

Regional Office of Education Threat Assessment Procedure

(Public Act 102-0791) (105 ILCS 128/45)

Each school district must implement a threat assessment procedure that may be part of the school board policy on targeted school violence prevention. The procedure must include the creation of a threat assessment team.

The team must include **ALL** of the following members:

- An Administrator employed by the school district or a special education cooperative that serves the school district and is available to serve.
- A teacher employed by the school district or a special education cooperative that serves the school district and is available to serve.
- A school counselor employed by the school district or a special education cooperative that serves the school district and is available to serve.
- A school psychologist employed by the school district or a special education cooperative that serves the school district and is available to serve.
- A school social worker employed by the school district or a special education cooperative that serves the school district and is available to serve.
- At least one law enforcement official.

Please list your District Threat Assessment Team Members (including name, title, email address):

Required members	Name	Title/Position	Email Address
Administrator	Kim Liles	Principal	kliles@ccsd66.org
Teacher	Carrie Fitzgerald	Student Experience Coordinator	cfitzgerald@ccsd66.org
School Counselor	Maggie Kane	School Counselor	mkane@ccsd66.org
Psychologist	Kim Travis	Psychologist	ktravis@ccsd66.org
Social Worker	Antoinette Zaino	Social Worker	azaino@ccsd66.org
Law Enforcement Official	Scott Mrkvicka (DuPage County Sheriff's Department)	Sergeant	scott.mrkvicka@dupagesheriff.org
Additional Members			
Additional Members			
Additional Members			
Additional Members			

Each school district is required to report the following information to the ROE and the local police department. Please use this form to be compliant and maintain a copy for your records.

School District Name and Number:	Center Cass School District 66	Number	630-783-5000
Lead Administrator for Threat Assessment Name and Position:	Kim Liles	Position	Principal
Police Department:	DuPage County Sheriff's Department		
Police Department name and date sent:	Scott Mrkvicka - Sergeant	Date	8.14.25

Date School Board Approved Procedure:	08.06.25	Policy #	4:190
School Board President Name:	Brian Liedtke		

School Board President Signature:  Date 8-19-2025

Please send this form along with a copy of your Threat Assessment Procedure to Kelly Kozierka via email at kkozerka@dupageroe.org no later than August 12th.

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- At least one law enforcement official.

Please list your District Threat Assessment Team Members (including name, title, email address):

Required members	Name	Title/Position	Email Address
Administrator	Jake Little	Principal	jlittle@ccsd66.org
Teacher	Steve Mandru	4th Grade Teacher	smandru@ccsd66.org
School Counselor	Ashley Sanchez	Student Experience Coordinator	NA
Psychologist	Kim Travis	Psychologist	ktravis@ccsd66.org
Social Worker	Karen Roach	Social Worker	kroach@ccsd66.org
Law Enforcement Official	Scott Mrkvicka (DuPage County Sheriff's Department)	Sergeant	scott.mrkvicka@dupagesheriff.org
Additional Members	Deb Whitt	Secretary	dwhitt@ccsd66.org
Additional Members	Kari Gemmell	Instructional Coach	asanchez@ccsd66.org
Additional Members	Joy DeFors	Instructional Coach	jdefors@ccsd66.org
Additional Members	Jennifer Peterson	District Nurse	jpeterson@ccsd66.org

Each school district is required to report the following information to the ROE and the local police department. Please use this form to be compliant and maintain a copy for your records.

School District Name and Number:	Center Cass School District 66	Number	630-783-5100
Lead Administrator for Threat Assessment Name and Position:	Jake Little	Position	Principal
Police Department:	DuPage County Sheriff's Department		
Police Department name and date sent:	Scott Mrkvicka - Sergeant	Date	8.14.25

Date School Board Approved Procedure:	08.06.25	Policy #	4:190
School Board President Name:	Brian Liedtke		

School Board President Signature:  Date 8-19-2025

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- At least one law enforcement official.

Please list your District Threat Assessment Team Members (including name, title, email address):

Required members	Name	Title/Position	Email Address
Administrator	Mark Pagel and Laura Gilmartin	Interim Principals	ideprincipal@ccsd66.org
Teacher	Ashley Sanchez	Ashley Sanchez	asanchez@ccsd66.org
School Counselor	NA	NA	NA
Psychologist	Beth Pesavento	Psychologist	bpesavento@ccsd66.org
Social Worker	Emily Crema	Social Worker	ecrema@ccsd66.org
Law Enforcement Official	Nick Skweres	Sergeant	nskweres@darienil.gov
Additional Members	Emi Maren	Social Worker	emaren@ccsd66.org
Additional Members	Gina Nessling	Interventionist	gnessling@ccsd66.org
Additional Members	Gina Hendron	Teacher	rhendron@ccsd66.org
Additional Members	Megan Calhaun	Special Education Teacher	mcalhoun@ccsd66.org

Each school district is required to report the following information to the ROE and the local police department. Please use this form to be compliant and maintain a copy for your records.

School District Name and Number:	Center Cass School District 66	Number	630-783-5000
Lead Administrator for Threat Assessment Name and Position:	Mark Pagel and Laura Gilmartin	Position	Interim Principals
Police Department:	Darien Police Department		

Police Department name and date sent:	Austin Jump - Deputy Chief of Operations - Darien Police Department	Date	8.14.25
Date School Board Approved Procedure:	08.06.25	Policy #	4:190
School Board President Name:	Brian Liedtke		

School Board President Signature:  Date 8-19-2025

Please send this form along with a copy of your Threat Assessment Procedure to Kelly Kozerka via email at kkozerka@dupageroe.org no later than August 12th.

Annual Review Report Emergency & Crisis Response Plans DuPage ROE

Please note:

- Due to the DuPage ROE by November 15th of the current school year

District Name	Center Cass School District	District #	66
Annual Review Meeting Date(s):	Thursday, August 14, 2025 @ 8:00 a.m.	School year of meetings:	2025-26

105 ILCS 128, Section 25. Annual Review Meeting

- A. **Purpose.** Each school (public and non-public), through its school board or the board's designee shall conduct a minimum of one annual meeting at which it will review each school building's emergency and crisis response plans, protocols, and procedures and each building's compliance with the school safety drill programs. The purpose of this annual review shall be to review and update the emergency and crisis response plans, protocols and procedures, and the school safety drill programs.
- B. **Participants.** Each school board or the board's designee is required to participate in the annual review and to invite each of the following parties to the annual review and provide each party with a minimum of 30-days' notice before the date of the annual review:

	Agency name, person name, position
1) Principal(s) or designee.	Mark Pagel and Laura Glimartin (Interim Principals PK-2), Jake Little (Principal 3-5), Kim Liles (Principal 6-8)
2) Representatives of any other education-related organization or association deemed appropriate by district.	Dr. Andrew Wise (Superintendent), Sean Rhoads (Director of Student Services), Tom Tiede (Director of Transportation, Buildings, Grounds)
3) Representatives from all local first responder organizations to participate, advise, and consult in the review process, including but not limited to:	
a. Appropriate local fire department or district(s).	Jimmy Lahanis (Fire Chief - Darien/Woodridge Fire Prevention Department) Carlos Rojas (Bureau Director - Darien/Woodridge Fire Prevention Department), Jamie Tunk (Darien/Woodridge Fire Prevention Department)
b. Appropriate local law enforcement agency.	Anthony Kermend (Corporal DuPage County Sheriff's Department), Scott Mrkvicka (Deputy - DuPage County Sheriff's Department) Austin Jump (Deputy Chief of Operations - Darien Police Department), Jason Norton (Deputy Chief - Darien Police Department), Mike Lorek (Sergeant - Darien Police Department), Nick Skweres (Sergeant - Darien Police

Annual Review Report Emergency & Crisis Response Plans DuPage ROE

	Department)
c. Appropriate local emergency medical services agency if the agency is a separate, local first responder unit.	
d. Any other member of the first responder or emergency management community that has contacted the district superintendent or his or her designee during the past year to request involvement in a school's emergency planning or drill process.	Jeff Janus - Operation Coordinator (Office of Homeland Security and Emergency Management - OHSEM),
4) School board's choice to invite to the annual review any other persons who it believes will aid in the review process, including, but not limited to, any members of any other education-related organization or the first responder or emergency management community.	Brian Liedtke (President - CCSD66 Board of Education)

DuPage ROE recommendation on meeting format and agenda items:

- This meeting is recommended to occur early in August and reported to the ROE each year by November 15th
- Create an agenda and minutes - School District maintains
- Record attendance
- Recommended agenda:
 - The 5 standard action steps during emergencies - Common Terms
 - Discuss how each agency would respond and identify gaps to be resolved
 - Discuss the District's Emergency Operations Plan - provide a copy
 - Discuss the DuPage Safety Drill reporting act concerning activating panic alarms and emergency equipment during law enforcement drills and checking the Knox Box keys by the fire departments.
 - AAR - use the attached After Action report to document the meeting and develop an action plan for gaps

C. **Report.** Upon conclusion of the annual review, the school board or board's designee shall sign a one page report including:

- a. Summary of recommended changes to existing school safety plans and drill plans (please are attached).
- b. The parties listed above (B) were invited to the annual review and provided with a minimum of 30-days' notice before the date of the annual review. The annual review's attendance record is attached.
- c. This certifies that an effective review of the emergency and crisis response plans, protocols, procedures, and the school safety drill programs for all/every school building has occurred.

School District Number	#66	Name:	Center Cass School District
Address, City, Zip	699 Plainfield Road, Downers Grove, IL 60516		
School board or board's designee Name typed:	Brian Liedtke (President)	_____ Signature	

Annual Review Report Emergency & Crisis Response Plans DuPage ROE

d. The school district will provide training and implement the plans, protocols, and programs, during the academic year.

e. The plan is hereby authorized by

School board or board's designee name typed:	Brian Liedtke (President)
Signature in the next box:	 <div style="text-align: center;">Signature</div>
Date of signature:	

D. Copies and Comments. The school board, or its designee, shall send a copy of this report to each party that participates in the annual review process and to the regional superintendent of schools. If any of the participating parties have comments on the certification document, those parties shall submit their comments in writing to the appropriate regional superintendent. The regional superintendent shall maintain a record of these comments.

cc: Annual Review Participants