



# Agenda of the Program & Personnel Committee Meeting

Community High School District 128

50 Lakeview Parkway, Suite 101, Vernon Hills, IL 60061

Monday, August 11, 2025

The Program & Personnel Committee Meeting of Community High School District 128 will be held Monday, August 11, 2025, beginning at 5:30 PM in the Libertyville High School Library, 708 W. Park Ave., Libertyville, IL 60048.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Items identified within the consent agenda will be acted on in one motion unless a Board member requests that an item be voted on separately.

1. **Call To Order / Pledge of Allegiance / Review Agenda**

2. **Invitation for Public Comment (3-minute time limit)**

The Board will accept public comment related to current agenda topics or other items limited to three minutes (time may not be ceded to another). Anyone wishing to speak is asked to complete the sign-up sheet provided at the meeting. The Board, typically, will listen, but not respond. When called upon, citizens are asked to come forward to the podium to provide their comments. Visit this link for complete guidelines for public participation.

3. **For Discussion**

A. **Board Policies - Second Reading**

Update Board Policies as recommended by PRESS (Policy Reference Education Subscription Service) from regular reviews and updated Illinois Public Acts.

B. **Employment of Employees**

C. **Memorandum of Agreement - ESP Job Category & Positions**

D. **Administrator Contract Amendment**

The Teacher Union Collective Bargaining Agreement contains a few benefit changes with respect to: sick days, bereavement leave, parental leave, retirement and the tax-sheltered annuity match. Historically, some of the benefits that are afforded teachers are also extended to administrators.

The 10-month and 12-month administrators have individual contracts that contain the appropriate language for these benefits as listed above. In order to change the benefits, each administrator will need an amendment to their contract. The attached contract amendment includes those changes.

E. **D128 DARING Ed Tour: Culture & College Ed Tour proposal**

Members of the Department of Teaching and Learning will share an update about a category of ed tours called "DARING Ed Tours" and will share a proposal for a pilot ed tour for the board to approve.

**F. Ed Tour: LHS Girls Flag Football Team Overnight Trip**

The LHS Girls' Flag Football team would like to conduct a team-building retreat at Camp Duncan in Ingleside, IL. The trip will take place on August 16th and 17th. We are requesting expedited Board of Education approval for this experience to occur. This trip has been reviewed and approved by LHS Athletic Director John Woods and LHS Principal Ray Albin.

**G. Update to Board Meeting Public Participation Guidelines**

The public participation guidelines on the D128 Board webpage will be updated to reflect the current practices related to written or emailed correspondence.

**4. Future Agenda Items**

**August 25, 2025 Board Meeting:**

- Student School Board Representatives Oath of Office
- FY25 Site-Based Expenditure Reporting
- Board Policies - 2nd Reading and Adoption
- DARING Educational Tour
- FY25 Budget Performance
- MOA for ESP
- 10-month and 12-month Amendments

**5. Adjournment**

The meeting will adjourn.

**PRESS Policies**  
**July 28 (1st Reading)**  
**August 11 and August 25 (2nd Reading)**

Update Board Policies as recommended by PRESS (Policy Reference Education Subscription Service) from regular reviews and updated Illinois Public Acts.

**Section 2 - Board of Education**

**2:80, Board Member Oath and Conduct**

The policy is updated to correct the title of IASB's Code of Conduct for Members of School Boards. The Cross References are updated in response to Ill. Council of School Attorneys member feedback regarding oath of office violations.

**2:130, Board-Superintendent Relationship**

The policy is updated in response to a five-year review.

**Section 7 - Students**

**7:140, Search and Seizure**

The policy and Legal References are updated in response to a five-year review.

**7:300, Extracurricular Athletics**

The Legal References are updated in response to a five-year review.

**Section 8 - Community Relations**

**8:80, Gifts to the District**

The policy and Legal References are updated in response to a five- year review.

Motion to approve and adopt the Board policies as presented.

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

#### **2:80 Board Member Oath and Conduct**

Each Board of Education member, before taking their seat on the Board, shall take the following oath of office:

I, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Community High School District 128, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

**I further swear** (or affirm) that:

**I shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;

**I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

**I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

**I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

**As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

**I shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Community High School District 128;

**I shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

**I shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

**I shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Community High School District 128; and

**I shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the

President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards* (Code).

LEGAL REF.:

[105 ILCS 5/10-16.5](#).

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:50 (Board Member Term of Office), 2:60 (Board Member Removal from Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Board of Education Meeting)

ADOPTED: January 30, 2024

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## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

#### **2:130 Board-Superintendent Relationship**

The Board of Education directs, through policy, the Superintendent in their charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The Board employs and evaluates the Superintendent and holds them responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide **general** [PRESSPlus1](#) direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.:

[105 ILCS 5/10-16.7](#) and [5/10-21.4](#).

CROSS REF.: 3:40 (Superintendent)

**ADOPTED: January 30, 2024**

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

# Document Status: Draft Update

## STUDENTS

### 7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### School Property and Equipment as well as Personal Effects Left ~~There~~ On School Property [PRESSPlus1](#) by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

~~This paragraph applies to student vehicles parked on school property.~~ In addition, Building Principals shall required each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of their vehicle, and personal effects therein, without notice and without suspicion or wrongdoing.

The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a ~~certificated~~ licensed employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent or designee. The student's parents/guardians shall be notified of the search as soon as possible.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or their parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

#### LEGAL REF.:

[T.L.O. v. New Jersey, 469 U.S. 325 \(1985\).](#)

[Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 \(1995\).](#)

[Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 \(2009\).](#)

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

~~Right to Privacy in the School Setting Act, 105 ILCS 75/~~, [Right to Privacy in the School Setting Act.](#)

[Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 \(7th Cir. 1993\).](#)

[People v. Dilworth, 169 Ill.2d 195 \(1996\), cert. denied, 116 S.Ct. 1692 517 U.S. 1197 \(1996\).](#)

[People v. Pruitt, 278 Ill.App.3d 194 \(1st Dist. 1996\), app. denied, 167 Ill.2d 564 667 N.E. 2d 1064 \(Ill.App.1, 1996\).](#)

~~T.L.O. v. New Jersey, 469 U.S. 325 (1985).~~

~~Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).~~

~~Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).~~

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

~~ADOPTED: January 30, 2024~~

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### **PRESSPlus Comments**

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy

Reference Manual occurs once every five years. **Issue 119, June 2025**

# Document Status: Draft Update

## STUDENTS

### 7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and their parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

#### LEGAL REF.:

105 ILCS 5/10-20.30, ~~5/10-20.54~~, [PRESSPlus1](#) 5/22-80, and 25/2.

[23 Ill.Admin.Code §1.530\(b\)](#).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

~~ADOPTED: January 30, 2024~~

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### PRESSPlus Comments

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## Document Status: Draft Update

### COMMUNITY RELATIONS

#### 8:80 Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral when the gift involves the incorporation of any messages. [PRESSPlus1](#) The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments; implemented by [34 C.F.R. Part 106.](#)

[105 ILCS 5/16-1.](#)

[23 Ill.Admin.Code §200.40.](#)

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: January 30, 2024

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**Community High School District 128**  
**Program and Personnel Committee Meeting**  
**August 11, 2025**

**Personnel Report**

**Certified Staff**

<b>Name (Replacing)</b>	<b>Position</b>	<b>Location</b>	<b>Reason</b>	<b>Effective Date</b>
DeAnn Firnbach	0.4 FTE Special Services Compliance Specialist	VHHS	New Position	8/7/2025
Alyssa Henning	0.6 FTE Special Services Compliance Specialist	VHHS	New Position	8/7/2025
Volha Homza	0.2 FTE Russian Language Arts Teacher	VHHS	New Position	8/7/2025
Lisa Rude (Alyssa Henning)	0.5 FTE Speech Language Pathologist	VHHS	Replacement	8/7/2025

**Educational Support Staff**

<b>Name (Replacing)</b>	<b>Position</b>	<b>Location</b>	<b>Reason</b>	<b>Effective Date</b>
Dilrukshi Dybas (Abigail Silva)	Special Services Admin Assistant	VHHS	Replacement	8/4/2025
Cindy Garces	Special Services Aide	VHHS	Resignation	7/28/2025
Lexi Hill (Cindy Garces)	Special Services Aide	VHHS	Replacement	8/18/2025
Sara Keefe	EL Aide	LHS	Resignation	7/23/2025
Rachelle Moran (Tara Hilliard)	LST Secretary	VHHS	Replacement	8/4/2025
Gayathri Narayanan	Special Services Aide	VHHS	Resignation	7/17/2025
Kimberly Neckar (Nina Ferolo)	PT Library Aide	VHHS	Replacement	8/11/2025
Elijah Parker	Special Services Aide	VHHS	Resignation	7/29/2025
Julie Petri	Special Services Aide	LHS	New Position	8/7/2025
Manisha Priyamvada(Burcu Turkmen)	PAWS Aide	VHHS	Replacement	8/7/2025
Mary Pulte (Sara Keefe)	EL Aide	LHS	Replacement	8/7/2025
Gail Wright	Special Services Aide	VHHS	Resignation	8/6/2025

**Community High School District 128**  
**Program and Personnel Committee Meeting**  
**August 11, 2025**

**Coaching/ Extracurricular Staff**

<b>Name (Replacing)</b>	<b>Position</b>	<b>Location</b>	<b>Reason</b>	<b>Effective Date</b>
<b>James Bolas (Marvin Schaefer)</b>	<b>Asst Football Coach</b>	<b>LHS</b>	<b>Replacement</b>	<b>8/1/2025</b>
<b>Ben Courtney</b>	<b>Asst Baseball Coach</b>	<b>VHHS</b>	<b>Resignation</b>	<b>7/30/2025</b>
<b>Sara Keefe</b>	<b>Asst Softball Coach</b>	<b>LHS</b>	<b>Resignation</b>	<b>7/23/2025</b>
<b>Scott Messina (Brett Saunders)</b>	<b>Asst Boys Lacrosse Coach</b>	<b>LHS</b>	<b>Replacement</b>	<b>8/4/2025</b>
<b>Grace Neuberger (Alicia Harris)</b>	<b>Asst Girls Swim Coach</b>	<b>VHHS</b>	<b>Replacement</b>	<b>8/11/2025</b>
<b>Sarah Sorby (Bill Munro)</b>	<b>Asst Tennis Coach</b>	<b>VHHS</b>	<b>Replacement</b>	<b>8/11/2025</b>
<b>Sarah Stasell (Megan Lavery)</b>	<b>Asst Softball Coach</b>	<b>LHS</b>	<b>Replacement</b>	<b>8/4/2025</b>
<b>Davion Thompson (Marvin Schaefer)</b>	<b>Asst Football Coach</b>	<b>LHS</b>	<b>Replacement</b>	<b>8/1/2025</b>

*All retirement actions are taken pursuant to the employee meeting all District and TRS/IMRF requirements.*

Community High School District 128  
Libertyville High School/ Vernon Hills High School  
Vernon Hills, IL  
August 11, 2025

Name: Dilrukshi Dybas  
Position: Special Services Administrative Assistant  
Location: Vernon Hills High School

- Education
  - Bachelor of Arts Degree - Psychology, Lake Forest College, Lake Forest, IL 5/1992
  
- Experience
  - 12/2023 - 5/2025 - Practice Manager/Billing Specialist, Arden Shore Child & Family Services, Waukegan, IL
  - 2/2019 - 11/2023 - Executive Administrator, Arden Shore Child & Family Services, Waukegan, IL
  - 7/2013 - 1/2019 - Community Engagement Liaison, Prairie Crossing Charter School, Grayslake, IL
  - 8/2008 - 6/2013 - PR/Outreach Coordinator, Prairie Crossing Charter School, Grayslake, IL
  - 8/2007- 6/2013 - Special Services Administrative Assistant, Prairie Crossing Charter School, Grayslake, IL

**Therefore, it is the recommendation of the administration that Dilrukshi Dybas (Abigail Silva) be hired as the Special Services Administrative Assistant at Vernon Hills High School effective 8/4/2025.**

Community High School District 128  
Libertyville High School/ Vernon Hills High School  
Vernon Hills, IL  
August 11, 2025

Name: Lexie Hill  
Position: Special Services Aide  
Location: Vernon Hills High School

- Education
  - Bachelor of Science Degree - Sports Marketing & Management, Indiana University, Bloomington, IN 5/2024
  
- Experience
  - 5/2023 - 8/2025 - Office Coordinator, Camp Winadu, Pittsfield, MA
  - 8/2022 - 5/2023 - On-Field Intern, Indiana Softball, Bloomington, IN
  - 12/2021 - 5/2024 - Server, Bell Trace Senior Living, Bloomington, IN
  - 6/2019- 6/2023 - Rec Aide, Veterans Memorial Golf Course, Great Lakes, IL

**Therefore, it is the recommendation of the administration that Lexie Hill (Cindy Garces) be hired as the Special Services Aide at Vernon Hills High School effective 8/18/2025.**

Community High School District 128  
Libertyville High School/ Vernon Hills High School  
Vernon Hills, IL  
August 11, 2025

Name: Rachelle Moran  
Position: LST Secretary  
Location: Vernon Hills High School

- Education
  - Bachelor of Arts - English, University of Illinois at Chicago, Chicago, IL  
5/2007
  
- Experience
  - 3/2023 - 1/2025 - Cast Member, The Walt Disney Company, Anaheim, CA
  - 8/2016 - 5/2021 - Administrative Assistant to the Fine Arts Department,  
Community High School District 99, Downers Grove, IL
  - 5/2014 - 8/2016 - Move Coordinator, Beltmann Relocation, Addison, IL

**Therefore, it is the recommendation of the administration that Rachelle Moran (Tara Hilliard) be hired as the LST Secretary at the Vernon Hills High School effective 8/4/2025.**

Community High School District 128  
Libertyville High School/ Vernon Hills High School  
Vernon Hills, IL  
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Name: Kimberly Neckar  
Position: PT Library Aide  
Location: Vernon Hills High School

- Education
  - High School Diploma- Granite City High School, Granite City, IL
  
- Experience
  - 1/2024 - 7/2025 - Library Clerical, Dundee Middle School, Dundee, IL
  - 8/2018 - 10/2023 - Library Media Paraprofessional, South Elementary School, Crystal Lake, IL
  - 9/2015 - 5/2018 - Lunch Supervisor/Substitute Paraprofessional, South Elementary School, Crystal Lake, IL
  - 8/2010 - 12/2014 - ARAMARK, Lunch Supervisor, Lake in the Hills Elementary School & Lincoln Prairie Elementary School, D300, Carpentersville, IL

**Therefore, it is the recommendation of the administration that Kimberly Neckar (Nina Ferolo) be hired as the PT Library Aide at Vernon Hills High School effective 8/11/2025.**

Community High School District 128  
Libertyville High School/ Vernon Hills High School  
Vernon Hills, IL  
August 11, 2025

Name: Julie Petri  
Position: Special Services 1:1 Aide  
Location: Libertyville High School

- Education
  - High School Diploma - Newtown High School, Elmhurst, NY
  - Fluent in English, Vietnamese & Chinese
  
- Experience
  - 8/2022 - present - Operations Assistant, Quest Food Services, Libertyville High School worksite, Lombard, IL
  - 10/2020 - 8/2022 - Clerical Support & Data Entry, Dovenmuehle Mortgage, Inc.

**Therefore, it is the recommendation of the administration that Julie Petri (new position) be hired as the Special Services 1:1 Aide at Libertyville High School effective 8/7/2025.**

Community High School District 128  
Libertyville High School/ Vernon Hills High School  
Vernon Hills, IL  
August 11, 2025

Name: Mary Pulte  
Position: EL Aide  
Location: Libertyville High School

- Education
  - Bachelor of Arts Degree, St Mary's University, Winona, MN 5/1991
  
- Experience
  - 2021 - 2024 - Independent caregiver for the Elderly, Northbrook, IL
  - 2018 - 2021 - Sales & Marketing Director, Highland Metal Products, Hillside, IL
  - 1999 - 2002 - Residential Designer, ATI Carriage House, Ethan Allen Furniture, Chicago, IL

**Therefore, it is the recommendation of the administration that Mary Pulte (Sara Keefe) be hired as the EL Aide at Libertyville High School effective 8/7/2025.**

# District 128



# Board Report

**DARING Ed Tours: Culture and  
College Ed Tour Proposal**

**Programs & Personnel Committee**

**August 11, 2025**

# Background

In the fall of 2024, the Board of Education requested that the District 128 administrative team review educational tours and explore ways to make them more widely accessible, affordable, and available to D128 students. On June 9th, 2025, the D128 administrative team shared an update from an action committee composed of staff members from across the district. This report included updates, recommendations, and a proposal to develop an accessible and equitable educational tour for students, known as the “DARING Ed Tour.” Today, we will be sharing a brief update on this work and a proposal for a pilot ed tour in this category—the D128 DARING College and Culture Tour.

## DARING Ed Tour Overview

In alignment with CHSD 128’s DARING mission, we propose launching DARING Ed Tours, a district-wide, yearly educational travel program that immerses students in transformative experiences tied to service, career exploration, and cultural enrichment.

This initiative will provide all CHSD 128 students, regardless of background or school program involvement, an opportunity to explore the world through tours tailored to enrich their academic and personal growth. Each trip will be purpose-driven, providing real-world connections to global leadership, career readiness, service learning, and cross-cultural understanding.

DARING Ed Tours aim to:

- Advance the DARING mission by supporting personal growth, innovation, and reflective learning.
- Connect students to global issues, emerging careers, and cultural diversity.
- Foster collaboration, leadership, and empathy.
- Provide equitable access to high-impact travel experiences.

## Equity & Access

Ensuring equitable access to D128 Discovery Tours is a top priority. We are committed to reducing financial barriers and increasing inclusive participation by exploring different strategies, including the following:

- **Advance Planning & Payment Flexibility:** We will strive to schedule tours well in advance—often 18–24 months ahead—to allow families to begin lower monthly payment plans.
- **Scholarship Development:**
  - The district could develop its own CHSD 128 Educational Tour Scholarships, supported by district funds and external donations.

- We could collaborate with partners to create an Ed Tour Scholarship Fund. This fund could support individual students or groups, reducing costs for items such as program fees and passport acquisition.
- **Work-Based Learning & Fundraising:** Students could be encouraged to participate in work-based learning opportunities, including summer jobs or internships, as a means to save toward travel. We will explore ways to help coordinate local fundraising efforts, including ideas such as tiered fundraising kits.

## Next Steps

The district will gather an action committee to explore and develop a four-year plan for DARING Ed Tours. An update will be shared with the board in the near future.

The D128 DARING College and Culture Tour (proposed below) represents an initial pilot in this work. We will learn from this experience so we can refine and scale out additional opportunities.

## D128 DARING College and Culture Tour

**Purpose:** The D128 DARING College and Culture Tour is designed to provide students with a unique and immersive educational experience that broadens their college and cultural horizons. Taking place from October 9–13, 2025, this tour offers students the opportunity to explore a diverse range of colleges and universities—including HBCUs, HSIs, public research institutions, and private universities—across Maryland, Washington, D.C., and Northern Virginia. By visiting campuses such as Morgan State University, Johns Hopkins University, Howard University, and George Mason University, students will gain firsthand insight into academic programs, campus life, and admissions expectations. In addition, the tour integrates rich cultural experiences—from attending a live football game at Bowie State University to visiting the National Museum of African American History and Culture, the Inner Harbor, and iconic national monuments—offering a deeper understanding of history, heritage, and civic identity. The tour aims to empower students to make informed decisions about their post-secondary education while fostering independence, cultural appreciation, and a broader perspective of the world beyond their local community.

**Eligible students:** All District 128 students are eligible to attend—juniors and seniors with potential interest in attending one or more of these institutions are the target participants.

**Dates:** October 9–13, 2025

### Friday, October 10 – Baltimore, MD

- Campus Visit #1: Morgan State University Tour and Lunch
- Campus Visit #2: University of Maryland – College Park

### Saturday, October 11 – Baltimore & Bowie, MD

- Campus Visit #3: Johns Hopkins University
- Campus Visit #4: Bowie State University

## **Sunday, October 12 – Washington, DC**

- Campus Visit #5: Howard University
- National Museum of African American History and Culture and Lunch
- Cultural Tour – National Mall

## **Monday, October 13 – Northern VA Area**

- Campus Visit #6: George Mason University



# Public Participation in D128 Board of Education Meetings

A link to the live stream of the meetings may be found in the meeting agendas and on the district website.

District 128 values public participation in Board meetings. Visitors are welcome and encouraged to attend meetings of the Board of Education, and agendas include ample time for public comment per the following guidelines:

- Sign In Upon Arrival: Guests who wish to address the board are asked to sign in and will be recognized by the President to speak in the order listed on the sign-in sheet. The option to include an email address or phone number on the sign-in sheet is encouraged in the event follow-up is required after the meeting.
- Per District 128 Board policy, members of the public addressing the board will identify themselves at the microphone and be limited to three minutes. When a large group is present, the president may limit the amount of time allocated to those who wish to speak in order to conserve time and give the maximum number of people an opportunity to speak.
- To ensure the timely completion of the meeting agenda, visitors are respectfully asked not to repeat comments or questions that have already been presented.
- Everyone in attendance is expected to conduct themselves with respect and civility towards others as outlined in:
  - [Board Policy 2:230](#) -- Public Participation at Board of Education meetings
  - [Board Policy 8:30](#) -- Visitors to and Conduct on School Property

[Board policies may be found on the D128 website at this link.](#)

~~Whenever the Board of Education receives emailed or written correspondence, it shall be included in a packet for the next regularly scheduled Board meeting. Such petition or written correspondence will not be addressed or acted upon at the meeting where presented.~~