deliver, track and document all the staff training needs/requirements of the district without human intervention.



Accident Management System (for staff)

System automates and manages all aspects of staff accidents, including SmartForm reporting (i.e., information verified for accuracy and completeness, and questions change based on responses); auto-notification of school and district leaders; auto-notification, tracking and documentation of incident investigation and witness statements; auto-completion of Worker's Comp claim form and delivery to external contacts (if appropriate); post-accident retraining of affected employee (integrated with Staff Training Management System); auto-completion of the OSHA 300 reports (if applicable); reporting, tracking and documenting the remediation of hazards that caused the accident; Case Journal for documenting ongoing, post-incident report information; and both district-wide and school incident trend reports.



Compliance Task Management System (manages non-training requirements)

System automates and manages all safety, compliance and other non-training related tasks, such as drills, inspections, assessments, maintaining medical supplies, and much much more. System auto-generates task orders per schedule and then notifies, tracks and documents completion of each task. District leaders are notified if key tasks are not completed. Tasks are predefined for each state as needed to implement best practices in school safety and regulatory compliance, or can be custom developed to address a district's specific needs. Can even be used to manage tasks assigned to contracted services.



SDS Now!

System provides school staff with 24/7 access, via online or telephone with a chemical safety specialist (assists in 158 languages), to chemical Safety Data Sheets (SDS), chemical safety information, chemical spill cleanup steps, and chemical exposure response procedures. System provides access to a master SDS database containing millions of current and archived SDSs in multiple languages. In states adhering to Federal OSHA or similar requirements, SDS Now! eliminates the need for paper SDS binders. An enhanced service is available for those wanting to expand into district-specific SDSs online binders.

**Safety Document Library**

System provides a secure, readily accessible, organized online repository for all district safety documents and files, accessible from one central location. Folder configuration provides an intuitive system for storage and access. Library is integrated with other PublicSchoolWORKS' systems so that library files can be accessed and delivered by other systems. For example, forms can be delivered in staff training courses, or automatically provided to an injured employee, or included in a compliance task. Districts using this system have access to FileShare, a special library of school-focused, well-developed forms, documents, posters and much more, that have been submitted by customer districts or created by PublicSchoolWORKS.

**Staff Misconduct Reporting System**

System provides a secure and confidential way for staff to report issues related to harassment, violence, discrimination, fraud, embezzlement and other issues that may lead to an unsafe or hostile work environment. Select district personnel are auto notified when a report is submitted, enabling quick and appropriate action when needed. The system documents the investigation and resolution, and provides both district and school trend reports.

**Safety Hazard Reporting System**

System provides an easy way for staff to report workplace safety hazards – with attachments if necessary (such as photos). School and central office staff are notified when a hazard report is submitted. An online assessment is provided for each reported hazard. Each hazard report can be converted into one or more follow-up action items – e.g., to remediate the hazard; establish or change a safe work practice or job procedure; or enhance staff training. Action items are tracked and completion documented. System is integrated with PublicSchoolWORKS' EZmaint, so action items can be routed to the district maintenance department. The submitter of a hazard report can opt to be notified whenever the report status changes.

**Near-Miss Incident Reporting System**

System provides a mechanism for staff to report near-miss incidents. School and central office staff are notified when a near-miss incident is reported. An online investigation is provided for each reported incident. Each near-miss incident report can be converted into one or more follow-up action items – e.g., establish or change a safe work practice or job procedure; or enhance staff training. Action items are tracked and completion documented.

**Safety Suggestion System**

System for staff to submit safety suggestions. District leaders are notified when a suggestion is submitted and can respond or update the submitter regarding actions taken as a result of each safety suggestion. A suggestion can initiate follow-up actions that remain associated to the suggestion and are tracked and completion documented. The submitter of the suggestion can opt to be notified whenever an action related to their suggestion is acted on.

**Security Concern Reporting System (in development)**

System provides a quick and easy way for staff to report anything that may affect the safety of staff and students or the integrity and security of the school. Reports could include physical issues such as a malfunctioning door or overgrown bush resulting in a hiding spot, or missing crisis response equipment or supplies. Both district and school leaders are immediately notified when a security concern is reported. The reporting system is integrated with the Assessment System which guides the evaluation and

remediation of the security concern. Each report can then be converted into one or more follow-up action items – e.g., to remediate the security issue. The submitter of the security concern can opt to be notified whenever an action related to their report is acted on.



Indoor Environmental Quality (IEQ) Concern Reporting System

System for staff to report concerns regarding perceived hazardous environmental conditions potentially impacting staff/student health and safety. Pictures or other files can be attached to a report to show evidence of the IEQ issue. School and central office staff are notified when an IEQ report is submitted. An online assessment is provided for each reported concern. Each report can be converted into one or more follow-up action items to investigate and address the concern. Action items are tracked and completion documented. System is integrated with PublicSchoolWORKS' EZmaint, so action items can be routed to the district maintenance department. The submitter of an IEQ concern can opt to be notified whenever the report status changes or the district communicates a response to the concern.



Pests or Signs of Pests Reporting System

System for staff to report seeing pests or signs of pests, often as a part of an integrated pest management program. Pictures can be attached to a report to show evidence of pests. Central maintenance/grounds personnel are notified when a pest report is submitted. Each pest report can be converted into one or more follow-up action items, such as apply pest-control treatment. Action items are tracked and completion documented. The submitter of a pest report can opt to be notified whenever the report status changes.



Refusal to Work (Due to Dangerous Conditions) Reporting System

System for a worker to report hazardous working conditions that may result in the injury or illness of the worker or others if the planned work is performed. District staff are notified when a report is submitted. An online assessment of the hazardous working conditions is provided for each report. Each report can be converted into an action item to remediate the hazardous conditions and re-establish safe working conditions. An action items is tracked and its completion documented. The submitter of a report can opt to be notified whenever the report status changes.




Student Accident Management System

System automates and manages all aspects of student accidents, including SmartForm reporting (i.e., information verified for accuracy and completeness, and questions change based on responses); auto-notification of school and district leaders; reporting, tracking and documenting the remediation of hazards that caused the accident; Case Journal for documenting ongoing, post-incident-report information; and both district-wide and school incident trend reports. The system is integrated with the PublicSchoolWORKS' Student Behavior Management System so that accidents resulting from inappropriate student behavior and/or impacting a student victim, can be readily converted to a student behavior referral – where appropriate discipline and interventions can be applied, managed and tracked.



Stay Safe, Speak Up! Student Safety Reporting System


System provides students and parents multiple methods to securely and anonymously disclose bullying or other safety concerns, 24/7. Methods include: 1) mobile app, 2) online, 3) hotline to live attendant, and 4) hotline to answering machine. A PublicSchoolWORKS' person is immediately involved in ALL reports from ALL methods. Designated central office and school staff are notified via email the instant a report is submitted and can automatically initiate appropriate follow-up. Reports involving an immediate threat to safety activate the PublicSchoolWORKS' "urgent call tree" and a PublicSchoolWORKS' person will contact school officials until someone is reached. Administrative reports let you monitor safety trends by building and incident type and use it to guide student safety program improvements. The system is integrated with the PublicSchoolWORKS' Student Behavior Management System so that reports regarding inappropriate student behavior and/or impacting a student victim, can be readily converted to a student behavior referral – where appropriate discipline and interventions can be applied, managed and tracked.

 **Student Behavior Management System**


System for teachers to document, track and effectively manage classroom discipline, and for principals to document and manage front-office discipline. Includes all needed reporting methods, including in-classroom documentation reports, bus referrals, office referrals, and positive reports – the latter can include school specific positive certificates and awards. A feature-rich system that documents all aspects of student behavior including offenses, interventions, code of conduct violations, consequences, and much more. Provides for custom school-specific setup and multiple options for defining, applying, tracking, and documenting consequences. Can be uniquely configured to automate any behavior management strategy (e.g., PBIS, progressive discipline policies, etc.), for any age level (e.g., color wheel).

 **Volunteer, Visitor, Contractor, Parent Accident Management System**

System automates and manages all aspects of accidents involving volunteers, visitors, contractors and parents. Includes the PublicSchoolWORKS' SmartForm reporting feature where information is verified for accuracy and completeness, and questions change based on responses; auto-notification of school and district leaders; reporting, tracking and documenting the remediation of hazards that caused the accident; Case Journal for documenting ongoing, post-incident-report information; and both district-wide and school incident trend reports.


 **Parent Info Center**

System provides the district with an online mechanism that gives parents direct access to: a) key district staff and student training courses, as often required by law, b) the Stay Safe, Speak Up! Student Safety Reporting System, providing parents with multiple methods to securely and anonymously disclose bullying or other safety concerns, 24/7, and c) the same national crisis hotlines used by the Stay Safe, Speak Up! Student Safety Reporting System.

 **EZmaint (free to districts implementing the EmployeeSafeSM Programs Suite)**

System provides the district with a purpose-built physical plant maintenance system built to satisfy the special needs of a public school system, yet is customizable to accommodate virtually any school maintenance operations strategy. Each school can be configured with a dedicated Work Request Management Module, allowing for the internal management of teacher work requests, or the forwarding of requests to the central services Work Order Management Module – the latter a robust, full-featured, central maintenance work management system uniquely and practically designed specifically for a public school system. EZmaint is integrated with the PublicSchoolWORKS Safety Reporting Systems, thus, a reported hazard, an IEQ concern, etc. can be easily routed into EZmaint for remediation.

EZmaint also includes a Preventive Maintenance Module that makes it easy to set up an effective preventive maintenance program for any school. To make it even easier, the module contains PMIs (Preventive Maintenance Instructions) for most all the equipment found in schools.

 **ITassist (free to districts implementing the EmployeeSafeSM Programs Suite)**

System provides the district with a purpose-built IT trouble ticket system that can be configured to accommodate virtually any school IT systems management and repair/maintenance approach. Each school can be configured with a dedicated Service Request / Trouble Ticket Management Module, allowing for the internal management of teacher service requests, or the forwarding of requests to central IT Services – the latter a robust, full-featured, central IT Services system uniquely and practically designed specifically for a public school system. ITassist is integrated with EZmaint, thus, an IT Service Request requiring the support of central maintenance (e.g., faulty building wiring) can be routed into EZmaint for repair.

ITassist also includes a Recurring Maintenance Module that makes it easy to set up a recurring maintenance program for a district's IT equipment and systems.

Quotation of Commercial Insurance

PEARL CITY CUSD #200

Quote # 49783800

Policy Period: 07/01/21 to 07/01/22

Premium Summary

<u>Coverage</u>	<u>Premium</u>
Property	\$21,895.00
Crime Fidelity	\$1,928.00
Inland Marine	\$1,052.00
General Liability	\$5,094.00
Abuse or Molestation	\$2,940.00
Automobile	\$9,622.00
Umbrella	\$9,900.00
School Board Legal Liability (SBLL)	\$3,681.00
Total Premium	\$56,112.00

This non-binding proposal is only a summary of premium. It is not a guarantee that the actual premium will not exceed the amount of the proposal. No coverage is provided by this summary nor does it replace any provisions of the final policy. For specific terms and restrictions, refer to the individual policy and coverage forms.

WORKERS' COMPENSATION SCHEDULE

NAME PEARL CITY USD #200	EFFECTIVE DATE 07-01-21	POLICY NUMBER		
CLASSIFICATION	CODE	RATE PER \$100	ESTIMATED TOTAL ANNUAL REMUNERATION	ESTIMATED ANNUAL PREMIUMS
ILLINOIS Rating Group 0001-01				
DRIVERS, CHAUFFEURS MESSENGERS, AND THEIR HELPERS NOC - COMMERCIAL	7380	8.42	109,072	\$ 9,184.00
SCHOOL: PROFESSIONAL EMPLOYEES & CLERICAL	8868	.33	192,928	\$ 9,217.00
SCHOOL: ALL OTHER EMPLOYEES	9101	3.46	306,403	\$ 10,602.00
TOTAL CLASS PREMIUM				\$ 29,003.00
INCREASE LIMITS 1.014	9812			\$ 406.00
TOTAL SUBJECT PREMIUM				\$ 29,409.00
EXPERIENCE PREMIUM .81	9898			\$ -5,588.00
TOTAL MODIFIED PREMIUM				\$ 23,821.00
SCHEDULE MODIFICATION .70	9887			\$ -7,146.00
STANDARD TOTAL				\$ 16,675.00
PREMIUM DISCOUNT .924	0063			\$ -1,267.00
EXPENSE CONSTANT	0900			\$ 280.00
TERRORISM .035	9740			\$ 1,123.00
CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM) .02	9741			\$ 642.00
TOTAL ESTIMATED PREMIUM				\$ 17,453.00
IL WC COMM OPERATIONS FUND SURCHARGE 1.0101	0000			\$ 176.00
FINAL TOTAL				\$ 17,629.00



HIGHLAND COMMUNITY COLLEGE
2020-2021 HCC Dual Credit with Pearl City High School

May 10, 2021

Mr. Ben Asche
Pearl City High School
100 Summit Street
Pearl City, IL 61062

Mr. Asche,

Thank you for your continued support of dual credit course offerings with Highland Community College. We are continually working to improve communication between Highland and the high schools with which we partner.

With that in mind, we would like to begin preparing for the upcoming 2021-2022 school year. Please take a moment to complete the enclosed 2021-2022 Dual Credit Proposal and also 2021-2022 Linking Talent with Opportunity Grant Memorandum of Understanding (LTO MOU). Answering these questions now will allow us to begin the process of approving any new classes or instructors. It will also help us to prepare for any necessary placement testing.

In addition to the enclosed forms, we are also requesting that your instructors submit an updated syllabus for each of their course offerings for the 2021-2022 school year. Each semester, we require an updated syllabus to be filed with the exception of yearlong courses; yearlong courses need only submit one syllabus. It is imperative that instructors include the Program Outcomes as directed by our institutional accreditor, the Higher Learning Commission (HLC) in their syllabi. Program Outcomes can be found online at <https://highland.edu/academics/>. Select the appropriate program under the list of Academic Programs and then click on Program Outcome. Please have all syllabi for the 2021-2022 school year emailed to sam.schaible@highland.edu.

Beginning Fall 2019, Highland required all dual credit instructors to attend a mandatory dual credit instructor meeting. This is in response to the Dual Credit Quality Act and its most current legislative amendment, SB2838. This legislation ensures that all dual credit instructors are kept up to date regarding curriculum, assessment of student learning, and HCC instructional practices. The meeting will be held on August 12, 2021 at 4:00 pm in the Student/Conference Center (lot A). Instructors will have the option to participate via Zoom. Dual credit instructors who teach agriculture courses will have the option to meet as a group with Justin Ebert and Monica Pierce over the summer; they will not be required to attend both meetings.

After you have completed the forms, please sign and return them to us in the enclosed envelope on or before June 15, 2021. If there are changes after you submit the forms, please let us know as soon as you can.

As always, please contact us if you have any questions.

Sincerely,

Sam Schaible

Sam Schaible
Coordinator, Outreach and Dual Credit



HIGHLAND COMMUNITY COLLEGE
2021-2022 HCC Dual Credit with Pearl City High School

Please review and complete this form. Your input is imperative to successfully processing and offering dual credit to the students of your school. Your prompt and thorough response will give us the best possible knowledge going forward.

1. Please complete the chart below to indicate whether the course will be offered. If it will be offered, please also indicate when the course will be offered in 2021-2022. If the teacher will change, please mark that.

Course	Offered? (Yes/No)	Returning Teacher	New Teacher? (Name)	Fall, Spring, or Yearlong?	Schedule (Days & Times -Not Periods)	Notes
Agri-Business Management (AGOC 124)	Yes	Lee (Gallagher) Need Name Change Documentation		Yearlong	M-F, 8:00am-8:44am	No prereq No tuition
Tech Math (MATH 111)	Yes	Hamilton		Yearlong	M-F, 1:21pm-2:04pm	Placement into Math 066 Or consent of instructor No tuition
Technology for the 21 st Century (OCED 250)	Yes	Zink		Fall	M-F, 9:33am-10:16am	No prereq No tuition
Accounting (ACCT 102)	Yes	Zink		Yearlong	M-F, 8:00am-8:44am	No prereq No tuition

2. Please list any previously offered classes, not shown above, that will be offered again in 2021-2022. Include class name, teacher, and time of year.

3. Please list any new classes/instructors that you will have or hope to have.

Technology for the 21st Century is now Career Exploration & Workplace Skills. This was done to align with HCC.

(Continued on Back)

4. Would you like/need to order books from our bookstore? Yes _____ No X

If Yes, for which class and how many? _____

For each class, please list the book that is being used:

Agri-Business Management MyCAERT, CTE Online, NAAE AG Economics Curriculum

Tech Math Applied Mathematics" fourth edition by R. Jesse Phagan

Tech for 21st Century Next Gen curriculum & Xello (no book)

Accounting Century 21 South Western Accounting

5. Do you need any placement testing? Yes _____ No X

If Yes, when would you like this done? Is there a preferred time period for testing?

High School Principal/Superintendent Approval

_____ Date _____

Please confirm by June 15, 2021 and send back in the enclosed envelope.

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Highland Community College and Pearl City School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2021 between Pearl City School District ("School District"), located at 100 S. Summit, Pearl City, Illinois 61032 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2021 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster, as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed;
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2021-2022 school year.

[Faint, illegible text]

High School Superintendent Date

Highland Community College President Date

Board of Education Date

Highland Community College Board of Trustees Date

779255v2

NORTHWESTERN ILLINOIS ASSOCIATION

SUBREGION II BALLOT

EXECUTIVE BOARD

BALLOT INSTRUCTIONS

According to the Articles of Agreement for the Northwestern Illinois Association, the District Administrator and the School Board Member shall be elected within each subregion by the Boards of Education of the member districts in odd numbered years.

Each Board of Education shall cast one (1) vote for District Administrator and one vote for School Board Member.

VOTE FOR ONE DISTRICT ADMINISTRATOR:

Sarah Moore, Winnebago County Special Educ.
District Administrator

WRITE IN – District Administrator

VOTE FOR ONE MEMBER-AT-LARGE:

Dennis Daly, Winnebago #323
School Board Member

WRITE IN – School Board Member

NOTE: Ballots will be counted in the NIA Human Resources Office

PLEASE USE THE ENVELOPE PROVIDED TO RETURN THIS BALLOT BY
AUGUST 11, 2021

NORTHWESTERN ILLINOIS ASSOCIATION

BIOGRAPHICAL SKETCH – EXECUTIVE BOARD CANDIDATE – SUBREGION II

DISTRICT ADMINISTRATOR

Sarah Moore is an experienced Administrator with a demonstrated history of working in the primary/secondary education industry. She is currently working as the Director of the Winnebago County Special Education Cooperative, a position she has held since July, 2019. She previously worked as a Special Education Supervisor for the Winnebago County Special Education Cooperative and as a Program Supervisor for the Northwest Special Education Cooperative. She also worked as a Special Education Teacher for six years. She earned her Master of Science Degree with a focus in Educational Administration from Northern Illinois University

SCHOOL BOARD MEMBER

Dennis Daly serves on the Winnebago Community District #323 School Board and is the Chair of the Education Committee, Member of the Extracurricular Committee and is a WCSEC Representative. He and his wife have lived in the District for 61 years; all six of his children and his three grandchildren attend Winnebago Schools. Mr. Daly and his wife also attended Winnebago schools. He has many years of experience working with youths in school and community projects. He is very familiar with the history of the District and the goals of the people who reside there.