



Tuesday, November 24, 2020

6:00 p.m.

Virtual meeting only. Email public comments to dnewman@tfd215.org by noon

Link to Join: <https://tfd215.zoom.us/j/87453452940?pwd=MzJDZHRIRHU4OVI3RkF3M0RxdkZGUT09>

By phone: 1 312 626 6799 Webinar ID: 874 5345 2940

	I.	Call To Order	
	II.	Roll Call	
	III.	Communication A. Freedom of Information Report B. Public Comment C. Building Reports	
	IV.	Superintendent's Report	
	V.	Future Meetings A. Regular Meeting: Tues., Dec. 15, 6:00 p.m.	
Action	VI.	Approval of Minutes – Open & Closed A. Regular Meeting: 10.27.20 B. Special Meetings: 11.4.20, 11.7.20, 11.9.20, 11.18.20 C. Committee of the Whole Meeting: 11.18.20	Exhibit 1
Action	VII.	New Business A. Approval of 2020 Estimated Tentative Levy B. Board Travel Resolution 2020-21 C. Textbook Rental Fees	Exhibit 2
Action			Exhibit 3
Action			Exhibit 4
	VIII.	Closed Session A. Personnel: Employment, Compensation, Discipline, Performance, or Dismissal for Specific Employees B. Pending Litigation C. Collective Bargaining Matters	
Action	IX.	Finance Report	Exhibit 5
Action	X.	Personnel Report	Exhibit 6
	XI.	Adjourn	



MEMORANDUM

Date: November 10, 2020

To: Dr. Sophia Jones-Redmond
Superintendent

From: Teresa A. Bishop
Executive Director of Finance/CSBO

Subject: Estimated 2020 Levy

RECOMMENDED ACTION

It is recommended that the Board of Education approve the 2020 Tentative Levy.

BACKGROUND

The Board of Education must approve a Tentative Levy at least twenty days before approving the Final Levy. The Final Tax Levy must be filed on or before the last Tuesday in December.

The total Estimated 2020 Levy presented for Board approval is **1.960%** greater than the Total 2019 Levy Extension plus the 2020 Property Tax Relief Grant abatement. The Total Levy Extension is the actual total amount of taxes billed by Cook County for District 215. The County Clerk adds a loss factor to each fund in the levy to allow for some collection losses.

According to the Property Tax Extension Limitation Law (PTELL), the total increase in our district's property taxes billed for all existing property is limited to 5 percent or the rate of inflation as measured by the Consumer Price Index (CPI), whichever is less. **The applicable rate limit for this levy year is the CPI at 2.3%.** The law does allow amounts greater than inflation to be billed if new property (generally new construction) is added to the tax rolls or if a TIF (Tax Increment Financing) expires.

Final adoption of the 2020 Tax Levy will be presented at the December 22, 2020 Board of Education meeting.

A RESOLUTION
REGULATING TRAVEL EXPENSES

WHEREAS, pursuant to the provisions of the Local Government Travel Expense Control Act (Public Act 99-604) the Board of Education is, by resolution, to regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees in accord with the provisions of that Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Thornton Fractional Township High School District 215, Cook County, Illinois, as follows:

SECTION 1: Members of the Board of Education may be advanced or reimbursed for the anticipated actual and necessary expenses for: (1) attendance at meetings as defined in Section 10-22.32 of the Illinois School Code when such attendance is approved by the Board; and (2) travel expenses for the conduct of District business when engaging in such business is directed by or approved by the Board.

SECTION 2: Employees of the District may be reimbursed for actual and necessary expenses for: (1) travel on District business approved by the Superintendent or designee and (2) travel to professional meetings, workshops or other training when attendance is directed or approved by the Superintendent or designee.

SECTION 3: The maximum allowable reimbursement for travel, meal, and lodging expenses shall be as established by the Board from time to time. Effective as of the date of approval of this resolution, maximum reimbursement of travel expenses is as set forth on Exhibit 1 attached hereto. The Board may approve expenses that exceed the maximum allowable because of emergency or other extraordinary circumstances. If the Board approves expenses that exceed the maximum allowable, it shall do so by roll call vote at an open Board meeting.

SECTION 4: Requests for reimbursement of travel, meal and lodging expenses shall be made on a standardized form to be prepared by the District Business Office which shall require the following minimum documentation:

- (1) An estimate of the cost of travel, meals or lodging expenses have not been incurred or a receipt of the cost of the travels, meals, or lodging if the expenses have already been incurred;
- (2) The name of the individual who is requesting the travel, meal or lodging expenses;
- (3) The job title or office of the individual who received or is requesting the travel, meal, or lodging expenses; and
- (4) The date or dates and nature of the official business in which the travel, meal or lodging expense was or will be expended.

SECTION 3: That this resolution shall be in full force and effect from and after its adopting as provide by law.

ADOPTED this _____ day of _____, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary Board of Education

EXHIBIT 1

MAXIMUM ALLOWABLE TRAVEL EXPENSES AND NON-REIMBURSABLE EXPENSES

TRANSPORTATION

- A. Mileage, the current IRS rate.
- B. Amtrak, coach / business fare
- C. Airfare, coach/economy fare. Check baggage fee reimbursable, fees for early boarding, seat selection or upgrades are not reimbursable
- D. Taxis/shuttles, actual cost
- E. Car rental, actual cost mid-size or lower and only when vehicle is necessary to conduct business

MEALS

- A. Meals per day - \$125.00 including tax and gratuity

LODGING

- A. Conferences/meetings, the actual rate for the facility hosting the conference/meeting, or negotiate rate, if any, for other conference associated lodging. Standard room only.
- B. Other, standard room rate at recognized chain such as Holiday Inn.
- C. Whenever possible, hotel/motel is to be arranged in advance with rate approved by the business office. Maximum, \$200.00 per night except for major cities, maximum \$350.00.

NON-REIMBURSABLE EXPENSES

- A. Alcoholic beverages
- B. Entertainment including but not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

GENERAL RULES

- A. No District money for expenses shall be advanced nor shall any officer or employee be reimbursed for any expenses of any person other than the officer or employee.
- B. Receipts for all expenses shall be provided where possible.



MEMORANDUM

Date: November 19, 2020

To: Dr. Sophia Jones-Redmond,
Superintendent

From: Teresa A. Bishop,
Director of Finance/CSBO

Subject: Textbook Fee Additional Reduction 2020/2021; Renaming Textbook Fees to
Instructional Materials Fee

RECOMMENDED ACTION:

As discussed at the Committee of the Whole meeting on November 18, 2020, it is recommended that the textbook fees for 2020/2021 be further reduced from \$110 per student to \$75 per student. This will further help our families alleviate financial burden due to the pandemic. Additionally, these fees will be waived for all students qualifying for free and reduced meals.

Finally, it is recommended that the Textbook Fee be renamed to **Instructional Materials Fee**.

**Thornton Fractional Township High Schools
District 215
Tuesday, November 24, 2020
Financial Items**

1. List of Bills

Fund	Regular Bills	Imprest Bills
Educational	\$ 2,061,806.70	
Special Education		
Operations and Maintenance	\$ 214,184.38	
Debt Service		
Transportation	\$ 92,312.21	
Capital Projects	\$ 14,673.12	
Tort Liability		
Totals	\$ 2,382,976.41	\$ -

Recommended Motion:

That the Board of Education approve the payment of Regular Bills in the amount of **\$2,382,976.41** and Imprest Bills in the amount of **\$0.00**

2. Payroll

Monthly Payroll Report

Fund	
Education	\$ 2,548,487.42
Operations Building Maintenance	\$ 160,840.64
Transportation	\$ 1,076.92
Total	\$ 2,710,404.98

Recommended Motion:

That the Board of Education accept the Monthly Payroll Report for the month of October, 2020 in the amount of **\$2,710,404.98** and approve payment for the month of December, 2020.

3. Activities List of Bills

Fund	TF North Activities	TF South Activities	Admin/TF Center Activities
Activities	\$ 5,626.35	\$ 14,247.69	\$ 70.45
Totals	\$ 5,626.35	\$ 14,247.69	\$ 70.45

Recommended Motion:

That the Board of Education approve the payment of Activity Bills for TFN Activities in the amount of **\$ 5,626.35** for TFS Activities in the amount of **\$14,247.69** and for Admin/TFC Activities in the amount of **\$ 70.45**

4. Grants, Gifts and Donations

<u>Company/Club</u>	<u>Purpose/Item</u>	<u>Amount</u>
MTV Prom Challenge	When we all Vote and MTV 2020 Prom Challenge	\$ 5,000.00
AFT Local #683	Students in Need	\$ 1,500.00
Cook County Southland Juvenile Justice Council Grant	1 SRO per building at TF North, TF South and TF Center	\$ 80,200.00

Recommended Motion:

That the Board of Education accept the above Grant(s)/Donation(s) for the 2020-21 school year.

5. Memorandum to approve the services of Dr. Denise Julius

Recommended Motion:

That the Board of Education approve the contract for Dr. Denise Julius to provide mandatory evaluative consulting services for the 21st Century Community Learning Center Grant.

6. Governors State University - Amended Contract

Recommended Motion:

That the Board of Education accept the recommendation to approve the amended contract between Governors State University, School of Extended Learning, and Thornton Fractional Twp. School District 215 for FY 2020-21. See attached memo.

6. Commence the Bid Process - Activity Bus Purchases

Recommended Motion:

That the Board of Education approve to move forward with the bid process for the proposed 14 passenger bus purchase/lease discussed during the Committee of the Whole meeting on November 18, 2020. See attached memo.

7. Commence the Request for Proposal Process - Wireless Infrastructure Upgrade

Recommended Motion:

That the Board of Education approve to move forward with the Request for Proposal (RFP) process for the proposed wireless infrastructure upgrade as discussed during the Committee of the Whole meeting on November 18, 2020. See attached memo.

**PERSONNEL REPORT
NOVEMBER 24, 2020**

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|---|---|
| 1. It is recommended that the Board of Education approve the termination of Teosha Rolling as Deans' Assistant at T.F. Center campuses, effective November 24, 2020, as discussed in closed session. | EMPLOYEE TERMINATION
TEOSHA ROLLING |
| 2. It is recommended that the Board of Education approve the employment of Pia Moore as Athletics & Activities Secretary at T.F. North, effective December 1, 2020. | EMPLOYMENT
PIA MOORE |
| 3. It is recommended that the Board of Education approve the following sixth assignments, based on T.F. North Math Teacher James Lick's leave of absence:

Meghan Csoke, effective 11/16/2020 through 12/18/2020;
Tareg Mansour, effective 11/16/2020 through 12/18/2020;
Sheila Raja, effective 11/16/2020 through 12/18/2020;
Cathleen Stadt, effective 11/16/2020 through 12/18/2020. | SIXTH ASSIGNMENTS |
| 4. It is recommended that the Board of Education approve intermittent FMLA leave for Rebecca Adorno, Custodian at T.F. South, effective September 4, 2020 through December 4, 2020. | FMLA LEAVE (INTERMITTENT)
REBECCA ADORNO |
| 5. It is recommended that the Board of Education approve FMLA leave for Bianca Beard, Cafeteria Aide at T.F. Center campuses, effective November 3, 2020 through November 10, 2020. | FMLA LEAVE
BIANCA BEARD |
| 6. It is recommended that the Board of Education approve FMLA leave for Elizabeth Carey, Family & Consumer Science Teacher at T.F. South, from approximately March 8, 2020 through April 30, 2020. | FMLA LEAVE
ELIZABETH CAREY |
| 7. It is recommended that the Board of Education approve intermittent FMLA leave for Pamela Leonard, Math Teacher at T.F. South, effective October 13, 2020 through February 19, 2021. | FMLA LEAVE (INTERMITTENT)
PAMELA LEONARD |
| 8. It is recommended that the Board of Education approve intermittent FMLA leave for James Lick, Math Teacher at T.F. North, effective October 1, 2020 through December 18, 2020. | FMLA LEAVE (INTERMITTENT)
JAMES LICK |