



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

**October 8, 2025  
Committee of the Whole**

**6:00 PM**

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

**1. Welcome**

- A. Roll Call
- B. Pledge of Allegiance

**2. Communication/Public Comment**

- A. Local police articulation

**3. Buildings Grounds/Safety Committee--Member Williams**

- A. Construction Project Update
- B. Building Usage Report

**4. Curriculum Committee--Member Calderon-Miranda**

- A. TFN Student Travel Proposal

**B. Dual Credit/CTE**

**1. Dual Credit College MOU Renewals**

- a. South Suburban College
- b. Joliet Junior College

**2. Car Donation Contract from CREF**

**5. Equity Committee**

- A. CUBE Conference report

**6. Behavior Intervention/Parent-Teacher Advisory Committee--Member Newman**

- A. Suspension Reports

**7. Policy Committee--Member Guyton**

- A. 2025-26 Administrative Organizational Chart

**8. Adjourn**



## MEMORANDUM

**Date:** October 8, 2025

**To:** Mr. Raymond Williams, Interim Superintendent/Board of Education

**From:** Tim Stephan- Director of Facilities

**Subject:** Summer 2026 Projects

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### **Recommended Action**

To discuss putting the 2026 Summer projects out for bid. The board will be asked to take action on these requests at the October 28, 2025, board of education meeting.

### **Background**

Based on our recent conversation, these are the projects that we would like to work on starting the summer of 2025.

- North- Kitchen remodel to include removal of 20-year-old epoxy floor, replacing with more appropriate quarry tile flooring, relocation of cafeteria sound system, and addition of a college corner in the cafeteria.
- North- Phase 2 of roof replacement for the 1935 & 1955 sections.
- North- Total replacement of front stairs, railings and doors at the main entrance.
- North- New drop ceiling/lighting work for 15 rooms in the 1963 section.

**Funding source if applicable:** Capital Project Fund

Thornton Fractional High school District 215  
 Building Report  
 FY 2025-2026  
 October 2025

Event Date:	School	MO	YR	Organization	Cat	Facilities	Usage	Facility	Interest	Maintenance/O ther	Total	Paid to date	Balance due
3/26-27/2022	TFN	3	2022	MORE Youth Foundation	Commercial	Purple Gym	Basketball Showcase	\$ 800.00	\$ 100.80	\$ 680.00	\$ 1,580.80	\$ 640.00	\$ 940.80
8/27, 9/3, 9/17, & 9/24/2022	TFN	8	2022	Calumet City Thunderbolts	Community	Football Field	Football and Cheerleading	\$ -	\$ 305.90	\$ 2,130.00	\$ 2,435.90	\$ 800.00	\$ 1,635.90
12/16/2023	TFS	11	2023	Ultimate Threat Dance	Commercial	Red Gym	Dance Competition/ Showcase	\$ 650.00	\$ 35.36	\$ 360.00	\$ 1,045.36	\$ 505.00	\$ 540.36
10/4/2025	TFN	6	2025	City of Calumet City	Community	Auditorium	State of City Address	\$ 195.00	\$ -	\$ 240.00	\$ 435.00	\$ -	\$ 435.00
6/12/2025 - 8/28/2025	TFS	6	2025	Memorial Junior High School	Community	V Softball Field	Softball Games and Practices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/2/2025 - 11/19/2025	TFN	7	2025	T.F. North Booster Club	Community	Gold Gym	Softball Fundraiser - Open Gym	\$ -	\$ -	\$ 840.00	\$ 840.00	\$ 840.00	\$ -
10/12/2025	TFN	6	2025	City of Calumet City	Community	Field and Track	Breast Cancer Awareness Walk	\$ -	\$ -	\$ 280.00	\$ 280.00	\$ -	\$ 280.00
9/23/25 - 6/2/2026	TFS	8	2025	Lansing Knights of Columbus	Community	Pool	Special Olympics- Swim program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5/22/25 and 5/26/2025	TFN	5	2025	Lincoln Elementary School District 156	Community	Auditorium	8th Grade Promotion Ceremony	\$ -	\$ -	\$ 565.00	\$ 565.00	\$ 565.00	\$ -

Final bill sent
To be billed
Outstanding with interest
Do not rent
Cancelled



## MEMORANDUM

**Date:** October 8, 2025

**To:** Mr. Ray Williams, Interim Superintendent/Board of Education

**From:** Brian Rucinski

**Subject:** Potential Field Trip to Spain

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### **Recommended Action**

There is no recommended action at this time. We want to have a discussion regarding offering our students and staff the opportunity to travel as a group to Spain during Spring Break of 2027.

### **Background**

Educational travel opportunities offer students and staff the ability to experience and appreciate different cultures. Traveling helps expand our worldview and develop life skills that will benefit students and staff beyond the classroom. Travel helps cultivate confidence and competence through real world experience and allows students to immerse themselves in a new language and culture.

The trip would take place during Spring Break 2027. The itinerary would include 10 days (8 overnight stays) and travel to Barcelona, Madrid, Seville, and Costa del Sol.

Current TF North students in good standing (freshman, sophomores, and juniors), staff, and potentially student family members would be eligible to enroll for the trip.

**Funding source if applicable:** No district funds would be used for this trip. The cost to each student is \$4,181 currently. The current cost for an adult is \$4,666. The cost will go up as the date gets closer to the trip. The cost includes flights to and from Spain, all transportation within Spain, breakfasts and dinners daily, and all costs associated with activities on the itinerary. Costs that are not included are daily lunch and any souvenirs or daily spending money. Travelers should budget an additional \$50/day (approximately, depends on food preferences, etc.) for their personal expenses during the trip. All money is collected through the travel company, Explorica. Scholarships and a variety of payment plans are available for travelers. Fundraising to help offset costs is also a possibility

**Attachment:** sample itinerary



## Barcelona, Madrid & Andalusia

[explorica.com/Champagne-8060](https://explorica.com/Champagne-8060)

April 10 - April 19, 2027

**Day 1 Overnight Flight to Spain (Barcelona)**

**Day 2 Hola Barcelona**

Meet your tour director and check into hotel  
Las Ramblas scavenger hunt  
Paella dinner

**Day 3 Barcelona**

Barcelona guided sightseeing tour: Plaza de Espana, Gaudí's Sagrada Familia, Montjuïc Hill, Park Güell visit  
Dinner

**Day 4 Barcelona--Madrid**

Travel to Madrid via Zaragoza  
Basilica of the Virgin of Pilar visit

**Day 5 Madrid**

Madrid guided sightseeing tour: Calle Mayor, Gran Vía, Cibeles Fountain, Puerta de Alcalá, Columbus Square, Royal Palace visit  
Tapas dinner  
*Optional Toledo guided excursion:* Toledo Cathedral visit, St. Mary's Synagogue visit, Sword factory visit

**Day 6 Madrid--Seville**

Travel to Córdoba by AVE train  
Mezquita guided visit  
Travel to Seville

**Day 7 Seville**

Breakfast  
Seville guided sightseeing tour: Plaza de España, Old Jewish Quarter (Santa Cruz and San Bartolomé), Casa de Pilatos visit, Seville Cathedral visit, Giralda Tower ascent, Columbus' gravesite  
Flamenco evening

**Day 8 Seville--Costa del Sol**

Breakfast  
Travel to Costa del Sol via Granada  
Alhambra guided visit: Alhambra gardens, Summer Palace, The Medina, Royal Arab Baths, Alcazaba fortress  
Generalife Gardens

**Day 9 Costa del Sol**

*Optional Morocco guided excursion:* Ferry to Ceuta, Ceuta panoramic coastal views, Tétouan sightseeing tour, Lunch included (instead of dinner)

**Day 10 Flight home from Malaga (Costa del Sol)**

Limited air service from Malaga may cause flight itinerary changes

# Reserve your Spot!



Tour Center ID: Champagne-8060  
Registration deadline: October 03, 2025

## What's included

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We provide everything you need for a remarkable trip:

- Round-trip airfare
- 8 overnight stays (10 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- High-speed Ave train
- Visit to select attractions as per itinerary
- Tour Diary™
- Local Guide and Local Bus Driver tips; see note regarding other important tips
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

## Tour investment

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Students (travelers under the age of 23): \$4,181  
Adults (age 23 and over): \$4,666

Price reflects savings of \$200 scholarship. Sign up by 10/3/2025 and enter code 2027EarlySavings in order to take advantage of this limited-time offer!

## Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of September 24, 2025, your monthly payment would be just \$243.00. (Manual plan also available; learn more on [explorica.com/paymentplans](https://explorica.com/paymentplans).)

## Travel protection

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Most Explorica travelers protect their investment with one of our trusted plans. To learn more, visit [explorica.com/cfar](https://explorica.com/cfar).

Enroll online,  
by phone, or by mail



[explorica.com/Champagne-8060](https://explorica.com/Champagne-8060)



1.888.310.7121



Download and complete  
a paper application on  
[explorica.com/resources](https://explorica.com/resources)



701 E. Water Street, Suite 200  
Charlottesville, VA 22902



# Thornton Fractional

HIGH SCHOOL DISTRICT 215

BURNHAM • CALUMET CITY • LANSING • LYNWOOD

## MEMORANDUM

**Date:** October 8, 2025

**To:** Mr. Ray Williams, Interim Superintendent/Board of Education

**From:** Eric Mastey, Assistant Superintendent of Career Development

**Subject:** South Suburban College Dual Credit Articulation Agreement

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### **Recommended Action**

The Department of Career Development will be seeking approval of the Dual Credit Articulation Agreement with South Suburban College concerning a dual credit partnership at the October 28, 2025 regular board meeting.

### **Background**

This articulation agreement outlines a collaboration between our institution and SSC to offer dual credit in various courses across the district. This partnership aims to provide high school students with the opportunity to earn college credits while still in secondary education, thereby enhancing their skills and preparedness for future careers.

### **Key Benefits:**

1. **Enhanced Educational Opportunities:** Students will benefit from advanced coursework and hands-on training in a professional culinary environment.
2. **Cost-Effective College Credits:** Students can earn college credits at a reduced cost, providing significant financial savings and reducing their future college expenses.
3. **Career Preparation:** The program will offer valuable practical experience and industry connections, facilitating a smoother transition into the workforce or further education.

**Funding source if applicable:** N/A

**Attachment:** Dual Credit Articulation Agreement

## SSC Dual Credit Mission Statement

The mission of the Dual Credit program is to enable high-performing high school students within the district an opportunity to earn college credit while still in high school.

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Each Dual Credit Course must have this Appendix A as well as Appendix B completed with appropriate signatures to be considered for articulation.

- A. This agreement is entered between South Suburban College (SSC) and High School District that outlines terms and conditions of the dual credit program offered by these two institutions in compliance with the administrative rules established by the Illinois Community College Board and the standards established by the Dual Credit Quality Act.
- B. High School District agrees to implement each SSC dual credit course according to the same standards of academic integrity as other classes at SSC, including the adaptation of the SSC course syllabus. Each SSC course offered must be equivalent to the course taught on campus in content, outlines, prerequisites, descriptions learning outcomes, evaluation methods and any course prerequisites. The appropriate high school faculty and/or liaison will work with the SSC faculty and/or Academic Dean to establish that the high school course is equivalent to the corresponding course taught at SSC.
- C. High School District and SSC agrees to review any renewal dual credit course annually to ensure that all requirements are the same including assigned faculty before completion of Articulated Dual Credit Renewal Form.
- D. High School Dual Credit Faculty Will:
  - 1. Meet the minimum qualifications of an adjunct faculty for SSC, complete an SSC Part-Time faculty application, include a resume and provide appropriate credentials where approval of faculty is completed by SSC faculty and/or Academic Dean.
  - 2. New dual credit instructors must complete on-boarding with the appropriate faculty liaison.
  - 3. Develop or update a course syllabus each term and distribute to students. The updated or new syllabus must be reviewed by the faculty liaison for the discipline being taught and posted in D2L/Simple Syllabus.
  - 4. Read and sign-off on the Dual Credit Faculty Handbook each year.
  - 5. Aid completing the SSC Application/Registration form for the dual credit course.
  - 6. Verify attendance, midterm grade/active pursuit and final grade for each student under the SSC grade data entry guidelines.
  - 7. Be available for an annual site visit.
  - 8. Assist with administration of end of course student evaluations.
  - 9. Submit Outcomes Assessment Data through the Learning Management System portal.
  - 10. Complete annual professional development for general dual credit administrative procedures.
  - 11. Complete annual discipline specific professional development.
- E. High School Dual Credit Students Will:
  - 1. Demonstrate emotional maturity and good study habits.
  - 2. Meet all course prerequisite requirements.
  - 3. Complete SSC application/registration form.
  - 4. Be 16 years of age or have acquired special permission from their high school and SSC.
  - 5. Adhere to all college established deadlines related to registration and/or withdrawal.

F. South Suburban College Will:

1. Waive all dual credit tuition and fees for students enrolled pursuant to this Agreement.
2. South Suburban College will provide on-boarding for new dual credit instructors through the discipline faculty liaison.
3. South Suburban College will provide annual professional development:
  - a.) General dual credit processes
  - b.) Discipline specific
4. South Suburban College will coordinate an annual dual credit articulation meeting.
5. Have the authority to terminate this Agreement by providing written notice to the high school district if at any point there has been a violation of this agreement.

All signatures below are required to include with appendix B, Dual Credit Course Articulation/Renewal.

_____ High School Faculty or HS Liaison Authorized Signature	_____ Please Print	_____ Date
_____ SSC Faculty and/or Dean Authorized Signature	_____ Please Print	_____ Date
_____ SSC Vice President of Academic Services Authorized Signature	_____ Please Print	_____ Date



## MEMORANDUM

**Date:** October 8, 2025

**To:** Mr. Ray Williams, Interim Superintendent/Board of Education

**From:** Eric Mastey, Assistant Superintendent of Career Development

**Subject:** Joliet Junior College Memorandum of Understanding

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### **Recommended Action**

The Department of Career Development will be seeking approval of the Memorandum of Understanding with Joliet Junior College concerning a dual credit partnership in the field of Culinary Arts for our North and Center Campuses at the October 28, 2025 board meeting.

### **Background**

This MOU outlines a collaboration between our institution and JJC to offer dual credit courses in Culinary Arts. This partnership aims to provide high school students with the opportunity to earn college credit while still in secondary education, thereby enhancing their skills and preparedness for future careers in the culinary field.

### **Key Benefits:**

1. **Enhanced Educational Opportunities:** Students will benefit from advanced coursework and hands-on training in a professional culinary environment.
2. **Cost-Effective College Credits:** Students can earn college credits at a reduced cost, providing significant financial savings and reducing their future college expenses.
3. **Career Preparation:** The program will offer valuable practical experience and industry connections, facilitating a smoother transition into the workforce or further education.

**Funding source if applicable:** N/A

**Attachment** MoU



## MEMORANDUM OF UNDERSTANDING Joliet Junior College Dual Credit

This Memorandum of Understanding, herein referred to as "MOU," is entered into by and between Joliet Junior College ("JJC") and **Thornton Fractional Center for Academics and Technology** ("HS/CC") (herein collectively "educational institutions").

### PREAMBLE

Dual Credit is a partnership between JJC and HS/CC where high school students will be able to enroll in a college-level course, for college credit through JJC, taught by JJC-approved instructors. Students will be able to earn both high school and college level credit upon successful completion of the course. Approved courses will be offered during the day at HS/CC as a part of the regular schedule and taught by the approved HS/CC instructor. The purpose of this MOU is to clearly delineate the responsibilities of both parties related to Dual Credit offerings, as well as to identify and mitigate gaps in curriculum, should they exist, to JJC ensure course outcomes are being met at HS/CC.

Based upon mutual concerns for the needs of students pursuing Dual Credit through JJC and in an effort to enhance curriculum and eliminate unnecessary duplication of instruction for students after the completion of high school, the following are agreements to which we mutually subscribe.

THEREFORE, the educational institutions agree to the following terms of this MOU:

### I. Responsibilities

#### A. JJC Responsibilities:

1. JJC Deans and Department Chairs will be responsible for approving all Dual Credit instructors and verifying that their credentials align with accreditation requirements. JJC follows credentialing requirements in accordance with Illinois Community College Board ("ICCB"), Higher Learning Commission ("HLC"), Illinois Board of Higher Education ("IBHE") and programmatic accreditation when applicable. All dual credit instructors must be fully credentialed prior to the first day of instruction.
2. JJC Department Chairs and JJC faculty liaisons will be responsible for providing the Dual Credit course curriculum.
3. JJC will offer professional development opportunities for Dual Credit instructors/facilitators, including but not limited to discipline-specific training, workshops, summits, college-wide PD days, and faculty development newsletters.

4. JJC designated faculty/staff will conduct site visits for each JJC academic discipline (e.g., BUS, ENG, FIN, etc.) in which a dual credit instructor is teaching during the academic year, rather than for each individual course. If an instructor is teaching two courses in different disciplines (e.g. BUS 110 and FIN 100), a separate site visit will be required for each discipline. If an instructor is teaching two courses in the same discipline (e.g., HIST 103 and HIST 104) during the academic year, only one site visit is needed. For dual credit instructors teaching sequential courses during the fall and spring semesters, the decision regarding which course will be visited will be made at the discretion of the dual credit liaison or their designee. The dual credit liaison will contact the dual credit instructor and HS/CC administration to arrange a mutually convenient time for the site visit and provide the site visit form. Scheduling of site visits shall be agreed to in writing two weeks in advance of the intent to complete a site visit.

After two positive consecutive site visits in the discipline being taught, the designated JJC faculty liaison may opt to reduce the frequency to one site visit for the respective discipline, every other year.

5. JJC will provide new teacher training to dual credit instructors.
6. JJC will provide the master course syllabus to HS/CC that must be followed during the entirety of the course in accordance with ICCB, HLC and Illinois Articulation Initiative (“IAI”) guidelines. JJC will review the HS/CC submitted course syllabus for alignment to course objectives, assessment, topical outline and grading scale.
7. All dual credit courses have a tuition rate of \$12 per credit hour. Students and parents will be sent payment instructions to the email and/or phone number provided. JJC will waive tuition for students who qualify for the National Free and Reduced Lunch Program.
8. JJC will coordinate the student registration processes, enrollment reporting, mid-term enrollment report, final grading, etc., through the JJC Office of Dual Credit.
9. JJC will provide each dual credit instructor with a JJC faculty liaison who will provide the necessary guidance and support to successfully deliver JJC dual credit courses.
10. JJC will share dual credit data with HS/CC partners through appropriate formats, such as institutional dashboards, data reports, or presentations, on a regular basis to support collaboration and informed decision-making.
11. JJC will provide a response within thirty (30) business days of receiving credentialing requests and forty-five (45) business days of receiving new course requests, unless otherwise agreed upon with the HS/CC, in writing.

## **B. HS/CC Responsibilities:**

1. HS/CC administrators or instructors will provide JJC with instructor credentials, including a résumé, official transcripts and any certification requirements. All instructors must apply via the dual credit instructor application and submit all necessary credentialing materials by June 30 for the following academic year. In the event of extenuating circumstances preventing instructor credentialing submission by June 30, the HS/CC is instructed to contact the Office of Dual Credit to provide proof of progress indicating the completion of credentialing prior to the start of the academic year. All dual credit instructors must meet credentialing requirements and

be approved by JJC prior to the beginning of instruction.

2. HS/CC will follow the JJC approved curriculum and textbook for each dual credit course. HS/CC will receive a list of approved/updated textbooks no later than December 1 for the following academic year. If HS/CC is unable to purchase textbooks, or ensure all students purchase textbooks in accordance with updates, HS/CC will receive a one-year grace period to make necessary changes. HS/CC will ensure all students have their own copy of the required textbook for the duration of the course.
3. HS/CC will have procedures and prior to the first day of class will notify all individual students in a mixed enrollment dual credit course whether or not they are eligible to earn college credit for the course.
4. HS/CC will follow JJC policies, procedures, and deadlines related to application, registration, course withdrawal, midterm verification, placement, protecting the privacy of student information, and final grade reporting.
5. It is the responsibility of HS/CC to complete the Dual Enroll application and registration by the designated registration deadline. Failure to do so may impact a student's ability to register for a course. The Dual Enroll designee(s) at HS/CC is/are responsible for approving free and reduced lunch, approving course registrations, and reviewing course rosters to verify accuracy.
6. The approved Dual Credit instructor of record must be the individual delivering the course curriculum to the students. If there is a change in personnel or extended leave of absence (3+ consecutive days of instruction) during the term, HS/CC must notify JJC within 24 hours of the change. In the event JJC is not notified immediately of instruction changes, the dual credit administrator will be contacted and corrective measures will be taken. If the corrective measures are unsuccessful, JJC has the ability to suspend or discontinue dual credit offerings for future terms.
7. Requests for new Dual Credit courses must be made no later than February 1 for courses offered for the following academic year.
8. HS/CC must comply with JJC's requirements for course delivery and grading, including, but not limited to, completing and submitting course syllabi, meeting with the assigned liaison, department chair or designee for curriculum, course requirements, assessment or other course-related criteria and participating in an annual site visit. In the event that JJC's curricular expectations are not met, the dual credit administrator and instructor will be notified and provided corrective measures. If the corrective measures are unsuccessful, JJC has the ability to suspend or discontinue dual credit offerings for future terms.
9. HS/CC will provide students with appropriate accommodations under Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments. The student shall have access to the supplementary aids and accommodations included in the student's individualized education program under Article 14 of the School Code or Section 504 plan under the Federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on a high school campus, in accordance with established practices at the high school for providing these services. A student who accesses a dual credit course on a community college campus shall have access to supplementary aids and accommodations provided in the partnership agreement, including access to the

community college's disability services.

### **C. Student Responsibilities:**

1. A student requesting Dual Credit must meet all JJC admissions requirements and be a registered student in good standing with JJC.
2. A student requesting to enroll in a Dual Credit course must meet all JJC prerequisites listed for that course. It is advised the student review prerequisites, and complete placement testing if applicable, at least one semester prior to the course to ensure all prerequisites are completed before the intended dual credit enrollment.
3. Students who choose to enroll in a Dual Credit course are responsible for paying the tuition rate of \$12 per credit hour. Students who qualify for the National Free and Reduced Lunch Program are not responsible for paying tuition.
4. Students are responsible for paying their JJC tuition statement through their JJC portal upon registration. If a student does not pay their bill, they will be able to complete the course(s) for which they are currently enrolled, but will not be able to register for subsequent dual credit courses.
5. Should a student have any concerns regarding instruction, assignments, or grading, they should try to resolve their issue with the instructor of record. If it is unresolved, the student should follow the student complaint procedures for their respective HS/CC.

### **D. Shared Educational Institutions' Responsibilities:**

1. Participating instructors at secondary and postsecondary levels will follow the JJC syllabus when delivering instruction. All instructors must post their syllabus on JJC's Simple Syllabus site prior to the first day of instruction.
2. New dual credit instructors will be provided discipline specific materials from a JJC faculty liaison, department chair, or designee, to review learning objectives, syllabus, and evaluation criteria for the course, prior to the first day of instruction. All new dual credit instructors shall participate in discipline specific training, offered annually.  
  
JJC will cover the expenses for faculty liaison participation in new dual credit instructor training conducted during the summer. HS/CC is responsible for covering any expenses related to dual credit instructor participation in summer training.
3. All curriculum updates will be addressed at annual discipline specific professional development events for dual credit instructors.
4. Dual credit instructors and designated representatives from HS/CC are required to attend dual credit administrative training to review policy and procedures updates. JJC will strive to align dual credit administrative training with scheduled institute and professional development days of the HS/CC. When applicable, training sessions may be recorded and shared with the HS/CC for broader accessibility.
5. Designated representatives from JJC will participate in a site visit of the instructor(s) for this MOU.

6. This MOU will be reviewed annually by the JJC Senior Director of Academic Excellence and Support, Manager of Dual Credit and P-20 Partnerships, and an administrator of HS/CC. Recommendations will be brought forward to the parties for review and implementation in the following academic year.
7. The MOU addendum including the courses to be taught and the assigned instructors, will be shared among both JJC and HS/CC annually.
8. JJC provides the master course syllabus, and HS/CC must agree to deliver the approved curriculum.
9. JJC reserves the right to terminate this MOU at any time during the academic year.

## **II. Data Sharing**

JJC will exchange information with high schools and career centers within JJC District 525. The educational institutions shall provide one another with academic data concerning their respective students in accordance with this MOU.

### **A. Student Placement Scores**

In order to facilitate placement of students into dual credit coursework at JJC, data related to placement will be shared with HS/CC on a schedule that will be determined by testing volume and agreed upon by the educational institutions. Data may be shared with HS/CC staff with an educational need-to-know for scheduling students into dual credit courses. In compliance with the Family Educational Rights and Privacy Act (FERPA), the data may not be shared with parents or other school/district employees or used for any other purpose. Data shared electronically must be protected in the same manner as paper records, as required by (FERPA).

The FERPA-protected student placement information from JJC to be shared with HS/CC will be limited to the following:

- First and last name (PII)
- Date of birth (PII)
- Date of testing
- ALEKS test scores
- Accuplacer test scores
- Student placement recommendation
- JJC ID Number

\*Note: only the highest placement scores will be provided in cases with multiple scores.

### **B. Annual Data Assessment**

The educational institutions agree to collaborate annually to assess data related to dual credit programs. This assessment shall include, to the extent feasible:

- Enrollment figures in dual credit courses, disaggregated by gender, race and ethnicity, and low-income status;
- Completion of dual credit courses;
- Subsequent postsecondary enrollment at JJC and academic performance of participating students.

If applicable, the assessment shall also include an analysis of dual credit courses that offer both college credit (dual credit sections), and high school credit only (non-dual credit sections).

Both educational institutions commit to maintaining the confidentiality, integrity, and security of all student data shared or analyzed under this agreement. The findings from the annual assessment shall be documented in a joint report and reviewed by both educational institutions to inform program improvements, equity strategies, and future planning.

Data shall be anonymized or de-identified before analysis or reporting.

### **C. JJC Data Usage and Storage by HS/CC**

JJC data (placement and annual assessment) will be available to the home HS/CC in which the student currently or formerly attended, to access and maintain for one academic year following receipt. After one calendar year, the scores may be maintained by the designated office at the HS/CC, but the PII-labeled data above or any other data that could be used to identify specific students must be removed and destroyed. JJC data shared electronically must be protected and maintained in the same manner as paper records.

- All PII information in hard/paper copies must be shredded and any electronic PII information must be deleted, so as to ensure the PII is not recoverable.
- JJC data is for use by the HS/CC staff with an educational need-to-know for scheduling students into dual credit courses
- The JJC data is not HS/CC data and may not be shared with other HS/CC or district employees or used for any other purpose.
- HS/CC will identify and inform JJC's Office of Dual Credit as to who the appropriate person is on their campus to receive JJC data files. Any HS/CC designated employees who need access to JJC data will sign and return the JJC confidentiality agreement to the Office of Dual Credit.

### **III. Confidentiality**

The educational institutions will protect the confidentiality of all student data exchanged as part of this MOU, and in accordance with all applicable Federal and State laws regarding such information, including but not limited to, the Family Education Rights and Privacy Act (20 U.S.C. § 1232g) ("FERPA") and the Illinois School Student Records Act (105 ILCS 10/1 et seq.) ("ISSRA").

The confidentiality requirements under this section shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU. To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, HS/CC shall establish a system of safeguards that will at minimum include the following:

- A. Secure data transfer method (e.g. encrypted file sharing platforms) shall be used for all exchanges of sensitive information.

- B. Procedures and systems that ensure all student records are kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data under section II Data Sharing of the MOU.
- C. All designated employees at the HS/CC involved in the handling, transmittal, and/or processing of JJC data provided under this MOU will be required to execute a confidentiality agreement requiring said personnel to maintain the confidentiality of all dual credit related personally identifiable information. This includes training related to confidentiality of JJC data as defined in this agreement.
- D. Procedures and systems that require the use of secured passwords to access computer databases used to process, store, and/or transmit data provided under this MOU shall be developed and implemented.
- E. Procedures and systems, such as good practices for assigning passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, and/or transmit data provided under this MOU.
- F. Procedures and systems that ensure all confidential student data processed, stored, and/or transmitted by HS/CC under the provisions of this MOU shall be maintained in a secure manner to prevent interception, diversion, and/or other unauthorized access to said data.
- G. The procedures and systems developed and implemented by HS/CC to process, store, and/or transmit data provided under this MOU shall ensure that all disclosures of confidential student data comply with all provisions of the FERPA and Illinois law relating to privacy rights of community college students, including but not limited to, the Personal Information Protection Act and the State Records Act insofar as such laws are applicable to the parties to this MOU.
- H. No information released to HS/CC may be re-released except as permitted under FERPA. FERPA provides that PII data from education records cannot be published or redistributed in a way allowing an individual student and/or their parents to be identified. JJC data may not be shared with parents under this MOU, except as allowed by FERPA.
- I. Approval to use PII data from educational records for does not-confer approval to use it for any other purpose.
- J. JJC reserves the right to review any data prior to publication by HS/CC and to verify proper disclosure avoidance techniques have been used.
- K. JJC maintains the right to audit/monitor HS/CC activities, policies, procedures, and/or systems related to this agreement.

#### **IV. Data Breach Preparedness and Response**

HS/CC agree to conduct its own risk assessments to identify potential threats to its data systems and sensitive student information. HS/CC will have the following core components and the following checklist items incorporated into its plans to ensure effective and consistent incident responses. If the HS/CC do not currently have these measures implemented, it hereby agrees to have them created and implemented prior to the sharing of JJC data as designated in this MOU.

## A. *Core Items*

- Policy

HS/CC shall have a data breach response policy, approved by the organization's leadership, which is germane to its environment.

- Plan

HS/CC shall have a data breach response plan for implementing the data breach policy. Individual elements of the plan should cover all phases of the incident response, from reporting the breach and the initial response activities to strategies for notification of affected parties, to breach response review and remediation process.

- Procedure

HS/CC shall have procedures derived from the breach response plan and codify specific tasks, actions, and activities that are a part of the data breach response effort.

## B. *Checklist*

This checklist is general in nature and should be adapted to meet security needs and legal requirements specific to HS/CC. HS/CC shall seek its own legal counsel when planning for and responding to a data breach, to ensure compliance with all applicable federal, state, and local regulations.

- Validate data breach.
- Once breach has been validated, immediately assign an incident manager responsible for the investigation.
- Assemble an incident response team.
- Determine scope and composition of the breach.
- Notify data owners.
- Consider notifying U.S. Department of Education Family Policy Compliance Office (FPCO) and seeking technical assistance from Privacy Technical Assistance Center (PTAC).
- Determine whether to notify authorities/law enforcement (situation dependent).
- Decide how to investigate the data breach to ensure investigative evidence is appropriately handled and preserved.
- Determine whether notification of affected individuals is appropriate and, if so, when and how to provide such notification.
- Collect and review any breach response documentation and analysis reports to determine probable cause(s) and minimize risk of future occurrence.

## V. **Indemnification**

Each educational institution to this MOU agrees to defend, indemnify, and hold the other and its officers, officials, employees, and agents harmless from and against any liability, loss, expense (including attorney fees and expert fees), or claims of injury or damages arising out of the performance of the terms of this MOU, but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims for injury or damages are caused by or result

from the negligent or intentional acts or omissions of the indemnifying educational institution, and/or its officers, officials, employees, or agents.

#### **VI. Entire Agreement**

This document states the entire agreement between the educational institutions with respect to its subject matter and supersedes any previous and contemporaneous or oral representations, statements, negotiations, or agreements.

#### **VII. Execution**

Each of the persons signing this MOU on behalf of a party or entity other than a natural person represents that he or she has authority to sign on behalf of and to bind such party.

#### **VIII. Assignment**

None of the signatories to this MOU may assign their rights, duties, or obligations under this MOU, either in whole or in part, without the prior written consent of the other signatories to this MOU.

#### **IX. Severability**

If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU, such provision shall be fully severable. This MOU shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) is(are) not material to the overall purpose and operation of this MOU.

#### **X. Waiver**

Waiver by any signatory to this MOU of any breach of any provision of this MOU or warranty of representation set forth herein by the other party shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this MOU shall not operate as a waiver of such right. All rights and remedies provided for in this MOU are cumulative.

#### **XI. Modification and Amendments**

This MOU may be amended or modified at any time by written mutual agreement of the authorized representatives of the signatories to this MOU. The educational institutions further agree to amend this MOU to the extent amendments are required by an applicable law or policy issued by an appropriate regulatory authority if the amendment does not materially affect the provisions of this MOU. However, if new laws, policies, or regulations applicable to the educational institutions are implemented which materially affect the intent or the material provisions of this MOU, the authorized representatives of the signatories to this MOU shall meet within a reasonable period of time, e.g. 30 business days, from the date of notice of such change of law, policy, or regulations, to confer regarding how and/or if those laws, policies, or regulations will be applied or excepted.

#### **XII. Term of this Memorandum of Understanding**

This MOU shall be in effect for the period commencing from the effective date established pursuant to Section 12. Any party to this MOU may terminate its participation by delivering written notice of its intent to terminate said participation to the other party.

#### **Agreement of Parties**

JJC and HS/CC hereby agree to enter into this MOU for the dates stated below and be bound by all of its terms and conditions. This agreement is effective:

**Beginning Date: July 1, 2025**

**Ending Date: June 30, 2029**

**Thornton Fractional Center for  
Academics and Technology**

\_\_\_\_\_  
Superintendent or designee      Date

**Joliet Junior College**

\_\_\_\_\_  
President                                      Date

\_\_\_\_\_  
Vice President                                      Date  
Academic Affairs



## MEMORANDUM OF UNDERSTANDING Joliet Junior College Dual Credit

This Memorandum of Understanding, herein referred to as "MOU," is entered into by and between Joliet Junior College ("JJC") and **Thornton Fractional North High School** ("HS/CC") (herein collectively "educational institutions").

### PREAMBLE

Dual Credit is a partnership between JJC and HS/CC where high school students will be able to enroll in a college-level course, for college credit through JJC, taught by JJC-approved instructors. Students will be able to earn both high school and college level credit upon successful completion of the course. Approved courses will be offered during the day at HS/CC as a part of the regular schedule and taught by the approved HS/CC instructor. The purpose of this MOU is to clearly delineate the responsibilities of both parties related to Dual Credit offerings, as well as to identify and mitigate gaps in curriculum, should they exist, to JJC ensure course outcomes are being met at HS/CC.

Based upon mutual concerns for the needs of students pursuing Dual Credit through JJC and in an effort to enhance curriculum and eliminate unnecessary duplication of instruction for students after the completion of high school, the following are agreements to which we mutually subscribe.

THEREFORE, the educational institutions agree to the following terms of this MOU:

### I. Responsibilities

#### A. JJC Responsibilities:

1. JJC Deans and Department Chairs will be responsible for approving all Dual Credit instructors and verifying that their credentials align with accreditation requirements. JJC follows credentialing requirements in accordance with Illinois Community College Board ("ICCB"), Higher Learning Commission ("HLC"), Illinois Board of Higher Education ("IBHE") and programmatic accreditation when applicable. All dual credit instructors must be fully credentialed prior to the first day of instruction.
2. JJC Department Chairs and JJC faculty liaisons will be responsible for providing the Dual Credit course curriculum.
3. JJC will offer professional development opportunities for Dual Credit instructors/facilitators, including but not limited to discipline-specific training, workshops, summits, college-wide PD days, and faculty development newsletters.

4. JJC designated faculty/staff will conduct site visits for each JJC academic discipline (e.g., BUS, ENG, FIN, etc.) in which a dual credit instructor is teaching during the academic year, rather than for each individual course. If an instructor is teaching two courses in different disciplines (e.g. BUS 110 and FIN 100), a separate site visit will be required for each discipline. If an instructor is teaching two courses in the same discipline (e.g., HIST 103 and HIST 104) during the academic year, only one site visit is needed. For dual credit instructors teaching sequential courses during the fall and spring semesters, the decision regarding which course will be visited will be made at the discretion of the dual credit liaison or their designee. The dual credit liaison will contact the dual credit instructor and HS/CC administration to arrange a mutually convenient time for the site visit and provide the site visit form. Scheduling of site visits shall be agreed to in writing two weeks in advance of the intent to complete a site visit.

After two positive consecutive site visits in the discipline being taught, the designated JJC faculty liaison may opt to reduce the frequency to one site visit for the respective discipline, every other year.

5. JJC will provide new teacher training to dual credit instructors.
6. JJC will provide the master course syllabus to HS/CC that must be followed during the entirety of the course in accordance with ICCB, HLC and Illinois Articulation Initiative (“IAI”) guidelines. JJC will review the HS/CC submitted course syllabus for alignment to course objectives, assessment, topical outline and grading scale.
7. All dual credit courses have a tuition rate of \$12 per credit hour. Students and parents will be sent payment instructions to the email and/or phone number provided. JJC will waive tuition for students who qualify for the National Free and Reduced Lunch Program.
8. JJC will coordinate the student registration processes, enrollment reporting, mid-term enrollment report, final grading, etc., through the JJC Office of Dual Credit.
9. JJC will provide each dual credit instructor with a JJC faculty liaison who will provide the necessary guidance and support to successfully deliver JJC dual credit courses.
10. JJC will share dual credit data with HS/CC partners through appropriate formats, such as institutional dashboards, data reports, or presentations, on a regular basis to support collaboration and informed decision-making.
11. JJC will provide a response within thirty (30) business days of receiving credentialing requests and forty-five (45) business days of receiving new course requests, unless otherwise agreed upon with the HS/CC, in writing.

## **B. HS/CC Responsibilities:**

1. HS/CC administrators or instructors will provide JJC with instructor credentials, including a résumé, official transcripts and any certification requirements. All instructors must apply via the dual credit instructor application and submit all necessary credentialing materials by June 30 for the following academic year. In the event of extenuating circumstances preventing instructor credentialing submission by June 30, the HS/CC is instructed to contact the Office of Dual Credit to provide proof of progress indicating the completion of credentialing prior to the start of the academic year. All dual credit instructors must meet credentialing requirements and

be approved by JJC prior to the beginning of instruction.

2. HS/CC will follow the JJC approved curriculum and textbook for each dual credit course. HS/CC will receive a list of approved/updated textbooks no later than December 1 for the following academic year. If HS/CC is unable to purchase textbooks, or ensure all students purchase textbooks in accordance with updates, HS/CC will receive a one-year grace period to make necessary changes. HS/CC will ensure all students have their own copy of the required textbook for the duration of the course.
3. HS/CC will have procedures and prior to the first day of class will notify all individual students in a mixed enrollment dual credit course whether or not they are eligible to earn college credit for the course.
4. HS/CC will follow JJC policies, procedures, and deadlines related to application, registration, course withdrawal, midterm verification, placement, protecting the privacy of student information, and final grade reporting.
5. It is the responsibility of HS/CC to complete the Dual Enroll application and registration by the designated registration deadline. Failure to do so may impact a student's ability to register for a course. The Dual Enroll designee(s) at HS/CC is/are responsible for approving free and reduced lunch, approving course registrations, and reviewing course rosters to verify accuracy.
6. The approved Dual Credit instructor of record must be the individual delivering the course curriculum to the students. If there is a change in personnel or extended leave of absence (3+ consecutive days of instruction) during the term, HS/CC must notify JJC within 24 hours of the change. In the event JJC is not notified immediately of instruction changes, the dual credit administrator will be contacted and corrective measures will be taken. If the corrective measures are unsuccessful, JJC has the ability to suspend or discontinue dual credit offerings for future terms.
7. Requests for new Dual Credit courses must be made no later than February 1 for courses offered for the following academic year.
8. HS/CC must comply with JJC's requirements for course delivery and grading, including, but not limited to, completing and submitting course syllabi, meeting with the assigned liaison, department chair or designee for curriculum, course requirements, assessment or other course-related criteria and participating in an annual site visit. In the event that JJC's curricular expectations are not met, the dual credit administrator and instructor will be notified and provided corrective measures. If the corrective measures are unsuccessful, JJC has the ability to suspend or discontinue dual credit offerings for future terms.
9. HS/CC will provide students with appropriate accommodations under Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments. The student shall have access to the supplementary aids and accommodations included in the student's individualized education program under Article 14 of the School Code or Section 504 plan under the Federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on a high school campus, in accordance with established practices at the high school for providing these services. A student who accesses a dual credit course on a community college campus shall have access to supplementary aids and accommodations provided in the partnership agreement, including access to the

community college's disability services.

### **C. Student Responsibilities:**

1. A student requesting Dual Credit must meet all JJC admissions requirements and be a registered student in good standing with JJC.
2. A student requesting to enroll in a Dual Credit course must meet all JJC prerequisites listed for that course. It is advised the student review prerequisites, and complete placement testing if applicable, at least one semester prior to the course to ensure all prerequisites are completed before the intended dual credit enrollment.
3. Students who choose to enroll in a Dual Credit course are responsible for paying the tuition rate of \$12 per credit hour. Students who qualify for the National Free and Reduced Lunch Program are not responsible for paying tuition.
4. Students are responsible for paying their JJC tuition statement through their JJC portal upon registration. If a student does not pay their bill, they will be able to complete the course(s) for which they are currently enrolled, but will not be able to register for subsequent dual credit courses.
5. Should a student have any concerns regarding instruction, assignments, or grading, they should try to resolve their issue with the instructor of record. If it is unresolved, the student should follow the student complaint procedures for their respective HS/CC.

### **D. Shared Educational Institutions' Responsibilities:**

1. Participating instructors at secondary and postsecondary levels will follow the JJC syllabus when delivering instruction. All instructors must post their syllabus on JJC's Simple Syllabus site prior to the first day of instruction.
2. New dual credit instructors will be provided discipline specific materials from a JJC faculty liaison, department chair, or designee, to review learning objectives, syllabus, and evaluation criteria for the course, prior to the first day of instruction. All new dual credit instructors shall participate in discipline specific training, offered annually.  
  
JJC will cover the expenses for faculty liaison participation in new dual credit instructor training conducted during the summer. HS/CC is responsible for covering any expenses related to dual credit instructor participation in summer training.
3. All curriculum updates will be addressed at annual discipline specific professional development events for dual credit instructors.
4. Dual credit instructors and designated representatives from HS/CC are required to attend dual credit administrative training to review policy and procedures updates. JJC will strive to align dual credit administrative training with scheduled institute and professional development days of the HS/CC. When applicable, training sessions may be recorded and shared with the HS/CC for broader accessibility.
5. Designated representatives from JJC will participate in a site visit of the instructor(s) for this MOU.

6. This MOU will be reviewed annually by the JJC Senior Director of Academic Excellence and Support, Manager of Dual Credit and P-20 Partnerships, and an administrator of HS/CC. Recommendations will be brought forward to the parties for review and implementation in the following academic year.
7. The MOU addendum including the courses to be taught and the assigned instructors, will be shared among both JJC and HS/CC annually.
8. JJC provides the master course syllabus, and HS/CC must agree to deliver the approved curriculum.
9. JJC reserves the right to terminate this MOU at any time during the academic year.

## **II. Data Sharing**

JJC will exchange information with high schools and career centers within JJC District 525. The educational institutions shall provide one another with academic data concerning their respective students in accordance with this MOU.

### **A. Student Placement Scores**

In order to facilitate placement of students into dual credit coursework at JJC, data related to placement will be shared with HS/CC on a schedule that will be determined by testing volume and agreed upon by the educational institutions. Data may be shared with HS/CC staff with an educational need-to-know for scheduling students into dual credit courses. In compliance with the Family Educational Rights and Privacy Act (FERPA), the data may not be shared with parents or other school/district employees or used for any other purpose. Data shared electronically must be protected in the same manner as paper records, as required by (FERPA).

The FERPA-protected student placement information from JJC to be shared with HS/CC will be limited to the following:

- First and last name (PII)
- Date of birth (PII)
- Date of testing
- ALEKS test scores
- Accuplacer test scores
- Student placement recommendation
- JJC ID Number

\*Note: only the highest placement scores will be provided in cases with multiple scores.

### **B. Annual Data Assessment**

The educational institutions agree to collaborate annually to assess data related to dual credit programs. This assessment shall include, to the extent feasible:

- Enrollment figures in dual credit courses, disaggregated by gender, race and ethnicity, and low-income status;
- Completion of dual credit courses;
- Subsequent postsecondary enrollment at JJC and academic performance of participating students.

If applicable, the assessment shall also include an analysis of dual credit courses that offer both college credit (dual credit sections), and high school credit only (non-dual credit sections).

Both educational institutions commit to maintaining the confidentiality, integrity, and security of all student data shared or analyzed under this agreement. The findings from the annual assessment shall be documented in a joint report and reviewed by both educational institutions to inform program improvements, equity strategies, and future planning.

Data shall be anonymized or de-identified before analysis or reporting.

### **C. JJC Data Usage and Storage by HS/CC**

JJC data (placement and annual assessment) will be available to the home HS/CC in which the student currently or formerly attended, to access and maintain for one academic year following receipt. After one calendar year, the scores may be maintained by the designated office at the HS/CC, but the PII-labeled data above or any other data that could be used to identify specific students must be removed and destroyed. JJC data shared electronically must be protected and maintained in the same manner as paper records.

- All PII information in hard/paper copies must be shredded and any electronic PII information must be deleted, so as to ensure the PII is not recoverable.
- JJC data is for use by the HS/CC staff with an educational need-to-know for scheduling students into dual credit courses
- The JJC data is not HS/CC data and may not be shared with other HS/CC or district employees or used for any other purpose.
- HS/CC will identify and inform JJC's Office of Dual Credit as to who the appropriate person is on their campus to receive JJC data files. Any HS/CC designated employees who need access to JJC data will sign and return the JJC confidentiality agreement to the Office of Dual Credit.

### **III. Confidentiality**

The educational institutions will protect the confidentiality of all student data exchanged as part of this MOU, and in accordance with all applicable Federal and State laws regarding such information, including but not limited to, the Family Education Rights and Privacy Act (20 U.S.C. § 1232g) ("FERPA") and the Illinois School Student Records Act (105 ILCS 10/1 et seq.) ("ISSRA").

The confidentiality requirements under this section shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU. To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, HS/CC shall establish a system of safeguards that will at minimum include the following:

- A. Secure data transfer method (e.g. encrypted file sharing platforms) shall be used for all exchanges of sensitive information.

- B. Procedures and systems that ensure all student records are kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data under section II Data Sharing of the MOU.
- C. All designated employees at the HS/CC involved in the handling, transmittal, and/or processing of JJC data provided under this MOU will be required to execute a confidentiality agreement requiring said personnel to maintain the confidentiality of all dual credit related personally identifiable information. This includes training related to confidentiality of JJC data as defined in this agreement.
- D. Procedures and systems that require the use of secured passwords to access computer databases used to process, store, and/or transmit data provided under this MOU shall be developed and implemented.
- E. Procedures and systems, such as good practices for assigning passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, and/or transmit data provided under this MOU.
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from the negligent or intentional acts or omissions of the indemnifying educational institution, and/or its officers, officials, employees, or agents.

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**Beginning Date: July 1, 2025**

**Ending Date: June 30, 2029**

**Thornton Fractional North  
High School**

\_\_\_\_\_  
Superintendent or designee      Date

**Joliet Junior College**

\_\_\_\_\_  
President                                      Date

\_\_\_\_\_  
Vice President                                      Date  
Academic Affairs



## MEMORANDUM

**Date:** October 8, 2025

**To:** Mr. Ray Williams, Interim Superintendent/Board of Education

**From:** Eric Mastey, Assistant Superintendent of Career Development

**Subject:** Collision Repair Education Foundation (“CREF”) Vehicle Donation Agreement

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### **Recommended Action**

The Career Development department would like to provide an update regarding ongoing discussions with the Collision Repair Education Foundation (CREF) related to a potential Vehicle Donation Agreement in support of the District’s Auto Collision and Auto Technology pathways at the TF Center. While no formal agreement has been entered into at this time, the district is exploring the terms and benefits of such a partnership and anticipates presenting a proposal for formal consideration at a future Board meeting.

### **Background**

#### **Key Provisions Under Discussion**

- Donated vehicles would be provided exclusively for instructional purposes, including dismantling, reassembly, repair, and testing.
- Vehicles would not be permitted for road use and could not be resold, transferred, or used for non-educational purposes.
- The district would assume responsibility for transportation, storage, and eventual destruction of vehicles following their instructional use.
- All vehicles would be donated “as is” and may contain significant damage or defects that render them unsafe for operation.
- Upon completion of use, the district would be required to ensure the vehicles are properly destroyed or provided to first responder training programs, with written certification submitted to CREF.

#### **Educational Significance**

- Donated vehicles would provide students with practical, hands-on training on a range of makes, models, and body styles reflective of those in the automotive industry.
- This potential partnership would represent a cost-saving measure, reducing the need for the district to purchase vehicles solely for training purposes.
- Access to donated vehicles would ensure that Auto Collision and Auto Technology students are able to develop industry-standard skills in diagnostics, mechanical systems, collision repair, and refinishing.
- This opportunity would strengthen the career pathway experience, ensuring students are well-prepared for post-secondary education, certification, and employment in the automotive field.

**Funding source if applicable:** N/A

**Attachment:** Vehicle Donation DRAFT Agreement

## VEHICLE DONATION AGREEMENT

This Vehicle Donation Agreement (the “Agreement”) is entered into by and between Collision Repair Education Foundation (“CREF”), organized under the Internal Revenue Service Code (501)(c)(3) with offices at 5125 Trillium Blvd., Hoffman Estates, IL 60192, and \_\_\_\_\_ (“Recipient”), located in \_\_\_\_\_, with principal offices located at \_\_\_\_\_ effective as of the date of last signature (the “Effective Date”).

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows.

1. Vehicle Description.

CREF hereby grants to Recipient the right to use and possess the automotive vehicle as described on Exhibit A. This Agreement remains in effect until the last Vehicle is disposed of pursuant to section 3 below. Recipient shall be solely responsible for all taxes, fees, costs and expenses associated with its acceptance, ownership, possession and use of the Vehicle.

2. Use and Restrictions.

(a) Recipient itself, or any third-party collision repair or mechanic training schools selected by Recipient and approved by CREF, will use the Vehicle only for classroom and educational purposes, including dismantling and reassembly, repairing, and testing (the “Educational Purpose”). CREF has no responsibility for the design or construction of any modifications to the Vehicle. Recipient will be responsible, at its expense, for any and all aspects of any construction, modification, assembly, or disassembly which may be required in order to make the Vehicle suitable for the authorized usage. Recipient shall ensure that the Vehicle or any portion, part, or sub-assembly of the Vehicle is not used for any other purpose or in any other location without CREF’s prior written consent.

(b) Recipient must receive prior written approval from CREF before a transfer, lease, or pledge of any Vehicle to a collision repair or mechanic training school, with CREF having the right to reject any proposed transfer, lease, or pledge.

(c) **Recipient shall not, and shall not allow any others to, operate the Vehicle or any part, portion, or sub-assembly of the Vehicle on any private or public road in any form.** Other than the Educational Purpose and the final Disposition consistent with section 3 below, the Vehicle, including any part, portion or sub-assembly, cannot be sold, transferred, loaned, leased, pledged or otherwise given to any other third party for any reason.

(d) Recipient shall exercise reasonable care in the transportation of the Vehicle.

3. Disposition.

(a) Upon completion of Recipient's use for the Educational Purpose the Vehicle must be properly destroyed and disposed of at Recipient's sole expense. At Recipient's election, the Vehicle may be provided to a First Responder training facility or other use that will involve its destruction. Otherwise, the Vehicle must be crushed with no further use of the Vehicle, its parts, or sub-assemblies.

(b) Recipient will provide written certification to CREF within 7 days of the Vehicle's destruction, providing the date of destruction and the third party that performed the destruction by completing Training Vehicle Disposition Certificate (Exhibit B).

4. Recipient Representations and Warranties.

Recipient represents and warrants to CREF as follows:

(a) Recipient will restrict use of the Vehicle to the Educational Purpose permitted herein;

(b) Recipient's possession, storage, transportation, display and use of the Vehicle shall comply with all applicable laws, rules and regulations, and the Vehicle will be used only as set forth in this Agreement.

(c) Recipient shall obtain and maintain any and all licenses, permits, certificates or other grants or documents that are required by all applicable governments or regulatory bodies in connection with Recipient's possession, storage, transportation and use, of the Vehicle.

5. No Warranties.

THE VEHICLE IS PROVIDED TO RECIPIENT AS IS, WHERE IS AND, WITH ALL FAULTS. CREF, THE MANUFACTURER OF THE VEHICLE, AND ALL OTHERS INVOLVED IN THE DISTRIBUTION OF THE VEHICLE DO NOT MAKE AND EXPRESSLY DISCLAIM, ANY WARRANTIES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE.

6. Condition of Vehicle.

Recipient understands and agrees that the Vehicle, including its parts, portions and sub-assemblies, has been or may have been severely damaged or destructively tested; does not conform to U.S. Federal Motor Vehicle Safety or Emissions Standards; may have numerous defects; and that it is not suitable for, and cannot be made suitable for, usage on any private or public road as a motor vehicle in any way. ANY SUCH USE OR OPERATION OF THE VEHICLE MAY LEAD TO SERIOUS INJURY OR DEATH.

RECIPIENT ACKNOWLEDGES THE FOREGOING DISCLOSURES REGARDING THE VEHICLE, AND FURTHER ACKNOWLEDGES AND AGREES THAT CREF HAS AGREED TO DONATE THE EQUIPMENT TO RECIPIENT ONLY IN RELIANCE UPON RECIPIENT'S AGREEMENT TO THE TERMS OF THIS AGREEMENT, RECIPIENT'S REPRESENTATIONS AND WARRANTIES AND ITS ACKNOWLEDGEMENTS AS SET FORTH IN THIS AGREEMENT.

7. Indemnification

Recipient, its successors and assigns, will indemnify, defend and hold harmless CREF, its parent, subsidiaries and affiliates, and the officers, directors, employees and agents of any of them, against and from any and all claims, demands, liabilities, suits, actions or causes of action of any kind, brought by or on behalf of any person, which arise in any way whatsoever related to the Vehicle or the subject matter of this Agreement, including, but not limited to, those arising out of injuries or damages to persons or property by virtue of the use, display, storage, possession, transportation or disposition of the Vehicle.

This indemnification obligation of Recipient shall survive in perpetuity.

8. General Provisions.

(a) Complete Agreement. This Agreement supersedes all prior understandings and agreements of the Parties with reference to the matters set forth herein, and there shall be no modification or amendment of this Agreement unless in writing signed by both Parties.

(b) Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

(c) Assignment. Neither this Agreement nor any rights, duties or obligations under this Agreement may be assigned by Recipient without the prior written consent of CREF.

(d) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, except for its conflicts of laws provisions. Exclusive jurisdiction for litigation of any dispute or claim arising out of or related to this Agreement shall be in the state or federal courts located in Cook County, Illinois, and the Parties hereby consent to such jurisdiction.

IN WITNESS WHEREOF, CREF and Recipient have executed this Agreement.

**COLLISION REPAIR EDUCATION  
FOUNDATION**

\_\_\_\_\_  
**RECIPIENT SCHOOL**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print:** Brandon Eckenrode

**Print:** \_\_\_\_\_

**Title:** Executive Director

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EXHIBIT A**

**Make**

**Model**

**Year**

**VIN**

**EXHIBIT B**

**CREF Training Vehicle Destruction Certificate**

\_\_\_\_\_ hereby certifies that the Training Vehicle listed below has  
(LOCATION NAME)  
been processed by the facility at the address listed above. Said vehicle was processed in  
accordance with local guidelines.

Year: \_\_\_\_\_

Make/Model: \_\_\_\_\_

VIN: \_\_\_\_\_

Destruction Date: \_\_\_\_\_

**Approvers**

Witness name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return Document to:

The Collision Repair Education Foundation

[info@ed-foundation.org](mailto:info@ed-foundation.org) or mail to 5125 Trillium Blvd, Hoffman Estates, IL 60192.

**EXHIBIT C**

**CREF Training Vehicle Transfer Certificate**

\_\_\_\_\_ at \_\_\_\_\_ hereby certifies  
(SCHOOL REPRESENTATIVE) (RECIPIENT SCHOOL)  
that the Training Vehicle listed below has been received by recipient's school. Vehicle was  
received from \_\_\_\_\_ at \_\_\_\_\_.  
(SCHOOL REPRESENTATIVE) (TRANSFEROR SCHOOL)

Year: \_\_\_\_\_

Make/Model: \_\_\_\_\_

VIN: \_\_\_\_\_

Transfer Date: \_\_\_\_\_

**Approvers**

Recipient name: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient Signature: \_\_\_\_\_

Transferor name: \_\_\_\_\_ Date: \_\_\_\_\_

Transferor Signature: \_\_\_\_\_

CREF Representative name: \_\_\_\_\_ Date: \_\_\_\_\_

CREF Representative Signature: \_\_\_\_\_

Return Document to:

The Collision Repair Education Foundation

[info@ed-foundation.org](mailto:info@ed-foundation.org) or mail to 5125 Trillium Blvd, Hoffman Estates, IL 60192.

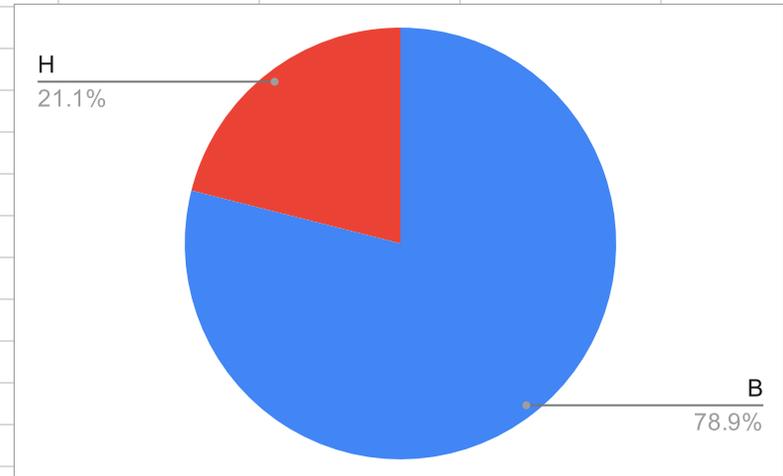
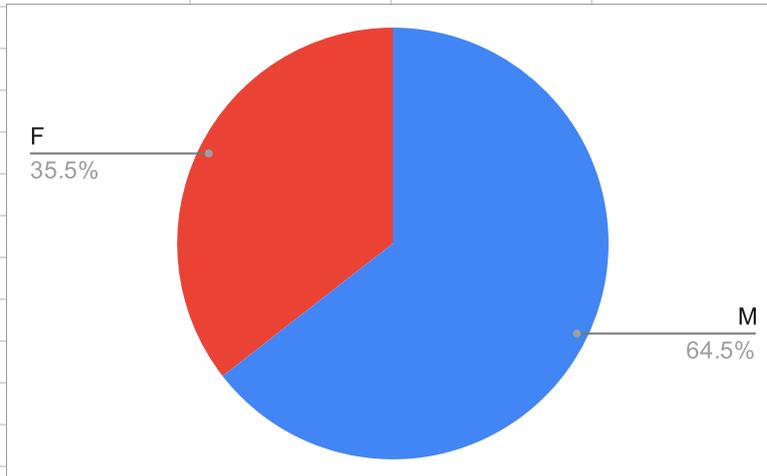
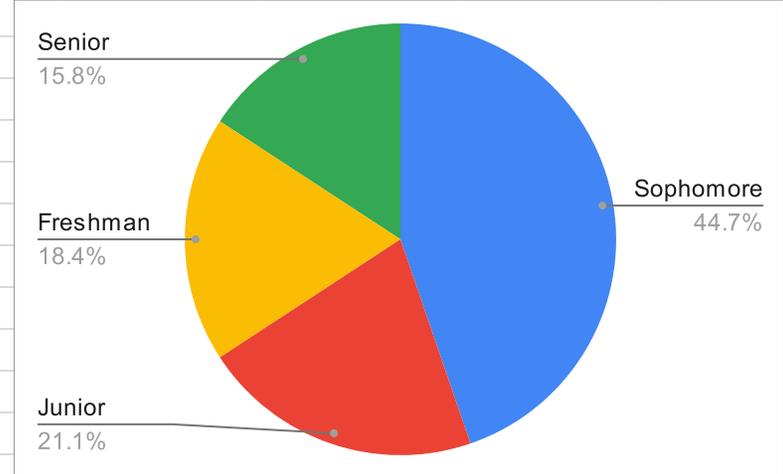
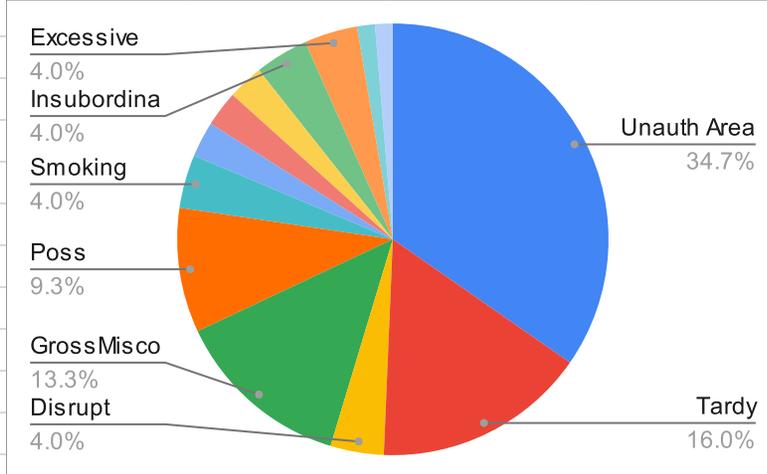
Thornton Fractional North OSS Report					September 2025						
Infraction	Grade Level	Gender	Ethnicity	OSS Days	Intervention 1	Intervention 2	Intervention 3	Intervention 4	Intervention 5	Intervention 6	Intervention 7
Reckless Endang	Sophomore	M	B	2	Parent Communication	Banned List/LOP	Re-entry Meeting	BAM	--		
Disrupt Behav	Freshman	M	H	1	Parent Communication	Banned List/LOP	Re-entry Meeting	--	--		
Theft	Freshman	M	H	1	Parent Communication	Re-entry Meeting	No Pass LList	--	--		
Fighting	Junior	M	B	3	Parent Communication	Banned List/LOP	Re-entry Meeting	--	--		
Theft	Freshman	M	H	1	Parent Communication	Re-entry Meeting	Banned List/LOP	--	--		
Drugs/Alco Poss	Junior	M	B	1	Parent Communication	No Pass LList	Re-entry Meeting	--	--		
Fighting	Junior	F	B	2	Parent Communication	Re-entry Meeting	Banned List/LOP	Stay Away Plan	--		
GrossMisconduct	Junior	F	B	3	Re-entry Meeting	3-6-9 meeting	Parent Communication	--	--		
Fighting	Freshman	F	B	2	Banned List/LOP	Parent Communication	Re-entry Meeting	Stay Away Plan	--		
			<b>Total Days</b>	<b>16</b>							

Thornton Fractional North OSS Report							September, 2024
Infraction	Grade Level	Gender	Ethnicity	Date	OSS Days	Assigned Dean	Intervention (s)
Gross Misconduct	10th	M	Black	09/03/2024	1	Hunt	8/28- Conversation with student regarding fighting rumors, Parent Contact
Drugs	9th	M	Black	09/05/2024	1	Evancho	Parent Contact
					<b>Total Days: 2</b>		

# Thornton Fractional North ISS Report

## September 2025

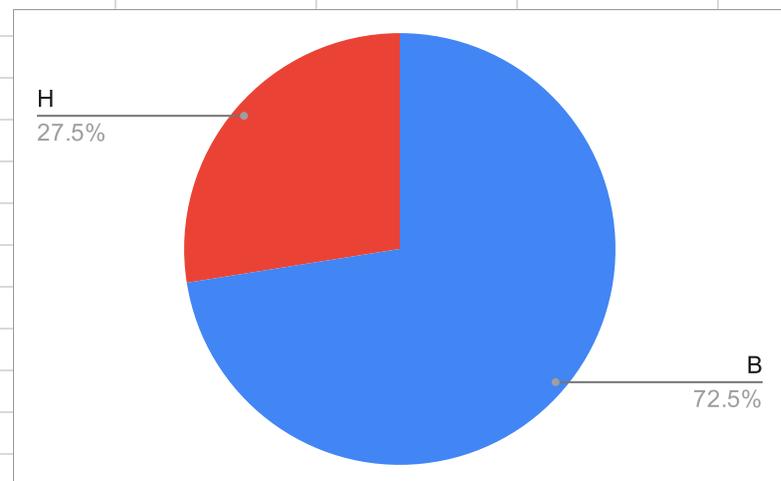
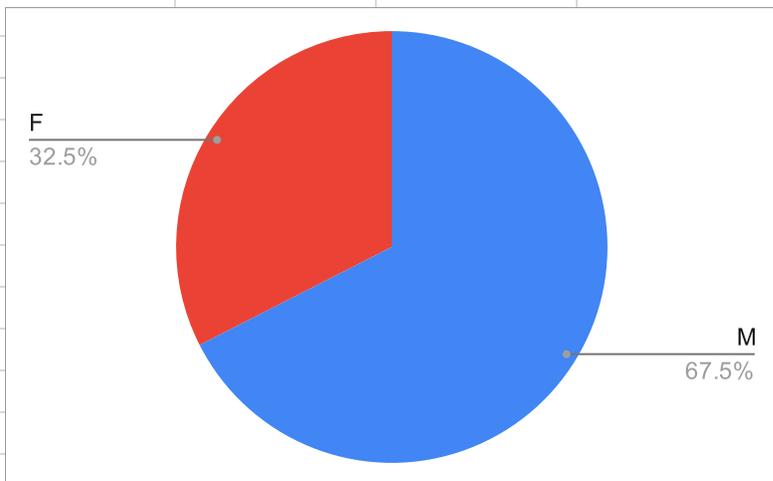
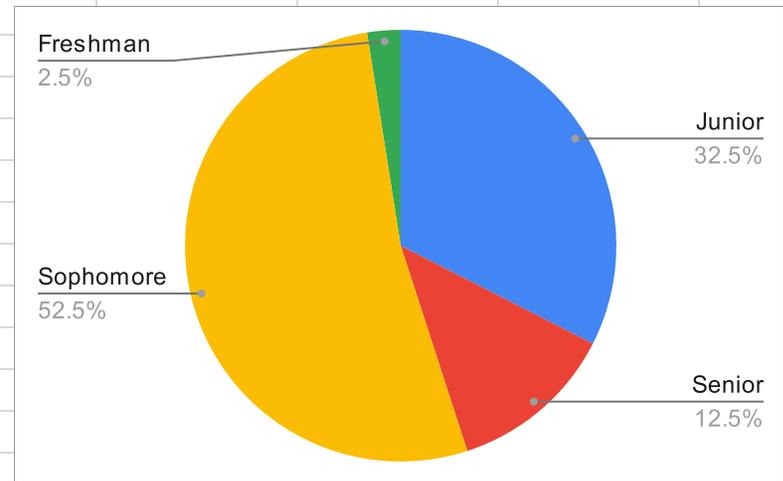
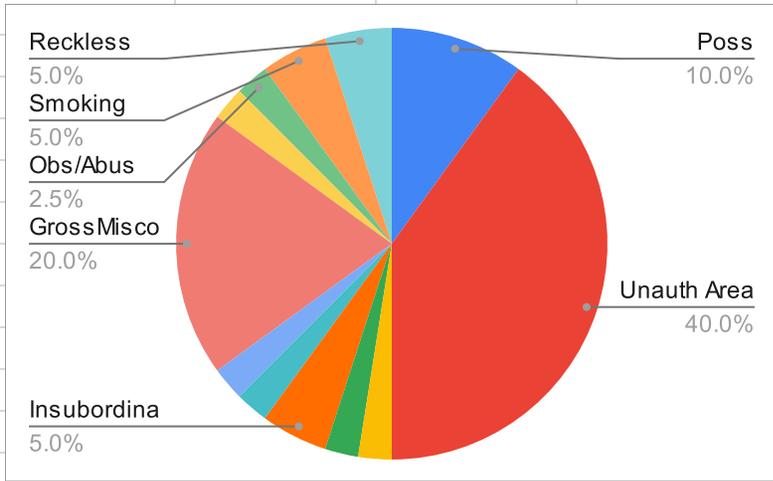
Total Days: 103



# Thornton Fractional North ISS Report

# September 2024

Total Days: 56.5

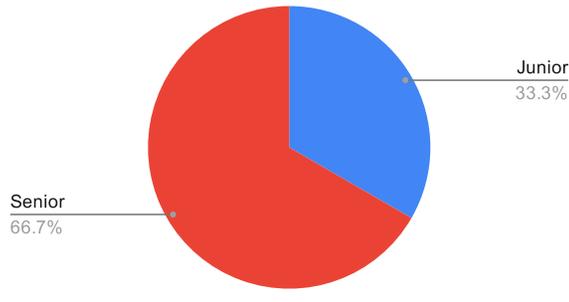


# Thornton Fractional Center ISS Suspension Report

September 2024

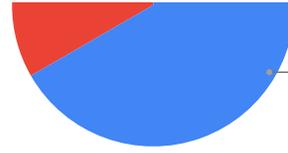
Infraction	Grade Level	Gender	Ethnicity	ISS Days	Intervention 1	Intervention 2	Intervention 3	Intervention 4	Intervention 5	Intervention 6
Insubordination	Junior	M	H	2	Parent Communication	Restorative Conversation	Be Well Restorative Coaching	ISS	--	--
Poss Smoking M	Junior	M	B	2	Parent Communication	Restorative Conversation	Be Well Restorative Coaching	ISS	--	--
Unauth Area	Senior	F	B	2	Parent Communication	Restorative Conversation	ISS	--	--	--
Unauth Area	Senior	M	H	2	Parent Communication	Restorative Conversation	ISS	--	--	--
Unauth Area	Senior	M	H	2	Parent Communication	Restorative Conversation	ISS	--	--	--
Unauth Area	Senior	M	H	2	Parent Communication	Restorative Conversation	ISS	--	--	--
				<b>Total: 12</b>						

Count of Grade Level



Count of Ethnicity



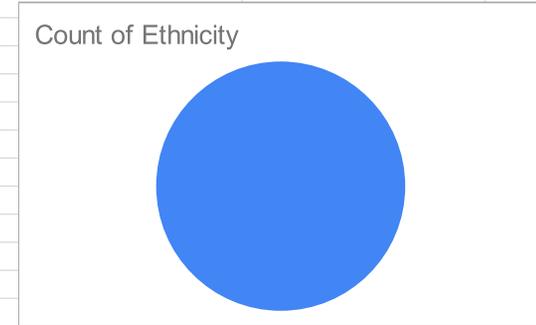
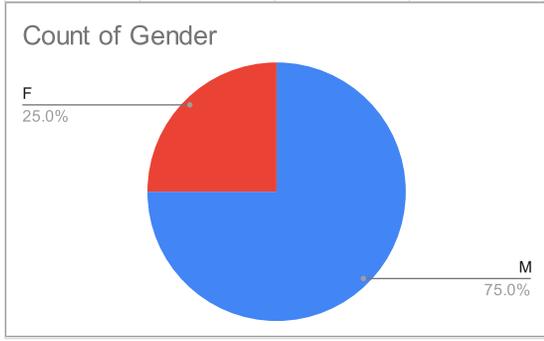
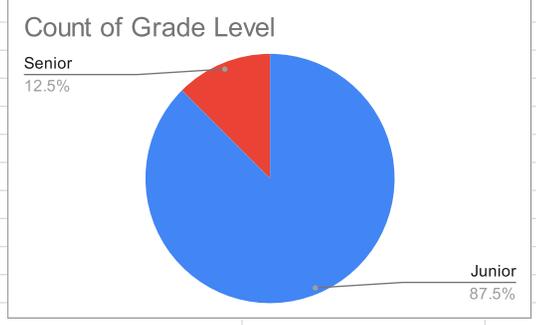
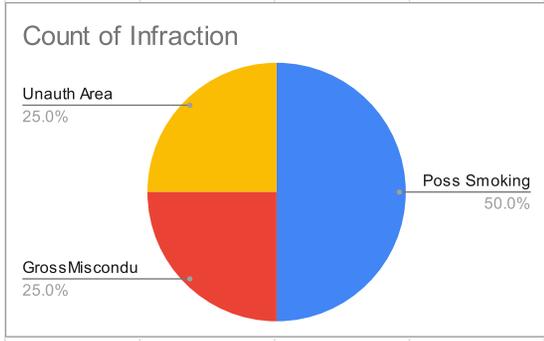



H  
66.7%


# Thornton Fractional Center ISS Suspension Report

September 2025

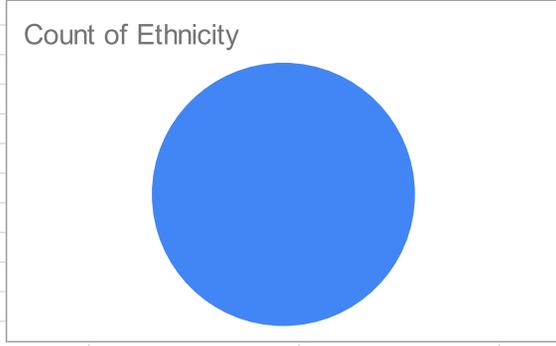
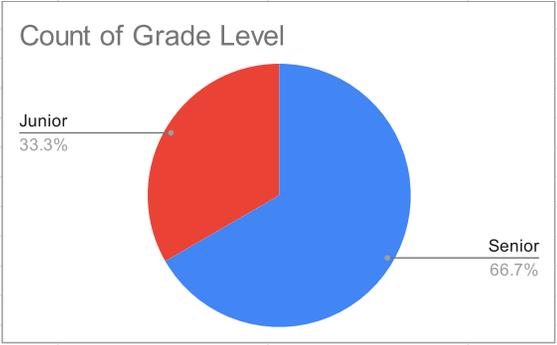
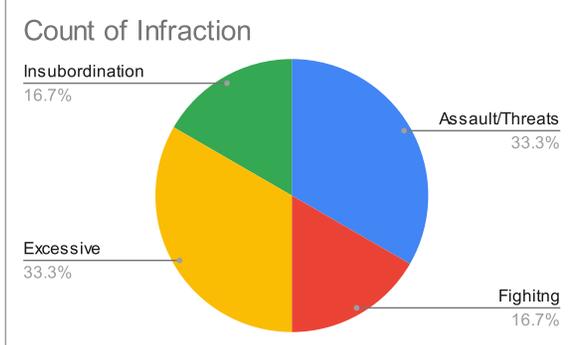
Infraction	Grade Level	Gender	Ethnicity	ISS Days	Intervention 1	Intervention 2	Intervention 3	Intervention 4	Intervention 5	Intervention 6
Poss Smoking M	Junior	M	B	2	Restorative Conversation	Parent Communication	--	--	--	--
Poss Smoking M	Junior	F	B	2	Restorative Conversation	Parent Communication	--	--	--	--
Poss Smoking M	Junior	F	B	2	Restorative Conversation	Parent Communication	--	--	--	--
GrossMisconduc	Junior	M	B	2	Restorative Conversation	Parent Communication	--	--	--	--
Unauth Area	Junior	M	B	2	Restorative Conversation	Parent Communication	--	--	--	--
Poss Smoking M	Junior	M	B	2	Restorative Conversation	Parent Communication	--	--	--	--
Unauth Area	Senior	M	B	2	Restorative Conversation	Parent Communication	--	--	--	--
GrossMisconduc	Junior	M	B	2	Restorative Conversation	Parent Communication	--	--	--	--
				<b>Total: 16</b>						



# Thornton Fractional Center OSS Suspension Report

September 2024

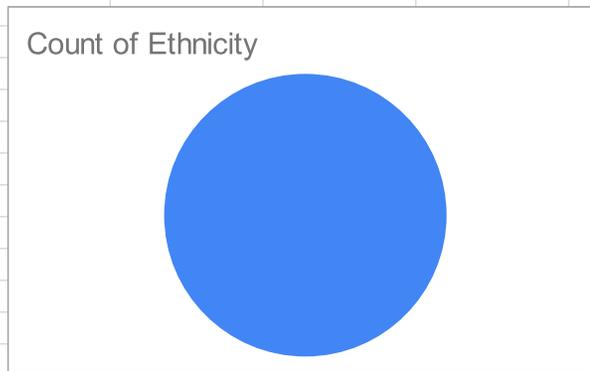
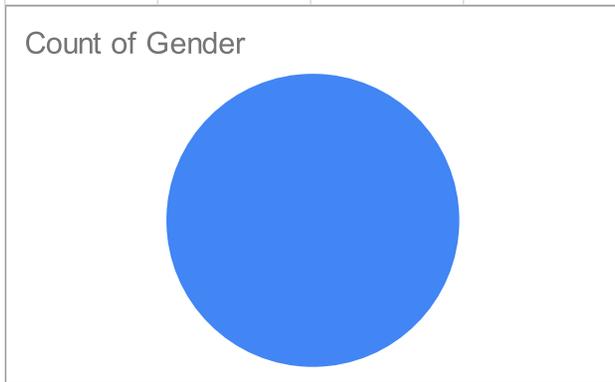
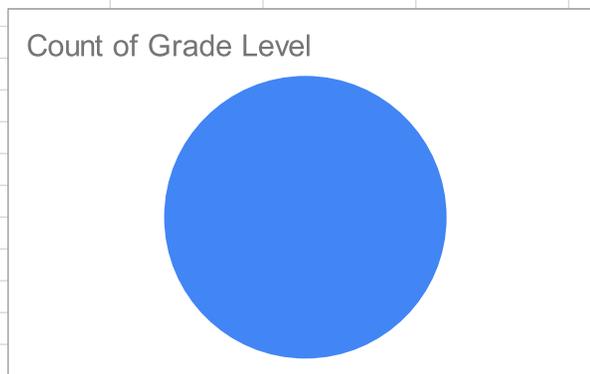
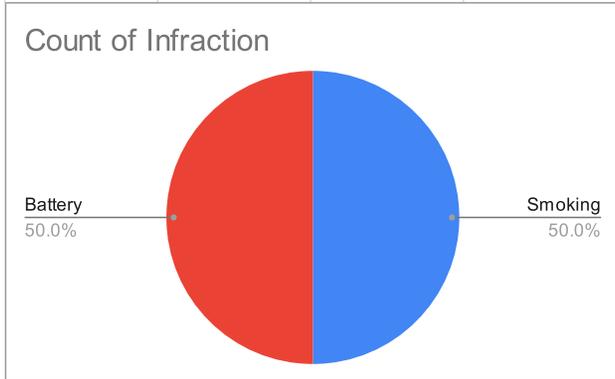
Infraction	Grade Level	Gender	Ethnicity	OSS Days	Intervention 1	Intervention 2	Intervention 3	Intervention 4	Intervention 5	Intervention 6
Assault/Threats	Senior	F	B	3	Be Well Restorative Coaching	Restorative Conversation		--	--	--
Assault/Threats	Senior	F	B	5	Restorative Conversation	Conflict Resolution Specialist		--	--	--
Fighting	Junior	M	B	3	Be Well Restorative Coaching	Conflict Resolution Specialist	Restorative Conversation	--	--	--
Excessive Tardy	Senior	M	B	1	Character Ed	Attendance Clerk		--	--	--
Excessive Tardy	Senior	M	B	1	Character Ed	Attendance Clerk		--	--	--
Insubordination	Junior	M	B	3	Character Ed	Restorative Conversation		--	--	--
				<b>Total: 16</b>						



# Thornton Fractional Center OSS Suspension Report

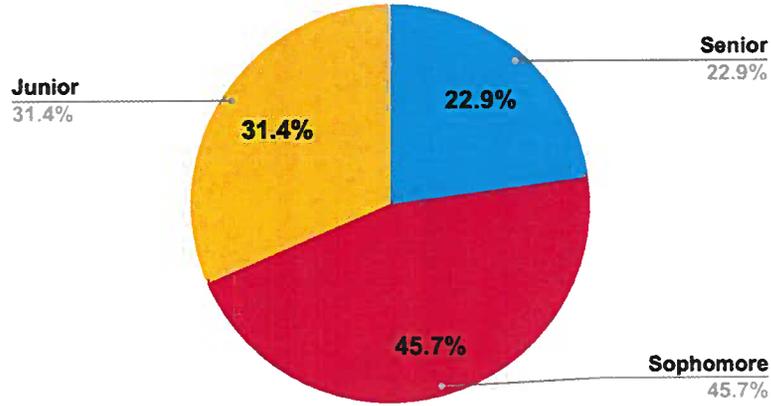
September 2025

Infraction	Grade Level	Gender	Ethnicity	OSS Days	Intervention 1	Intervention 2	Intervention 3	Intervention 4	Intervention 5	Intervention 6
Smoking	Junior	F	B	3	Parent Communication	Restorative Conversation	ISS	--	--	--
Battery	Junior	F	B	2	Parent Communication	Conflict Resolution Specialist	Restorative Conversation	Mediation	Be Well Restorative Coaching	Stay Away Plan
				<b>Total: 5</b>						

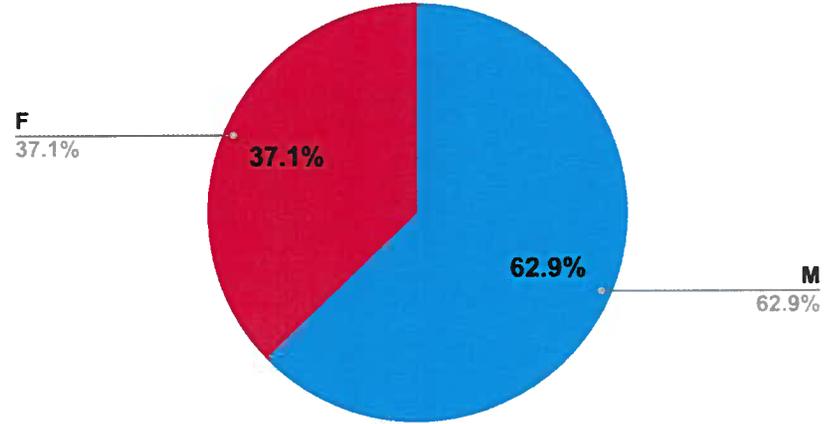


# Thornton Fractional South ISS Report 2024

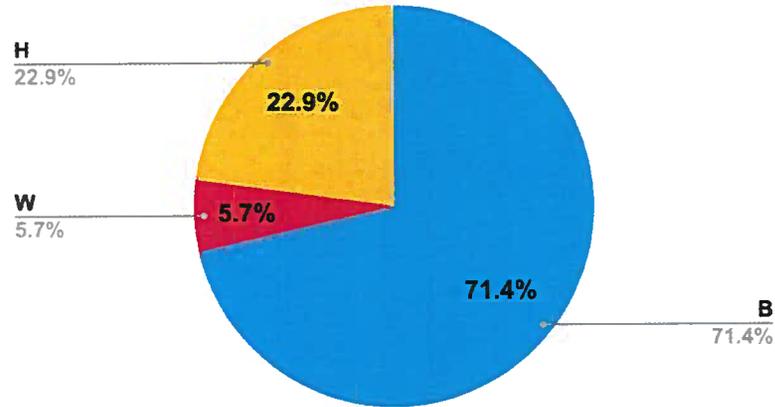
## Grade Level



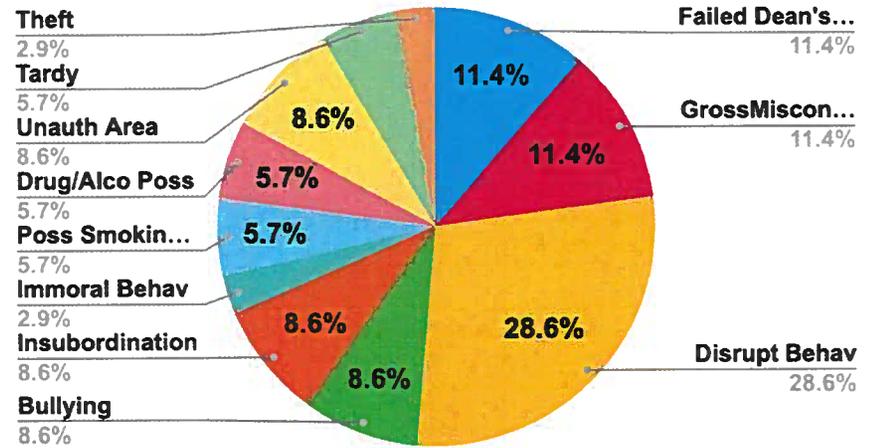
## Gender



## Ethnicity

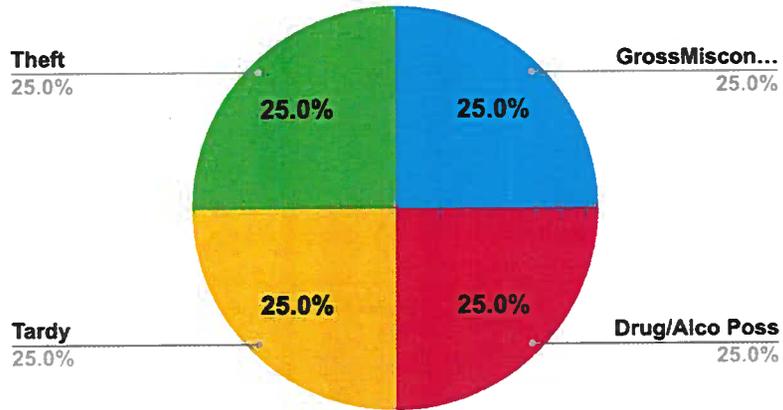


## Infraction

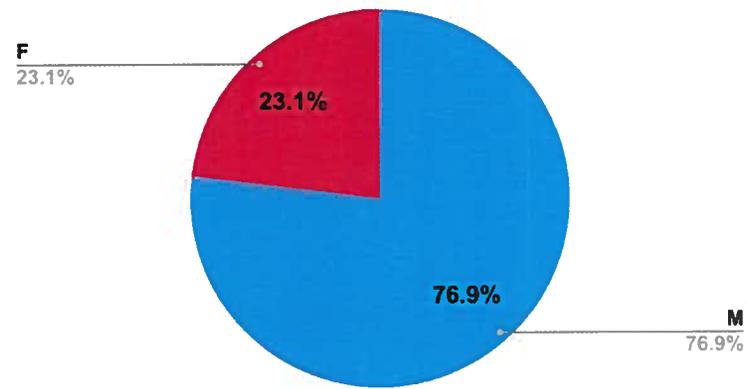


# Thornton Fractional South ISS Report 2025

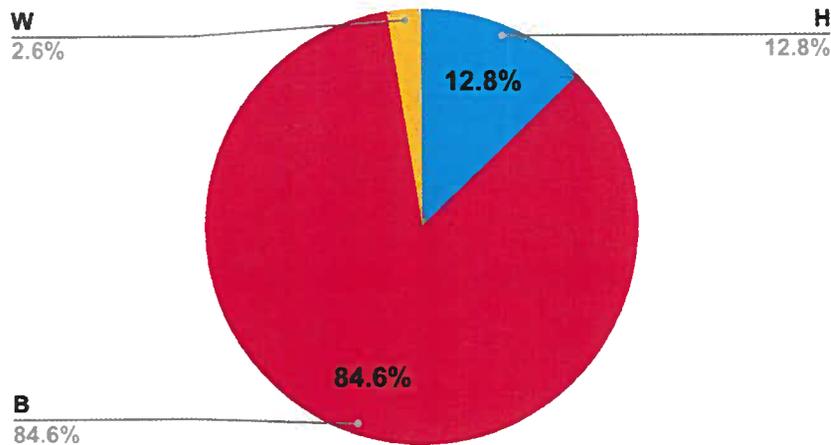
## Grade Level



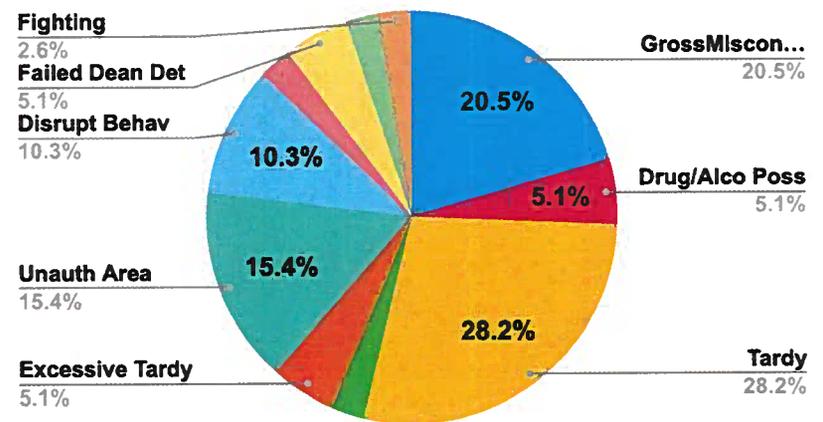
## Gender



## Ethnicity



## Infraction



**Thornton Fractional South Suspension Report September 2024**

<b>Infraction</b>	<b>Grade Level</b>	<b>Gender</b>	<b>Ethnicity</b>	<b>OSS Days</b>	<b>Intervention 1</b>	<b>Intervention 2</b>	<b>Intervention 3</b>	<b>Intervention 4</b>
GrossMisconduct	Senior	F	B	2	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
Disrupt Behav	Senior	F	B	1	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
Disrupt Behav	Senior	F	B	2	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
Disrupt Behav	Junior	F	B	1	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
WEX (Weapon/LookAlike)	Sophomore	F	B	3	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
Disrupt Behav	Sophomore	F	B	1	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
Disrupt Behav	Sophomore	F	B	1	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
GrossMisconduct	Sophomore	M	B	1	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting

Drug/Alco Poss	Junior	M	B	1	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
Disrupt Behav	Sophomore	F	B	1	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
Fighting	Senior	M	W	2	Banned List/LOP	Character Ed	Parent Communication	Re-entry Meeting
			Total Days	16				

**Thornton Fractional South Suspension Report September 2025**

<b>Infraction</b>	<b>Grade Level</b>	<b>Gender</b>	<b>Ethnicity</b>	<b>OSS Days</b>	<b>Intervention 1</b>	<b>Intervention 2</b>	<b>Intervention 3</b>	<b>Intervention 4</b>
Drugs/Alco Poss	Junior	M	B	5	Banned List/LOP	Parent Communication	Re-entry Meeting	SSJC Drug Counseling
Poss Smoking Material	Freshman	F	B	1	Banned List/LOP	Parent Communication	Re-entry Meeting	SSJC Drug Counseling
Fighting	Sophomore	M	B	2	Banned List/LOP	Parent Communication	Re-entry Meeting	Mediation
Drugs/Alco Poss	Senior	F	B	1	Banned List/LOP	Parent Communication	Re-entry Meeting	SSJC Drug Counseling
Poss Smoking Material	Junior	M	B	1	Banned List/LOP	Parent Communication	Re-entry Meeting	SSJC Drug Counseling
Fighting	Sophomore	M	B	3	Banned List/LOP	Parent Communication	Re-entry Meeting	Mediation

Poss Smoking Material	Sophomore	M	B	1	Banned List/LOP	Parent Communication	Re-entry Meeting	SSJC Drug Counseling
Fighting	Sophomore	F	B	3	Banned List/LOP	Parent Communication	Re-entry Meeting	Mediation
Fighting	Sophomore	M	B	3	Banned List/LOP	Parent Communication	Re-entry Meeting	Mediation
Poss Smoking Material	Senior	M	B	1	Banned List/LOP	Parent Communication	Re-entry Meeting	SSJC Drug Counseling
Drugs/Alco Poss	Senior	M	B	1	Banned List/LOP	Parent Communication	Re-entry Meeting	SSJC Drug Counseling
Disrupt Behav	Freshman	F	B	2	Banned List/LOP	Parent Communication	Re-entry Meeting	Character Ed
Fighting	Junior	M	B	2	Banned List/LOP	Parent Communication	Re-entry Meeting	Mediation

GrossMisconduct	Freshman	M	B	2	Banned List/LOP	Parent Communication	Re-entry Meeting	Character Ed
Fighting	Junior	M	B	3	Banned List/LOP	Parent Communication	Re-entry Meeting	Mediation
Disrupt Behav	Freshman	M	B	1	Banned List/LOP	Parent Communication	Re-entry Meeting	Character Ed
Gross Misconduct	Freshman	M	B	1	Banned List/LOP	Parent Communication	Re-entry Meeting	Character Ed
Poss Smoking Material	Sophomore	F	B	1	Banned List/LOP	Parent Communication	Re-entry Meeting	Character Ed
			Total Days	34				



## MEMORANDUM

**Date:** October 8, 2025

**To:** Mr. Ray Williams, Interim Superintendent/Board of Education

**From:** Anita Howard, Chief of Staff

**Subject:** 2025-26 Organizational Chart

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### **Recommended Action**

No action is required. For informational purposes only.

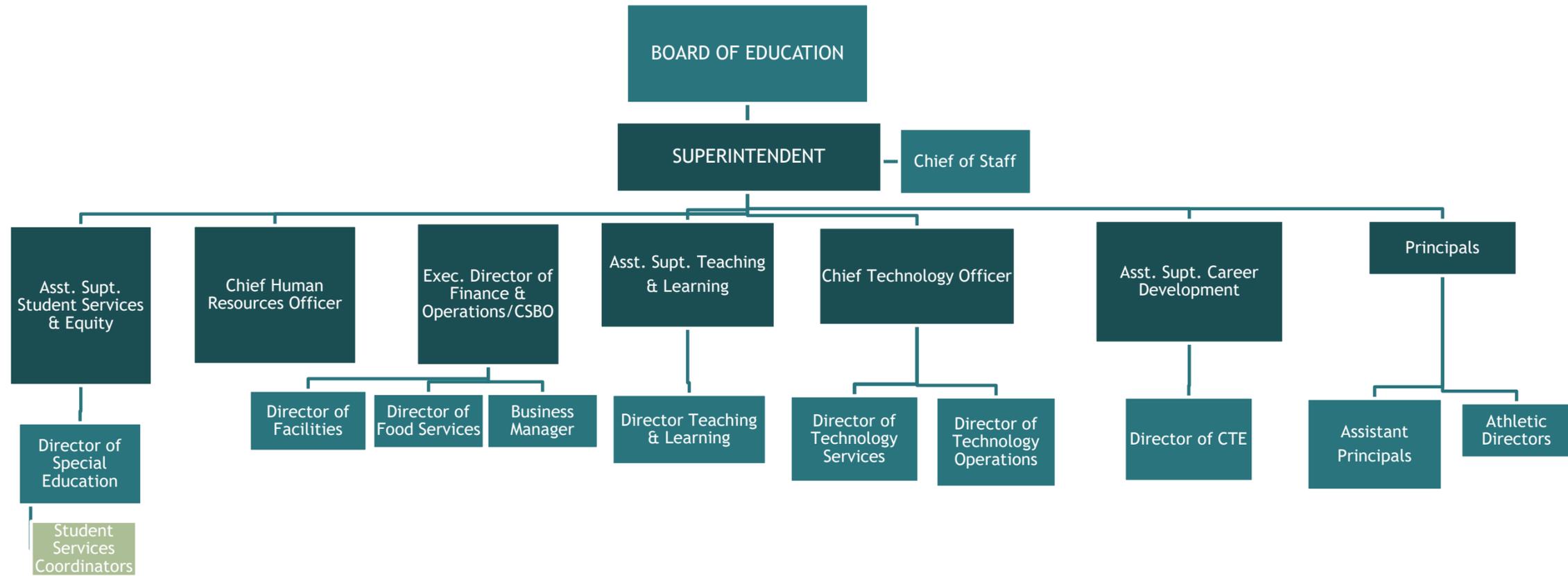
### **Background**

Policy 3:30 Chain of Command states that the superintendent shall develop an organizational chart indicating the channels of authority. Attached is the 2025-26 administrative organizational chart.

**Funding source if applicable** N/A

**Attachment** Organizational Chart

# TF District 215 Administrative Organizational Chart



9/30/2025