



MINOOKA

COMMUNITY HIGH SCHOOL

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

Date: August 17th, 2026

To: Board of Education
Dr. Robert Schiffbauer, Superintendent

From: Kristi Boe, Director of Human Resources

Re: Bushue In House Fingerprinting-1st reading

Presently, all employees and volunteers must travel to the Regional Office of Education in either Morris or Yorkville to complete their fingerprinting. Because operations are restricted to limited hours and available strictly by appointment, potential candidates sometimes have to take time off from work. This existing process is inefficient and cumbersome for both the district and the prospective personnel.

At present, the district incurs a fee of \$27.00 per fingerprint for all prospective employees, coaches, and volunteers who visit either ROE. During the previous fiscal year, the district funded roughly 237 background checks, totaling \$6,382.00.

To improve convenience for candidates and allow for closer monitoring of the workflow, we propose acquiring the necessary equipment to conduct fingerprinting directly at the district office. State-level access for reviewing and approving background checks will remain unchanged. Furthermore, Bushue provides a specialized volunteer package at an estimated cost of \$12.00 per person for individuals who do not have direct or daily contact with children, if we decide to utilize it.

If the foregoing meets with the Board's approval the following would be an appropriate motion:

“Motion to authorize the transition of fingerprinting operations to the local district office, including payment of the \$6,500 annual support and equipment fee as well as the standard \$27.00 fee per fingerprint.”