



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

August 7, 2024
Special Board of Education Meeting

6:00 PM

Thornton Fractional Center for Academics & Technology
1605 Wentworth Ave.
Calumet City, IL 60409

1. **Call to Order/Roll call**
2. **Public Comment**
3. **Closed Session to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s), specific independent contractors, specific volunteers, or District legal counsel**
4. **Approve Personnel Report**
5. **Approve MOU with IBEW**
6. **Approve restorative justice contract with Wise Works, LLC**
7. **Adjourn**

PERSONNEL REPORT
AUGUST 7, 2024

1. It is recommended that the Board of Education accept the report of the **resignation of Da'Shun Brown**, Lead IT Specialist at T.F. South, effective August 15, 2024.
2. It is recommended that the Board of Education accept the report of the **resignation of Diana Muhammad Hayden**, Audio/Visual/Video Production Teacher at T.F. South, effective June 4, 2024.
3. It is recommended that the Board of Education accept the report of the **resignation of Malachi Peterson**, Deans' Assistant at T.F. Center, effective June 4, 2024.
4. It is recommended that the Board of Education **rescind the employment of Samuel Joe, Jr.** as a Deans' Assistant at T.F. Center, effective August 12, 2024.
5. It is recommended that the Board of Education **rescind the employment of Kayenat Patil** as Network & Security Engineer, effective August 6, 2024.
6. It is recommended that the Board of Education approve the **employment of Kelton Auston** as a Deans' Assistant at T.F. Center, effective August 12, 2024.
7. It is recommended that the Board of Education approve the **employment of Larry Bell** as a Deans' Assistant at T.F. South, effective August 12, 2024.
8. It is recommended that the Board of Education approve the **employment of John'Te Crawford** as a Deans' Assistant at T.F. South, effective August 12, 2024.
9. It is recommended that the Board of Education approve the **employment of Braquel Ford** as a Deans' Assistant at T.F. Center, effective August 12, 2024.
10. It is recommended that the Board of Education approve the **employment of Bruce Hill** as a Custodian at T.F. North, effective August 8, 2024.
11. It is recommended that the Board of Education approve the **employment of Robert Tucker** as a Special Education Paraprofessional at T.F. South, effective August 12, 2024.
12. It is recommended that the Board of Education approve the **employment of Alexander Vrbano** as an English Teacher for first semester and a High School Teacher at T.F. South for second semester of the 2024-2025 school term.
13. It is recommended that the Board of Education approve the **employment of Amir Wright** as a Deans' Assistant at T.F. Center, effective August 12, 2024.
14. It is recommended that the Board of Education approve the **re-employment of Walter Thomas** as a Custodian at T.F. South, effective August 8, 2024.
15. It is recommended that the Board of Education approve **FMLA leave for Rena Fonville**, Cosmetology Teacher at T.F. North, effective August 12, 2024 through September 19, 2024.
16. It is recommended that the Board of Education approve **FMLA leave for Robin Kosarko**, Custodian at T.F. Center, effective August 27, 2024 through September 23, 2024.
17. It is recommended that the Board of Education approve **FMLA leave for Jorge Navarrete**, Automotive Collision Repair Teacher at T.F. Center, effective August 12, 2024 through August 30, 2024.
18. It is recommended that the Board of Education approve **intermittent FMLA leave for Michele Owens**, Art Teacher at T.F. South, effective for the 2024-2025 school term.
19. It is recommended that the Board of Education approve **intermittent FMLA leave for Elvis Slaughter**, Special Education Paraprofessional at T.F. South, effective for the 2024-2025 school term.
20. It is recommended that the Board of Education approve **intermittent FMLA leave for Lana Zentz**, Chef at T.F. South, effective July 1, 2024 through June 30, 2025.

PERSONNEL REPORT
AUGUST 7, 2024

21. It is recommended that the Board of Education approve the following **extra-curricular releases, resignations, and appointments** for the 2024-2025 school term:

Resignations:

Kelli Herlitz, *Girls Track Assistant Coach*, T.F. South

Courtney Podgorski, *Girls Volleyball Assistant Coach*, T.F. South

Appointments:

Zachary Belin, *Football Volunteer Assistant Coach*, T.F. South

Hannah Berridge, *Dreamers Club Sponsor*, T.F. South

Lauren Bruntjens, *Art Club Sponsor*, T.F. South

Alejandra Garcia, *Latin Dance Crew Sponsor*, T.F. South

Tywanita Griffin, *Senior Ambassadors Co-Sponsor*, T.F. South

Julie Kersaan-Potsic, *Contest Play Sponsor*, T.F. South

Julie Kersaan-Potsic, *Drama Assistant Sponsor*, T.F. South

BreAnne Podgorski, *Girls Volleyball Assistant Coach*, T.F. South

Kimberly Sands, *Senior Ambassadors Co-Sponsor*, T.F. South

Amir Wright, *Baseball Head Coach*, T.F. South

Sahed Yousef, *Anime Club Sponsor*, T.F. South

22. It is recommended that the Board of Education approve the following **Driver Education Behind-the-Wheel Teachers** for the 2024-2025 school term:

T.F. North – **David Hamilton, Centrese McGee, Adam Polensky, Frederick Schuldes, Richard Watson.**

23. It is recommended that the Board of Education **approve** the following **2024 Summer Camp** staff:

T.F. South

Boys' Basketball – **Corey Lockwood.**

24. It is recommended that the Board of Education approve the following **Substitute Teachers** for the 2024-2025 school term: **Anthony Epah, Capri Howard, Lester Hampton.**

25. It is recommended that the Board of Education approve the following **Volunteers** for the 2024-2025 school term: **Janetta Goines.**



Thornton Fractional

HIGH SCHOOL DISTRICT 215

BURNHAM • CALUMET CITY • LANSING • LYNWOOD

MEMORANDUM

Date: August 7, 2024

To: Mr. John Robinzine, Superintendent/Board of Education

From: Eric Mastey, Assistant Superintendent of Career Development

Subject: Memorandum of Understanding IBEW NECA Technical Institute (IN-Tech)

Recommended Action

The Department of Career Development is seeking approval of the Memorandum of Understanding with IBEW NECA Technical Institute (IN-Tech).

Background

As discussed during the July Board of Education Meeting, IBEW NECA Technical Institute has partnered with our district for the last three years to provide advanced skill training within the electrical field. The purpose of the MoU is so that the district can continue offering quality electrical programming that is both credentialed and taught by an industry qualified instructor. District 215 will provide the space for our electrical course to be taught along with the necessary supplies, tools and equipment. IBEW NECA Technical Institute will in turn provide the instructor for the course for the duration of the 2024-2025 school year. This partnership will guarantee industry level curriculum and instruction for District 215 students that meets the qualifications of those within the IBEW.

Funding source if applicable:

Attachment: MoU

MEMORANDUM OF UNDERSTANDING

2024/2025 School Year

Intentions

IBEW NECA Technical Institute (IN-Tech) has noticed a lack of knowledge and expertise about the unionized electrical trade at the high-school level. In efforts to expand the knowledge of the unionized electrical trade and the benefits that come along with the path of entering the unionized electrical trade IN-Tech is willing to partner with individual high-schools that invest in programs that help students learn about and experience the benefits of the unionized electrical field. Thornton Fractional School District 215 (TFD-215) is a proactive advocate for student learning and development in career and technical educational programs. TFD-215 has been successful in providing students with programs that provide practical knowledge and skills to high-school students. TFD-215 has been a good partner in standing for the IN-Tech supported CTE electricity program. In that spirit, IN-Tech is willing to continue the partnership and keep supporting the CTE electricity program that will develop knowledge of the unionized electrical industry, practical, and mechanical life skills associated with that industry.

Scope of Understanding

TFD-215 and IN-Tech will be responsible for resources and contributions to provide the best learning outcome possible for the students. IN-Tech will provide an instructor (the "IN-Tech Instructor" or the "Instructor") to continue to support TFD215 electrical program. IN-Tech will provide this industry qualified IBEW Instructor at a cost of \$94,452 to TFD-215. TFD-215 shall not be responsible for providing the Instructor with any salary or benefits, and all such salary and/or benefits shall be paid to the Instructor by IN-Tech and/or IBEW. IN-Tech will continue to provide and share curriculum for the electrical program. TFD-215 will provide a location to host the classes. TFD-215 will purchase and provide all equipment and consumables required by the curriculum. While TFD-215 is paying \$94,452 to IN-Tech for the use of one Instructor, that is not the full burden to IN-Tech for the instructor's salary. IN-Tech is assuming a large cost to support TFD-215 in running the CTE electrical program. The IN-Tech Instructor will help train TFD-215 staff and instructors so that the program can exist past the availability of an IN-Tech instructor. The IN-Tech Instructor will adhere to current grading, workday, curriculum, teaching procedures, school calendar and assigned periods for teaching as noted below.

Semester Grades – The grading periods shall be as equal in length as possible.

First Semester Grades: All grades will be due two and one-half (2½) days following the last day of final exams. Failing grades will be submitted by 8 A.M. the next day after the end of final exams. **Second Semester Grades:** All grades for senior students will be due no later than 12:00 p.m. on the school day following the last day of twelfth-grader attendance. All other student grades for the second semester will be due two and one-half (2½) days following the last day of final exams. Failing grades will be submitted by 8 A.M. the next day after the end of final exams.

Workday – The workday shall consist of seven and one-half (7½) continuous hours including a fifty-five (55) minute duty-free lunch; early dismissal/professional development Wednesdays will allow a forty-five (45) minute duty-free lunch and staff will be dismissed ten (10) minutes early. This shall, in no way, prevent the Instructor from working or being at school before or beyond these time limitations; and shall in no way prevent the Instructor from devoting more time than the official school day as may be necessary to perform the Instructor's duties or assignment. An Instructor assigned to the zero-period schedule will attend department and faculty meetings.

a. e-Learning Workday – Once initiated, the e-Learning Program will be in effect for no less than the duration of the current grading period. The use of the e-Learning Program will be re-evaluated on a quarter-by-quarter basis. The following work schedule will be in use when the e-Learning Program is in effect:

7:30 a.m. – 7:40 a.m.	Consultation/Planning Period**
7:40 a.m. – 8:20 a.m.	Period 0**
8:00 a.m. – 8:20 a.m.	Consultation/Planning Period
8:25 a.m. – 9:05 a.m.	Period 1
9:10 a.m. – 9:55 a.m.	Period 2
10:00 a.m. – 10:40 a.m.	Period 3
10:45 a.m. – 11:25 a.m.	Period 4
11:30 a.m. – 12:10 p.m.	Period 5
12:15 p.m. – 12:55 p.m.	Period 6
1:00 p.m. – 1:40 p.m.	Period 7
1:40 p.m. – 2:00 p.m.	Consultation/Planning Period
2:00 p.m. – 3:15 p.m.	Teacher Self-Guided Planning/Availability for Students (Mon-Tue-Thu-Fri)***
2:00 pm – 3:15 pm	Professional Development/Department Meetings (Wed)

** (only for teachers assigned a Period 0 course)

*** (teachers assigned a Period 0 course are dismissed at 2:45 pm)

b. Delayed Start Workday – The following delayed work schedule will be in use when the Superintendent determines that inclement weather prohibits a standard school day schedule:

10:00 a.m. – 10:20 a.m.	Consultation/Planning Period
10:25 a.m. - 11:00 a.m.	Period 1
11:05 a.m. - 11:45 a.m.	Period 2
11:50 a.m. - 12:30 p.m.	Period 3
12:35 p.m. - 1:15 p.m.	Period 4
1:20 p.m. - 2:00 p.m.	Period 5
2:05 p.m. - 2:45 p.m.	Period 6
2:50 p.m. - 3:25 p.m.	Period 7

Curriculum – IN-Tech and TFD-215 shall work together to develop the program curriculum. However, the final decision on all curriculum matters rests with TFD-215.

Long-Term Coverage for Licensed PPS Employees & Deans – In the event there is a request by the Instructor for an extended leave of absence, IN-Tech and TFD 215 in partnership will make an effort to provide a substitute. The substitute may be, but is not limited to, an IN-Tech IBEW member, a long-term substitute, an hourly substitute, and/or sixth assignments for current employees.

Teaching Procedures

1. The Instructor will be required to attend one (1) day of orientation programs, or more if required by the Superintendent with at least one (1) week’s notice, without additional payment from TFD-215 to IN-Tech.
2. The Instructor shall be informed of all tentative special meeting dates, (district, general faculty etc.) and all due dates (grades, failures etc.) at the first faculty meeting of the year.
3. Deviations from the Instructor’s assigned schedule shall be made only with the approval of the administration.

4. Consultation – planning periods should be used for instructional preparation, curriculum development, student/parent conferences scheduled 24 hours in advance, and substitution. This provision shall not infringe on the Instructor’s duty-free lunch period.
5. The Instructor shall have emergency lesson plans readily available for use by substitutes.
6. The Instructor shall be encouraged to participate in programs arranged by the Board and Administration dealing with community, social and school problems. If the Instructor is unable to attend the annual open house, he or she shall be required to notify the principal by noon of the day of the open house.
7. The Administration may assign the Instructor to positions of supervision at any school functions, which occur during the teaching day, and the Instructor shall be held responsible for proper action during that time. This provision shall not infringe on the Instructor’s duty-free lunch period and/or planning period.
8. The School Board may schedule, on an annual basis, as many as two (2) parental institutes for the purpose of parent and Instructor communication. These two parental institutes shall be included among the 185 teacher attendance days. Personal leave on either of those two days shall require the approval of the Superintendent five (5) working days in advance, except in emergency situations.

Assigned Periods – The Instructor shall have no more than five (5) assigned periods with a consultation-planning period daily. Cafeteria/hall supervision (full periods) is considered an assignment.

Duration

This MOU shall have a term lasting the duration of the 2024-2025 school year. This MOU may be extended by mutual written agreement of the parties. IN-Tech will always support TFD-215 with special lecture days, exploratory visits to our school (IN-Tech), and career information.

School Calendar

1. The school calendar shall conform to the State law and shall include no more than one hundred seventy-six (176) pupil attendance days and one hundred eighty-five (185) teacher days.
2. It is recognized that the Board of Education has final authority to determine the school calendar and such calendar shall be adopted at the earliest practical date.

IN WITNESS WHEREOF, IBEW NECA Technical Institute (IN-Tech) and Thornton Fractional High School District 215 have executed this Agreement as of the date first above written.

**THORNTON FRACTIONAL HIGH SCHOOL
DISTRICT 215**

IBEW NECA TECHNICAL INSTITUTE (IN-Tech)

Superintendent, John Robinzine

Director, Gene M. Kent

Assistant Superintendent of Career Development,
Eric Mastey

Board President, Patricia Stepp



MEMORANDUM

Date: August 7, 2024

To: Mr. John Robinzine, Superintendent

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

Subject: Wise Works, LLC contract approval

Recommended Action

Recommend the Board of Education approve the contract with Wise Works, LLC. for the provision of restorative practices training for all Dean Assistants (DAs).

Background

Restorative practices is a conflict resolution approach to address discipline that emphasizes community building, relationships, and focuses on building the social-emotional competencies of students while decreasing behaviors deemed negative within the school environment. The practices are deemed culturally responsive and have been used to reduce disproportionality in punitive disciplinary consequences as they allow the students to understand how their actions impact them, others, and the school environment.

Restorative training for Dean's Assistants is one component of the discipline action plan developed by Building Principals (full plan will be presented at August CoW).

Based on the role and responsibilities of the Dean's Assistants, consistent practices and expectations will support the success of the action plan. Conducting the training during district institute days will allow all DAs, including new hires, to participate and ensure restorative practices are implemented at the start of the school year.

The provider conducted the student training during the 23/24 school year. Based on student reviews and to ensure consistency in messaging, the principals have requested his return. Additionally Wise Works, LLC is the chosen restorative practices provider for the South Cook Intermediate Center and has provided training to multiple school districts in the south suburbs.

The contract is being presented for approval at the August 7th, special meeting so that the training can occur during the institute days.

Funding source if applicable: Student Services local fund

Attachment: Contract

Be it known, on the 31 day of July 2024 WiseWorks LLC. (hereinafter referred to as "contractor") and Thornton Fractional High School District 215 (hereinafter referred to as "contractee") do hereby enter into contract under the following terms and conditions.

1. Contractor hereby agrees to furnish the following Services:

08/12/24 - Restorative Practices Part 1: Restorative Mindset! The Foundation to Restorative Practices.

- Learn the importance of Restorative Practices and why it is effective in reducing acts of harm
- Understand the difference between Punitive vs Restorative Discipline
- Distinguish between the 4 Classes of Human experience and the Driving Forces of Human Behavior to Identify the underlying root cause for behaviors that cause harm

08/12/24 - Restorative Practices Part 2 : Words Matter! Using the Power of Language to Create Desired Outcomes

- Best Practices in Restorative Conversations using the "Meta- Model" and "Perceptual Positioning" to identify unmet needs and resolve conflict
- How to Shift from Harmful to Restorative Language when communicating

Date TBD - 2 Restorative Practices Implementation Sessions (Date to be determined by Contractee and Contractor)

Additional presentations requested of the speaker (contractor) outside the terms of this agreement are subject to additional fees.

- In consideration of the services described above, the contractor agrees to waive the fee Restorative Practices Part 1 Workshop. Contractee agrees to pay the contractor a reduced fee of \$3,499.
- Audio or video taping of speaker's (contractor) program (s) is not permitted in any means whatsoever by the contractee or audience member, unless agreed upon after the contractee makes the request to the speaker in writing and receives written authorization from the speaker. Pictures and recording of small portions for documentation/marketing purposes is acceptable.
- If program (s) are satisfactory, contractee agrees to provide a speaker testimonial letter typed on group or association letterhead within 14 days of speaking engagement (s), will promote the effectiveness of the seminar on their official website and will provide two referrals of other coordinators who may be able to benefit from the program (s)
- Contractee will provide the contractor (speaker) with one table to be placed in the back of the room (s) next to where attendees will be exiting the presentation(s) as the speaker may make educational products available.
- If the engagement(s) are canceled due to an Act of God or dangerous situations, both parties agree to reschedule the event with the same terms stated in the initial contract. In the event of an emergency situation that causes contractor to cancel the scheduled engagement(s), contractee and contractor may reschedule the speaking engagement(s).

Contractor/Speaker (WiseWorks LLC.)

Contractee (Thornton Fractional H.S. District 215)

Algenoy L. Alexander

(Type/Print Name)

Executive Director/Lead Trainer

(Type/Print Title)

07/31/2024

(Signature)

(Date)

(Signature)

(Date)

By signing this agreement, I acknowledge that I am permitted to authorized this agreement on behalf of this organization