



MINOOKA

COMMUNITY HIGH SCHOOL

District #111 mchs.net

*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

To: Board of Education
From: Dr. Robert Schiffbauer
Date: October 15, 2025
Subject: Board & Superintendent Appointees

Below is the list of Board/Superintendent appointees identified in Board policy and/or in the law. I recommend that these appointments be approved at the October 15, 2025 Board of Education meeting.

Appointed by Board

Policy	Title	Suggested Name
	HIPPA Privacy Compliance	Joe Pacetti
	IMRF Authorized Agent	John Troy
2:110	Secretary	Michele Williamson
2:110	Treasurer	John Troy
2:120	Board Member Development	Michele Williamson
2:140	Communications to and from the Board	Aubrey Knight
2:150	Parent Teacher Advisory/Behavior Intervention Committee	Jamie Soliman Joe Pacetti
2:160	Attorney	Himes, Petrarca, and Fester
2:170	Architect, Engineers, Land Surveyors	DLA
2:200 & 2:220	Notice and posting requirements per the OMA	Rob Schiffbauer Michele Williamson
2:250	Access to District's Public Records /FOIA Officer	Aubrey Knight
2.260	Uniform Grievance Procedure Nondiscrimination Coordinator	Kristi Boe
2:260	Uniform Grievance Procedure Complaint Managers	Jamie Soliman Tracy Adams Joe Pacetti
2:265	Title IX Sexual Harassment Grievance Procedure Coordinator	Kristi Boe
4:30	Chief Investment Officer	John Troy
4:90	Student Activity Fund Treasurer	John Troy

Policy	Title	Suggested Name
4:100	Insurance Consultant	Bushue HR
4:130	Free/Reduced Lunch – Implement Services and Notifications, appeals	Matt Wikoff Kevin Murphy
4:140	Waiver of School Fees – Schedule of Fees and Notifications, Decision making	Matt Wikoff Kevin Murphy Appeals: John Troy
5:10	Equal Employment Opportunity and Minority Recruitment Nondiscrimination Coordinator	Kristi Boe
5:10	Equal Employment Opportunity and Minority Recruitment Complaint Managers	Jamie Soliman Tracy Adams Joe Pacetti
5:20	Sexual Harassment Illinois Human Rights Nondiscrimination Coordinator	Kristi Boe
5:20	Sexual Harassment Illinois Human Rights Complaint Managers	Jamie Soliman Tracy Adams Joe Pacetti
6:260	Complaints about Curriculum	Phil Pakowski
7:10	Equal Educational Opportunities Nondiscrimination Coordinator Complaint Manager	Kristi Boe
7:20	Harassment of Students Prohibited Nondiscrimination Coordinator	Kristi Boe
7:20	Harassment of Students Prohibited Nondiscrimination Complaint Managers	Jamie Soliman Tracy Adams Joe Pacetti
7:60	Liaison for Homeless Children	Matt Wikoff
7:200	Maintain in-school suspension program Student Discipline Hearing Officer	Matt Wikoff Kevin Murphy
7:255	Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence Coordinator	Kristi Boe
7:255	Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence Complaint Managers	Jamie Soliman Tracy Adams Joe Pacetti
7:280		
7:285	Develop and implement Food Allergy Management Program	John Troy
7:290	Suicide and Depression Awareness and Prevention Program	Joe Pacetti
7:305	Concussion oversight team	Matt Williams
7:340	Student Records Custodian	Matt Wikoff
7:340	Student Record Challenges Hearing Officer	John Troy
8:70	Accommodating Individuals with Disabilities	Matt Shanahan
8:70	Title II Coordinator	Phil Pakowski