

# **Meridian CUSD #223 School Board**

## **Agenda and Board Packet**

### **Regular Meeting**

**April 23, 2008**

**Meridian Junior High Board Room**

**7:00 p.m.**



*“Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors”*



## **Mission**

*Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.*

## **Long Range Vision**

*As an exemplary School District we continually strive to:*

- Engage in highly effective communication to Community, School Board, Administration, Faculty, Support Staff and Students.
- Achieve organizational trust through integrity, collaboration, reliability, accountability, transparency, fairness and loyalty.
- Utilize an aligned, well- rounded and comprehensive curriculum that focuses on life-long learning skills.
- Promote high learning expectations for all students.
- Practice visionary district leadership to create and implement district goals.
- Value and maintain a safe environment for Students, Staff and Community.
- Provide educational facilities that support and enhance the students' educational experience.
- Make decisions using research and best practice that incorporates fiscal responsibility, collaboration and impact on the Community, School Board, Staff and Students.

# MERIDIAN C.U.S.D. #223

## BOARD AGENDA

Wednesday, April 23, 2008

Meridian Junior High Board Room

7:00 P.M.

1. **Call to Order**
2. **Roll call**
3. **Pledge of Allegiance**
4. **Review/approve consent agenda** (*Items listed under the consent agenda are considered to be routine by the Board of Education and will be enacted by one motion. There will be no separate discussion of the items unless a board member or citizen requests, in which event the item will be removed from the consent agenda and considered individually.*)
  - 4.1 **Approve minutes of April 10, 2008 Board Meeting and April 17, 2008 Special Board Meeting**
  - 4.2 **Approve payroll of May 5, 2008**
  - 4.3 **Approve amended 2007-2008 School Calendar**
5. **Report of the Superintendent**
  - 5.1 Update on County School Facility School Occupation Tax Law
6. **Notices and communications**
  - 6.1 Available at the meeting
7. **Community Input:** (Old Business items, New Business items or any other topic of concern) (*This is the time when visitors may request to address the Board of Education on any item relating to the role and function of the Board of Education. When the Board President so directs, persons should stand, give their name and address and begin their statements. Persons are asked to refrain from making any personal comments regarding any individual. The Board President reserves the right to limit presentations to five minutes.*)
8. **Old Business:**
  - 8.1 Review/approve bus bid for 2008-2009
  - 8.2 Review/approve building emergency plans for 2008-2009
  - 8.3 Review 3<sup>rd</sup> quarter financial report
9. **New Business:**
  - 9.1 Meridian CUSD #223 Food Service Department monitoring report and recommendation to join the Northern Illinois Independent Purchasing Cooperative
10. **Board Comments**
11. **Adjourn to Closed Session to Discuss:** The appointment, employment, compensation, discipline, or dismissal of specific employees of the District; the purchase or lease of real property for the use by the District or whether a particular parcel should be acquired.
12. **Reconvene in open session**
13. **Approve the minutes of the April 10, 2008 Executive Session**
14. **Action items**
15. **Adjourn**

## **Meridian Community Board Minutes**

### **Minutes of a Regular School Board Meeting of April 10, 2008**

#### **Call to Order and Roll Call**

A regular meeting of the Board of Education of Meridian Community Unit School District #223 was called to order by President Ron Steenken at 7:00 p.m. in the Meridian District Board of Education Room located in the Meridian Junior High. Members present: Bonne, King, Larson and Reeverts. Superintendent Prusator and Director of Business/HR Porter were also present. The Pledge of Allegiance followed.

#### **Motion:**

A motion was made by Steenken, seconded by Bonne, to appoint Jennifer Porter as recording secretary for Donna Fruin. Ayes: Bonne, King, Larson, Reeverts and Steenken. Motion carried unanimously.

Mr. Glendenning arrived.

#### **Consent Agenda**

A motion was made by Bonne, seconded by Larson, to remove item 4.6, approve resolution to establish checking account for Section 125 plan (flex plan), from the consent agenda. Ayes: Glendenning, King, Larson, Reeverts, Bonne and Steenken. Motion carried unanimously.

A motion was made by King, seconded by Reeverts, to approve the consent agenda including the minutes of the March 20, 2008 regular board meeting; payroll of April 18, 2008; accounts payable for April 2008 per review by Mr. King; 2008-2009 School Calendar; and Stillman Valley High School membership to IHSA for 2008-2009. Ayes: King, Larson, Reeverts, Bonne, Glendenning and Steenken. Motion carried unanimously.

#### **Motion:**

A motion was made by King, seconded by Reeverts, to approve resolution to establish checking account for Section 125 Plan (flex plan). Ayes: King, Larson, Reeverts, Glendenning and Steenken. Abstain: Bonne. Motion carried.

#### **Superintendent's Report**

Mr. Prusator reviewed upcoming board meeting dates, which included a special meeting on Thursday, April 17, 2008 for a Targeting Achievement through Governance session at 6:00 p.m. at Highland School. Mr. Prusator also made mention that the 2<sup>nd</sup> April meeting has been moved to Wednesday, April 23<sup>rd</sup> from Thursday April 24<sup>th</sup>.

### **Notices and Communications**

Mr. Prusator shared that the Illinois Association of School Boards mailed board member surveys for each board member to complete.

### **Community Input**

There was no Community Input.

### **Old Business**

#### 8.1 Review Community Focus Group Session held on April 3, 2008

The School Board members reviewed and discussed the feedback from the Community Focus Group session held on Thursday, April 3<sup>rd</sup>. Board members shared what was discussed in their small group sessions and issues that were important to the community members.

#### 8.2 Review District and Building Emergency Response/Crisis Management Plans

Mr. Prusator reviewed recently completed emergency plans that were products of an 18-month process that was supported by a \$100,000 federal grant. Mr. Prusator reviewed the major components of the emergency response/crisis management plans. The plans will be recommended for adoption at the next regularly scheduled board meeting on April 23, 2008.

#### 8.3 Review/approve bids for Health Life Safety work at Highland School, Monroe Center School and Meridian Junior High School

Ms. Porter reviewed the bid process and bids for Health Life Safety work at Highland, Monroe Center and the Meridian Junior High School. Director of Buildings and Grounds, Jon Mickle, also provided additional information about the bids and the work.

#### **Motion:**

A motion was made by Glendenning, seconded by Reeverts, to approve all bids for Health Life Safety work at Highland School, Monroe Center School and Meridian Junior High School. Ayes: Larson, Reeverts, Bonne, Glendenning, King and Steenken. Motion carried unanimously.

### **New Business**

#### 9.1 Consider scheduling special board meeting/retreat for District Senior Leadership Team for the purpose of establishing goals for 2008-2009

The School Board discussed potential dates to schedule a special meeting to review and approve District Goals for 2008-2009. A Saturday in June was considered as well as a potential evening meeting.

### **Board Comments**

There were no board comments.

### **Adjourn to Closed Session**

A motion was made by Larson, seconded by Bonne, to adjourn to closed session to discuss the appointment, employment, compensation, discipline, or dismissal of specific employees of the District; the purchase or lease of real property for the use of the District or whether a particular parcel should be acquired. Ayes: Reeverts, Bonne, Glendenning, King, Larson and Steenken. Motion carried unanimously. Time: 9:35 p.m.

### **Reconvene in Open Session**

A motion was made by King, seconded by Bonne, to return to open session. Ayes: Bonne, Glendenning, King, Larson, Reeverts and Steenken. Ayes: Bonne, Glendenning, King, Larson, Reeverts and Steenken. Motion carried unanimously. Time: 10:46 p.m.

### **Approve the minutes of the March 20, 2008 Executive Session**

A motion was made by Reeverts, seconded by Bonne to approve the minutes of the March 20, 2008 executive session. Ayes: King, Larson, Reeverts and Bonne. Abstain: Glendenning and Steenken. Motion carried.

### **Motion:**

A motion was made by King, seconded by Reeverts, for continued employment for tenured certified teachers. Motion carried unanimously.

### **Motion:**

A motion was made by Larson, seconded by King, to move fourth year teachers to tenured status per list; to approve employment of third year teachers for fourth year probationary status for 2008-2009 per list; to approve employment of second year teachers for third year probationary status for 2008-2009 per list; and to approve employment of first year teachers for second year probationary status for 2008-2009 per list. Motion carried unanimously.

### **Motion:**

A motion was made by Bonne, seconded by Reeverts, to approve employment of part-time, non-tenured teachers for 2008-2009 per list. Motion carried unanimously.

### **Motion:**

A motion was made by Larson, seconded by Bonne, to adopt resolution for non-reemployment of first year probationary teacher. Motion carried unanimously.

### **Motion:**

A motion was made by Larson, seconded by King, to adopt resolution for non-reemployment of part-time teachers. Motion carried unanimously.

## **Approve the Personnel Report**

### **Motion:**

A motion was made by Glendenning, seconded by Bonne, to remove the hiring of Malinda Hurt from the presented personnel report. Motion carried unanimously.

A motion was made by Glendenning, seconded by Bonne, to approve the personnel report including: the **employment** of Catherine Bozzi, Highland night custodian (replaces J. Fischer); Lori Lin Maslin, MJH night custodian (replaces Lakanen); Steve Lakanen, MJH head custodian (replaces Peterson); Jamie McCarty, assistant junior high girls track coach (replaces Alderks); Christine Griesbach, assistant junior high girls track coach (due to numbers); and Ann Boe, assistant junior high boys track coach (due to numbers). The personnel report also includes the **resignations** of Teresa Bondavalli, effective end of the 2007-2008 school year (SVHS English/Social Science teacher) and Rita Gillespie, effective end of the 2007-2008 school year (SVHS Math teacher). The **retirement** of Marilyn McDuffie, effective May 27, 2008 (SVHS head cook) is also included in the personnel report.

### **Motion:**

A motion was made by Bonne, seconded by King, to hire Malinda Hurt as the basketball cheerleading advisor (replaces C. Kurgan). Ayes: Bonne, King, Larson, Reeverts and Steenken. Abstain: Glendenning. Motion carried.

### **Adjourn**

A motion was made by Larson, seconded by Reeverts, to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Jennifer Porter

## **Meridian Community Board Minutes**

### **Minutes of a special board meeting of April 17, 2008**

#### **Call to Order**

A special meeting of the Board of Education of Meridian Community Unit School District #223 was called to order by President Ron Steenken at 6:00 p.m. in the Highland multi-purpose room for the purpose of continuing with the IASB "Targeting Achievement through Governance" Training.

#### **Roll Call**

Members present: Glendenning, Jagielski (arrived at 7:45 p.m.), King, Larson and Reeverts. Superintendent Prusator, Director of Business/HR Porter, Principals Coulahan, Davidson, Mandzen and Zurko and the following teachers were also present: Bill Polasky, Ben Hickerson, Allison Hickerson, Deb Thibodeau, Kim Hofmeister, Jean Welker, Ellen Cook, Julie Foss, Steve Stender, Jay Williams, Mona Smith, Ed Liegl, Joyce Wills, and John Vos. The Pledge of Allegiance followed.

#### **Continue work on Phase II of TAG, "Targeting Achievement through Governance" with representative from the Illinois School Board Association (IASB)**

Deb Larson from the Illinois Association of School Boards facilitated an activity which included having the participants review and analyze data from an earlier survey completed by School Board members, administrators and teachers. The participants were divided into two groups for the purpose of the data analysis. The survey consisted of components and indicators of effective school districts. Both groups reported a general summary of their analysis. The next step will be for a group to compile feedback to determine areas that can be identified for improvement for the next school year. Another task is to define more clearly the conditions for improvement and establish an accurate monitoring process.

#### **Adjourn: Motion by King, second by Reeverts, to adjourn. Roll Call: All ayes.**

Meeting adjourned at 8:40 p.m.

Respectfully submitted,



Robert Prusator, Superintendent

**Consent Agenda Items: 4.1; 4.2 and 4.3**

Consent agenda items 4.1, 4.2 and 4.3, include approving the minutes of the regularly scheduled April 10, 2008 board meeting and the April 17, 2008 special board meeting

**Consent Agenda Item 4.3: Approve amended 2007-2008 school calendar**

This consent agenda item is placed on the agenda for the School Board to approve the amended school calendar for 2007-2008. The calendar is amended to account for the four emergency days that were used due to inclement weather on the following dates: December 11, 2007; February 1, 2008; February 6, 2008 and February 26, 2008. The final day of school will be held on Thursday, May 29, 2008.

# Public School Calendar

Amended Public School Calendar 2007-2008 View Page

SESSION  
TIMEOUT 59:54[| Enter Cal](#) | [View Cal](#) | [Aprv/Disapr Cal](#) | [Blank Cal](#) | [User Guide](#) | [Close Window](#)[Guidelines for School Calendar Preparation](#)**The Amended Public School Calendar 2007-2008 document status is: Draft**[Go to one page calendar for printing](#)**Calendar Legend - Totals for the Year**[Go to one page legend for printing](#)

For 47-071-2230-26-0000 Meridian CUSD 223

Calendar Code	Code Description	No. of Days	Totals	
X	Pupil Attendance Day	173		
XH	Pupil Attendance Holiday Waiver	2		
XED	Emergency Day-Proposed	5		
			Total Attendance Days:	180
TI	Teacher Institute/Workshop	4		
WFPT	Full-Day Parent/Teacher Conference Waiver	1		
			Total Calendar Days:	185
ED	Emergency Day	4		
HOL	Holiday	9		
NIA	Not in Attendance	16		

Calendar for 47-071-2230-26-0000 Meridian CUSD 223

Total Days of Attendance: 180

July 2007							August 2007							September 2007						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	31	1	2
2	3	4 HOL	5	6	7	8	6	7	8	9	10	11	12	3 HOL	4 X	5 X	6 X	7 X	8	9
9	10	11	12	13	14	15	13	14	15 TI	16 TI	17 X	18	19	10 X	11 X	12 X	13 X	14 X	15	16
16	17	18	19	20	21	22	20 X	21 X	22 X	23 X	24 X	25	26	17 X	18 X	19 X	20 X	21 X	22	23
23	24	25	26	27	28	29	27 X	28 X	29 X	30 X	31 X	1	2	24 X	25 X	26 X	27 X	28 X	29	30
30	31	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7

July Atnd: 0      Accum: 0

Aug Atnd: 11      Accum: 11

Sept Atnd: 19      Accum: 30

October 2007							November 2007							December 2007						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	30	29	30	31	1 X	2 X	3	4	26	27	28	29	30	1	2
1 X	2 X	3 X	4 X	5 X	6	7	5 X	6 X	7 X	8 X	9 X	10	11 HOL	3 X	4 X	5 X	6 X	7 X	8	9
8 HOL	9 X	10 X	11 X	12 X	13	14	12 X	13 X	14 X	15 X	16 X	17	18	10 X	11 ED	12 X	13 X	14 X	15	16
15 X	16 X	17 X	18 X	19 X	20	21	19 X	20 X	21 WFPT	22 HOL	23 NIA	24	25	17 X	18 X	19 X	20 X	21 X	22	23
22 X	23 X	24 X	25 X	26 X	27	28	26 X	27 X	28 X	29 X	30 X	1	2	24 NIA	25 HOL	26 NIA	27 NIA	28 NIA	29	30
29 X	30 X	31 X	1	2	3	4	3	4	5	6	7	8	9	31 NIA	1	2	3	4	5	6

Oct Atnd: 22      Accum: 52

Nov Atnd: 19      Accum: 71

Dec Atnd: 14      Accum: 85

January 2008							February 2008							March 2008						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 HOL	2 NIA	3 NIA	4 NIA	5	6	28	29	30	31	1 ED	2	3	25	26	27	28	29	1	2
7 X	8 X	9 X	10 X	11 X	12	13	4 X	5 X	6 ED	7 X	8 X	9	10	3 XH	4 X	5 X	6 X	7 X	8	9
14 X	15 X	16 X	17 X	18 X	19	20	11 X	12 XH	13 X	14 X	15 TI	16	17	10 X	11 X	12 X	13 X	14 X	15	16
21 HOL	22 X	23 X	24 X	25 X	26	27	18 NIA	19 X	20 X	21 X	22 X	23	24	17 X	18 X	19 X	20 X	21 NIA	22	23
28 X	29 X	30 X	31 X	1	2	3	25 X	26 ED	27 X	28 X	29 X	1	2	24 NIA	25 NIA	26 NIA	27 NIA	28 NIA	29	30
4	5	6	7	8	9	10	3	4	5	6	7	8	9	31 X	1	2	3	4	5	6

Jan Atnd: 18      Accum: 103

Feb Atnd: 16      Accum: 119

Mar Atnd: 15      Accum: 134

April 2008							May 2008							June 2008						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 X	2 X	3 X	4 X	5	6	28	29	30	1 X	2 X	3	4	26	27	28	29	30	31	1
7 X	8 X	9 X	10 X	11 X	12	13	5 X	6 X	7 X	8 X	9 X	10	11	2 XED	3 XED	4 XED	5 XED	6	7	8
14 X	15 X	16 X	17 X	18 X	19	20	12 X	13 X	14 X	15 X	16 X	17	18	9	10	11	12	13	14	15
21 X	22 X	23 X	24 X	25 X	26	27	19 X	20 X	21 X	22 X	23 X	24	25	16	17	18	19	20	21	22
28 X	29 X	30 X	1	2	3	4	26 HOL	27 X	28 TI	29 X	30 XED	31	1	23	24	25	26	27	28	29
5	6	7	8	9	10	11	2	3	4	5	6	7	8	30	1	2	3	4	5	6

Apr Atnd: 22      Accum: 156

May Atnd: 20      Accum: 176

June Atnd: 4      Accum: 180

**Agenda Item 5: Report of the Superintendent**

**5.1. Update on County School Facility School Occupation Tax Law**

This item is on the agenda to provide a brief background on recent legislation that allows counties to impose a sales tax for the purpose of generating funds for school facilities. The superintendent will provide information relating to the law and the current status within Ogle County. This legislation was reviewed at an earlier meeting.

## **Agenda Item 8.1: Review/Approve Bus Bid for 2007-2008**

### **Background/Information**

This item is included on the agenda so the Board can award bid for the purchase of buses.

At the March 20, 2008 board meeting the Director of Transportation discussed the purchase of buses for the 2008-09 school year. At that time information was presented for the purchase of one new diesel engine wheelchair bus, two new 26 passenger buses, one new 14 passenger activity bus, and the possible trade-in of buses from the current fleet. The invitation to bid was mailed to three vendors. The legal notice for the advertisement of Bid was published in The Tempo on March 27, 2008. The bids were publicly opened and read aloud on April 8, 2008 at 10:00 a.m. prevailing time. Two vendors submitted bids – Central States Bus Sales and Midwest Transit Equipment. The bid results are attached.

Administration is recommending that the Board award the bid for the purchase of one new diesel engine wheelchair bus, two new 26 passenger buses, one new 14 passenger activity bus, and the alternate bid for trade-in of two buses from the current fleet to Midwest Transit Equipment for \$192,659.00, including trade-in amounts. This recommendation will be an outright purchase from Midwest Transit Equipment with financing from a lending institution over four years for the total amount of \$192,659.00.

### **RECOMMENDATION**

The Superintendent recommends awarding the bid for buses to Midwest Transit Equipment as indicated above.

### **SUGGESTED MOTION**

Move to award the bid for buses to Midwest Transit Equipment for one new diesel engine wheelchair bus, two new 26 passenger buses, one new 14 passenger activity bus, and the alternate bid for trade-in of two buses from the current fleet to Midwest Transit Equipment for \$192,659.00, including trade-in amounts.

**MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT NO. 223**  
**Stillman Valley, Illinois**

**Bid Results**

QTY	MODEL	CENTRAL STATES		MIDWEST	
		UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	New Diesel Engine Wheelchair Bus	\$ 87,217.00	\$ 87,217.00	\$ 83,771.00	\$ 83,771.00
2	New 26 Passenger Diesel Engine Buses	\$ 53,432.00	\$ 106,864.00	\$ 46,476.00	\$ 92,952.00
1	New 14 Passenger Activity Bus	\$ 49,804.00	\$ 49,804.00	\$ 42,936.00	\$ 42,936.00
		<b>Total Bid Price</b>	<b>\$ 243,885.00</b>	<b>Total Bid Price</b>	<b>\$ 219,659.00</b>

**Alternate Bid- Trade In**

QTY	MODEL	CENTRAL STATES	MIDWEST
		TRADE IN ALLOWANCE	TRADE IN ALLOWANCE
1	2001 International	\$ 12,500.00	\$ 13,500.00
1	2001 International	\$ 12,500.00	\$ 13,500.00

**Agenda Item 8.2: Review/approve building emergency plans**

**Background/Information**

This item is placed on the agenda for the School Board to review and approve the building emergency plans. The framework of the plans was reviewed at the last regularly scheduled board meeting which was held on April 10, 2008. The initiative for plans came from a \$100,000 federal grant which the District received nearly eighteen months ago.

**Recommendation**

Superintendent recommends that the School Board approve building emergency plans as presented.

# RESPONSES

## **DROP, COVER, AND HOLD**

**(i.e. earthquake, tornado/severe weather, structural collapse)**

***Purpose:** Drop, Cover and Hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquake*

- Inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
- All students and staff, who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.
- Outside teachers will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows.
- Teachers should account for their students and report any student missing to the administration.
- The School Commander may order an evacuation if the situation warrants and it is safe to do so.

# **EVACUATION**

**(i.e. Fire, Explosion, Hazardous material Spill inside,  
Structural failure)**

*Purpose: Whenever it is determined that it is safer outside than inside the building*

## **School Commander:**

- Designate someone to Call 9-1-1, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.
- The School Commander or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

**“YOUR ATTENTION, PLEASE.  
WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING.  
TEACHERS ARE TO TAKE THEIR STUDENTS  
TO THEIR DESIGNATED ASSEMBLY AREA.  
TEACHERS TAKE YOUR CLASS ROSTER  
AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.”**

- Notify the district office of the school evacuation.
- If necessary, designate someone to contact the Transportation Director or bus service to take students to the alternate off-campus relocation site.

## **Office staff:**

- Take visitor log and student sign out sheet to the assembly area.
- Gather headcount information from teachers and inform the principal or incident commander of any missing student(s) or staff.

## **Teachers:**

- Teachers will instruct students to evacuate the building, using designated routes, and report to their assigned Assembly Area. Designate a student leader to help move your class to the assembly area
- Close your door, turn off your lights
- If the exit route is blocked, follow an alternate exit route.
- Bring your class lists, phone lists, and classroom Go Kit materials
- All staff will sweep the bathrooms, hallways and common areas for visitors, staff and students while exiting.
- Take attendance, specially noting any students in other activities or services such as reading, speech, etc. that are missing. Display GREEN flag on pole to indicate all students accounted for or use RED flag on pole to indicate someone is missing or injured. Report any missing students or staff to the area coordinators
- At the assembly area, teachers and students will stay in place until further instructions are given.

## **Support Staff:**

- Return all of your students to their classroom designated assembly areas or a buddy teacher, avoiding area(s) of hazard
- Report to the Unassigned Staff Area. You may be needed in another capacity as the incident unfolds.

# **LOCKDOWN**

**(i.e. intruder, shooting, hostage incident, gang fights,  
civil disturbance, etc.)**

*Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff*

**School Commander:**

- The School Commander or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

**“YOUR ATTENTION, PLEASE.  
WE ARE EXPERIENCING AN EMERGENCY SITUATION  
AND NEED TO LOCKDOWN THE SCHOOL IMMEDIATELY.  
TEACHERS, LOCK YOUR DOORS AND KEEP STUDENTS INSIDE  
UNTIL FURTHER NOTICE.  
STUDENTS AND STAFF ARE TO RETURN TO THE NEAREST CLASSROOM OR OFFICE.  
IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE.”**

- Designate someone to Call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediate move to the off-campus assembly area(s), account for the students and be prepared to evacuate off-campus to a relocation site.
- Direct staff to switch bells to manual mode and deactivate the fire alarm; turn off alarms and bells
- Notify the transportation director or contractual bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify district office.

**Office Staff:**

- Stay by the phones to wait for additional procedures from district office and incident commander.
- Remotely check status of classrooms via PA, telephone, computer or other methods.
- Assist the principal or Incident Commander establishes the school command post.

**Custodians:**

- Close and lock all delivery doors.
- Direct any contractors, delivery drivers, or vendor repairmen located inside the building into a safe area and lock the door.

**The word that will be used to authenticate any all clear signals will  
be:**

# OFF-CAMPUS EVACUATION

**Purpose:** This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians.

## **School Commander:**

- The School Commander will make the decision to implement the protocol and begin setting up the bus evacuation staging area.
- Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation or if buses are required.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site during Family Reunification.
- The School Commander or designee will order an OFF-CAMPUS EVACUATION and FAMILY REUNIFICATION at a pre-designated relocation site with the following announcement:

**“YOUR ATTENTION PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO THE HIGH SCHOOL. (or other site, as necessary) WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION FROM THAT LOCATION.”**

- If necessary direct staff to move students to the evacuation staging area for loading onto buses.
- Notify the district office and Superintendent of the evacuation and relocation. Request assistance in preparing the site for arrival. Provide an update on the situation, identify the primary relocation site, the evacuation route and if needed, request buses or alternate means of transportation.
- Use the Emergency All-Call telephone system to notify parents of the reunification site.
- Contact radio and television stations (See Media Resource page) to request their assistance in getting the correct information out to the parents.
- Request the district office to activate appropriate system-wide Crisis Response Teams from each school and send them to the relocation site to assist with Family Reunification.
- Provide the school media/public information representative with detailed instructions via fax or prepared information release to read to the public in order to direct concerned relatives to the Family Reunification Site.
- Designate someone as the Reunification Site Commander.

## **Teachers and staff**

- Take your class roster, phone lists and emergency Go Kit as you exit to the designated assembly area.
- After evacuating, take roll and account for all students. Report any missing students to school administration. Put up the RED flag to indicate you have missing or injured students. Put up the GREEN flag if everything is ok.
- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area for movement to the relocation site.
- Ensure special needs students and staff are assisted. Request help if needed.
- While en route to the relocation site, the teachers will prepare list of all evacuees on the bus, which will be delivered to the reunification site commander upon arrival.
- Follow the instructions of the Family Reunification site staff when you arrive. You may be asked to assist in staffing the site.

# **REVERSE EVACUATION**

**(i.e., severe weather, community emergency, gang activity, hazardous material release outside.)**

***Purpose:** When conditions are safer inside the building than outside and there are teachers/students Outside (playground, field trip, just coming in on the bus. etc.)*

**School Commander:**

- Order a **REVERSE EVACUATION** for students and staff outside to move inside the building. Use the building PA, megaphone, 2-way radio, telephones, or runners to gather school community inside.
- Notify the district office of the situation.

**Teachers:**

- Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
- If movement into the building would present a danger to persons outside, teachers and staff outside will direct students to the designated assembly areas or off-campus assembly site.
- Teachers will take attendance and account for all students. Report any missing students to administration
- No students or staff are allowed outside the building.
- Close and lock all exterior doors and windows. Monitor the main entries until the “All Clear” verified signal is given.

# SHELTER-IN-PLACE

***Purpose:** Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency*

## **School Commander:**

- The School Commander or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

**“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM.”**

- Order a **REVERSE EVACUATION** for students and staff outside to move inside the building. Use the building PA, megaphone, 2-way radio, telephones, or runners to gather staff and students inside. Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Notify district office the school is **SHELTERING-IN-PLACE**. Monitor the NOAA weather radio.
- Be prepared to announce change in status. (“DROP, COVER AND HOLD” or “All Clear”)

## **Custodians:**

- Shut off utilities (if necessary).
- Turn off ventilation systems (Heating, ventilation and air conditioning) as appropriate.
- Post Shelter in Place cards at the primary entrances to the building(s).

## **Teachers:**

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallway without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover his or her heads to protect from debris. If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
  - a. For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
  - b. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or crosswind from the spill.
- All persons must remain in shelter until notified by the Incident Commander or emergency responders.

## **PROVIDING SUPPORT FOR STUDENTS WITH SPECIAL NEEDS IN OUR BUILDING:**

Most students with special needs at Highland Elementary will have a one-on-one personal aide that will be responsible for meeting the needs of those students during an emergency.

If, for some reason, the child with special needs does **not** have an aide at the time of the emergency, the student's care will become the responsibility of the regular classroom teacher in whose room (s) he is.

Students with mobility issues will be transported in the wagon kept in the multi-purpose room (where the children eat). There is also an over-large grocery cart kept in the supply room in the middle of the school.

If access to one of these carts is not possible, the classroom teacher may call the front office and request assistance from the emergency team.

# **TYPES OF EMERGENCIES**

# ACTIVE SHOOTER/ARMED INTRUDER

An active shooter or armed assault on campus involves one or more individual's intent on causing physical harm to students and staff. Intruders may possess a gun, a knife a bomb or other harmful device.

## Administrator

- The School Commander (SC)/Principal will direct staff to call 9-1-1, give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officer (e.g. DARE, School Resource Officer). Caller will remain on the line to provide updates.
- The SC will announce a building-wide LOCKDOWN alert. Direct staff and students outside the building to move immediately to the campus Assembly Area(s) and be prepared to EVACUATE off-campus if necessary.
- The SC will direct any support staff outside to stop pedestrians from entering school grounds and stop all vehicles from entering the campus until police arrive.
- The SC will ensure any buses enroute to the school are redirected to the pre-designated Relocation Site.
- The SC will secure the administration office as a command post and retrieve the Critical Incident Response Kit. If the incident is occurring at the administration office, the SC will designate an alternate command post.
- The SC will assign someone to meet and brief arriving law enforcement officers.
- The SC or designee will switch bells to manual mode and disarm the fire alarm.
- The SC will direct office staff to contact the classrooms via intercom or alternate means of communication to check status.
- The SC will notify the Superintendent's office and request activation of media and parent notification protocols.
- Refer media to:

### **Superintendent Bob Prusator**

#### **District Spokesperson**

- Work 815-645-2606
- Home 815-645-8801
- Cell 815-535-7566

# BOMB THREAT

**Call Taker:** Upon receiving a message that a bomb has been placed in school:

- Use bomb threat checklist. (Page 21 of Emergency Response Plan)
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this. (See Bomb Threat Checklist)
- Listen closely to caller's voice and speech patterns and to noises in background.
- After hanging up phone, immediately dial \*67 to trace call. (May be different on your phone system)
- Notify the Principal/School Commander or designee.

**School Commander:**

- School Commander or designee notifies law enforcement by calling 911.
- Assign staff to meet and brief emergency responder agencies outside.
- Notify staff through the Public Address system:

**“YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE.**

**ALL TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF.”**

The School Commander and law enforcement agency will make a decision to:

- Evacuate Immediately
- Search the building and Evacuate if warranted.
- Notify the district Superintendent.
- Ensure staff that received the call completes the Bomb Threat Checklist and gives to law enforcement official.
- Assemble and brief the Search Team members at the interior command post. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
- If a suspicious item is located, notify law enforcement official, order an EVACUATION selecting routes and assembly areas away from the suspicious item. **DO NOT ACTIVATE THE FIRE ALARM.**
- Direct students and staff, “DO NOT take personal belongings, coats or backpacks.”  
“Teachers and staff will leave their windows and doors open when exiting.”
- Students and staff must be evacuated to a safe distance outside of school building(s) **MINIMUM 1000 FEET** is the general rule. Consult with Fire and Police officials
- Arrange for person who found a suspicious item to talk with law enforcement official.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- After consulting with the Superintendent, and the Incident Commander, the School Commander may move students to Stillman Valley High School if weather is inclement or building is damaged. **(Primary relocation center)**
- The school commander will notify staff and student of the termination of the emergency and to resume normal operations.

**Teachers and staff:**

- Teachers and staff will check their classrooms, offices and work area for suspicious items and report any findings to the School Commander.
- If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
- Teachers will account for their students and be prepared to evacuate if ordered.
- Teachers and staff will evacuate using standard procedures and exit routes to assembly area.
- Teachers will open classroom windows and leave classroom doors open when exiting.
- Teachers take roll after being evacuated. Put up the GREEN flag to indicate everyone is accounted for. Put up a RED flag to indicate student or staff is missing or you need immediate assistance. Be prepared to report the names of any missing persons to school administration.
- Keep your class together at the assembly area until given further instructions. Be prepared to for Off-Site Evacuation if ordered.
- If given the “All Clear” verified signal, return to the building and resume normal operations.

# BOMB THREAT CHECKLIST

## Description Detail Report

### Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: \_\_\_\_\_

Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_

Length of call: \_\_\_\_\_ Age: \_\_\_\_\_

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

Number at which call was received: \_\_\_\_\_

### Notes:

## Callers Voice - Circle as applicable:

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Distinct
- Slurred
- Nasal
- Stutter
- Lisp
- Raspy
- Deep
- Ragged
- Clearing Throat
- Deep Breathing
- Cracked Voice
- Disguised
- Accent
- Familiar

If voice is familiar, whom did it sound like? \_\_\_\_\_

## Background Sounds:

- Street Noises
- Animal Noises
- Clear
- Static
- Music
- House Noises
- Motor
- Other \_\_\_\_\_
- Factory Machinery
- Voices
- PA System
- Local Call
- Long Distance
- Phone Booth
- Office Machinery

## Threat Language:

- Well Spoken (educated)
- Incoherent
- Foul
- Irrational by threat maker
- Taped
- Message read

Remarks: \_\_\_\_\_

# **BUS ACCIDENT**

## **Bus Driver/Monitor:**

- Protect student passengers from injuries and the bus from further damage.
- Turn off the ignition, remove the key and activate the hazard lights.
- Check for conditions that could cause a fire
- If conditions are safer outside the bus than inside, evacuate the bus
- Do not leave students unattended or unsupervised.
- Notify the appropriate law enforcement agency by calling 911. Let them know a school bus was involved, exact location, number of injured and type of injuries, school district or bus company name and remain on the phone to provide updates until emergency responders arrive.
- Contact the school district/bus company office and provide the following information:
  1. Who
  2. What
  3. When
  4. Where (location)
  5. Why and needs
- Do not discuss details of the accident with media
- Do not release any students to anyone unless told to do so by school district administration or law enforcement
- If you are directed by law enforcement to remove student passengers from the scene, be sure to follow their directions and/or school district/bus company policy and procedures for removal and transport.
- If there are no injuries, follow school district/bus company policy and instructions on moving, returning or delivering students.

## **School Commander:**

- Dispatch the district transportation director, school administrator or designee to the accident location.
- School official(s) at the scene will assess level of support needed and convey this to the School Commander and Superintendent's office.
- School Commander or designee at the scene will report the names of student passengers, their conditions, disposition, and location(s) where injured were taken to the district office so parent notifications can be made.
- Direct school official(s) at the scene to accompany injured students to the hospital.
- The Superintendent or designee will notify the parents/guardians of students involved, and if injured, the name/location of the hospital the student where the student was taken.
- The School commander may access the Emergency All-Call Telephone System, if appropriate and/or contact key media personnel (See media Resource page) for assistance with getting correct information out to parents.
- District staff will assess counseling needs of victim(s) or witness(s) and implement post-crisis procedures.
- Direct the district public information officer to prepare a media release and parent letter of explanation for the same day distribution, if possible.

# EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries.

## **School Commander:**

- The School Commander (SC) or designee will call 9-1-1(if necessary).
- After the shaking stops, the SC will initiate an EVACUATE BUILDING alert. Staff and students will evacuate using designated routes or alternate routes to the outside Assembly Area(s).
- The SC will contact the Superintendent's office and activate the media and parent notification protocol.
- The SC will establish a school command post and medical triage site on campus.
- The SC will direct staff to shut off utilities and notify the appropriate utility company of damages. (e.g., gas, power, water or sewer)
- The SC will consult with emergency management and public safety officials to determine if the buildings are safe for re-occupancy.
- The SC will consult with the Superintendent concerning closing school. They will decide whether to announce dismissal of students from the school or EVACUATE student's off-campus to an alternate relocation site for Parent Reunification.
- If an off-campus EVACUATION is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site.

## **Teachers and staff:**

- Upon the first indication of an earthquake, teachers should direct students to DROP, COVER and HOLD, seek shelter under desks and move away from windows and overhead hazards.
- If outdoors, teachers should direct students to move away from buildings, gas and electrical lines.
- If EVACUATION is ordered, teachers will bring their student roster and emergency Go Kit, take attendance at the Assembly Area, and report any missing or injured students.
- Designated staff will check for injuries and provide appropriate first aid.
- Be prepared to relocate to a remote site if an off-campus evacuation is ordered.

# **FIRE**

## **In the event a fire or smoke from a fire has been detected:**

- Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the School Administrator.
- The School Commander or designee will immediately initiate an EVACUATION announcement, direct staff to call 9-1-1 to verify the fire alarm and notify the district office.
- Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Assembly Areas.
- No one may re-enter building(s) until entire building(s) is declared safe by the fire department

## **Administration:**

- School Commander or designee calls 911 to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, state the building is being evacuated and identify the location of the school command post.
- School office staff will take the visitor log, student sign-out sheet and the Critical Incident Response Kit and evacuate to the designated school command post.
- Office staff will obtain student roll from teachers and inform the principal or incident commander of any missing students
- After consulting with Superintendent, fire department and law enforcement officials, the School Commander may direct an off-site evacuation to the high school if weather is inclement or building is damaged. (Primary relocation center)
- School Commander notifies students and staff of termination of emergency, return to the building and resumes normal operations.

## **Teachers**

- Take the class roster and the emergency Go Kit and lead students out of the building to the designated assembly area(s). Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Close the classroom door and turn out the lights upon exiting confirming all students and personnel are out of the classroom.
- Take attendance at the assembly area after being evacuated. Put up the GREEN flag to indicate all students are accounted for. Put up the RED flag to indicate a student or staff is missing or you need immediate assistance.
- Be prepared to move students if an OFF-CAMPUS EVACUATION is ordered.
- Keep your class together and wait for further instructions.

# HAZARDOUS MATERIAL RELEASE

*Hazardous material (haz-mat) release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. Internal haz-mat incidents may occur from activities in a school laboratory, vocational technical area, or maintenance shop. External haz-mat exposure often results from an accident involving a train or trucks carrying hazardous materials or an explosion or spill at an industrial site.*

## **Substance Released Inside A Room or Building**

- The School Commander (SC) will initiate an EVACUATION alert. Direct staff to use designated routes or other alternate safe routes to assigned Assembly Area(s) upwind or cross wind from the affected room or building.
- The SC directs staff to call 9-1-1 provide the name and location of the school, state the emergency and describe actions to safeguard students and staff and identify the location of the school command post.
- The SC or staff will notify the Superintendent's office and request activation of media and parent notification protocol.
- The SC will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The SC will establish a school command post outside the school and brief fire officials when they arrive.
- Refer media to:

### **Superintendent Bob Prusator**

#### **District spokesperson**

- Work 815-645-2602
- Home 815-645-8801
- Cell

- Teachers should take attendance at their outside Assembly Area and report any missing or injured students to administration.
- After evacuation, persons who have come into direct contact with haz-mat substances should be taken to a decontamination area.
- The SC will determine if an off-campus evacuation to a relocation site is necessary. If necessary, request transportation resources from the district. Alert staff to move to students to designated transportation site.
- Request law enforcement officials to assist with evacuation and assign officers to the relocation site.

# INTRUDER/HOSTAGE

## **Intruder- when an unauthorized person enters school property:**

- Notify School Commander.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

## **If intruder refuses to leave:**

- Warn intruder of consequences for staying on school property.
- Notify security or police and Principal if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.
- School Commander notifies Superintendent and may issue Lockdown procedures (see Lockdown Procedures section).

## **Hostage Situation:**

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Principal or main office.
- School Commander or designee will announce LOCKDOWN action.
- The SC or designee will ensure that the staff outside is notified of the LOCKDOWN and to move students away from the building to the outside assembly areas.
- The SC or designee will call 9-1-1 immediately. Give dispatcher details of situation; description and number of intruders, exact location in the building and that the school is in LOCKDOWN. Ask for assistance from hostage negotiation team.
- The SC or designee will redirect any buses enroute to the school to an alternate location.
- School Commander notifies Superintendent.
- The SC will give control of scene to police and hostage negotiation team.
- The SC will ensure detailed notes of events are taken.
- Teachers and staff will implement LOCKDOWN procedures upon hearing the alert. If outside, move to campus assembly areas and wait for further instructions.
- Everyone should remain in lockdown until given the "All Clear" verified signal or if directed in person by a uniformed law enforcement officer.

## **If taken hostage:**

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

# MEDICAL EMERGENCY

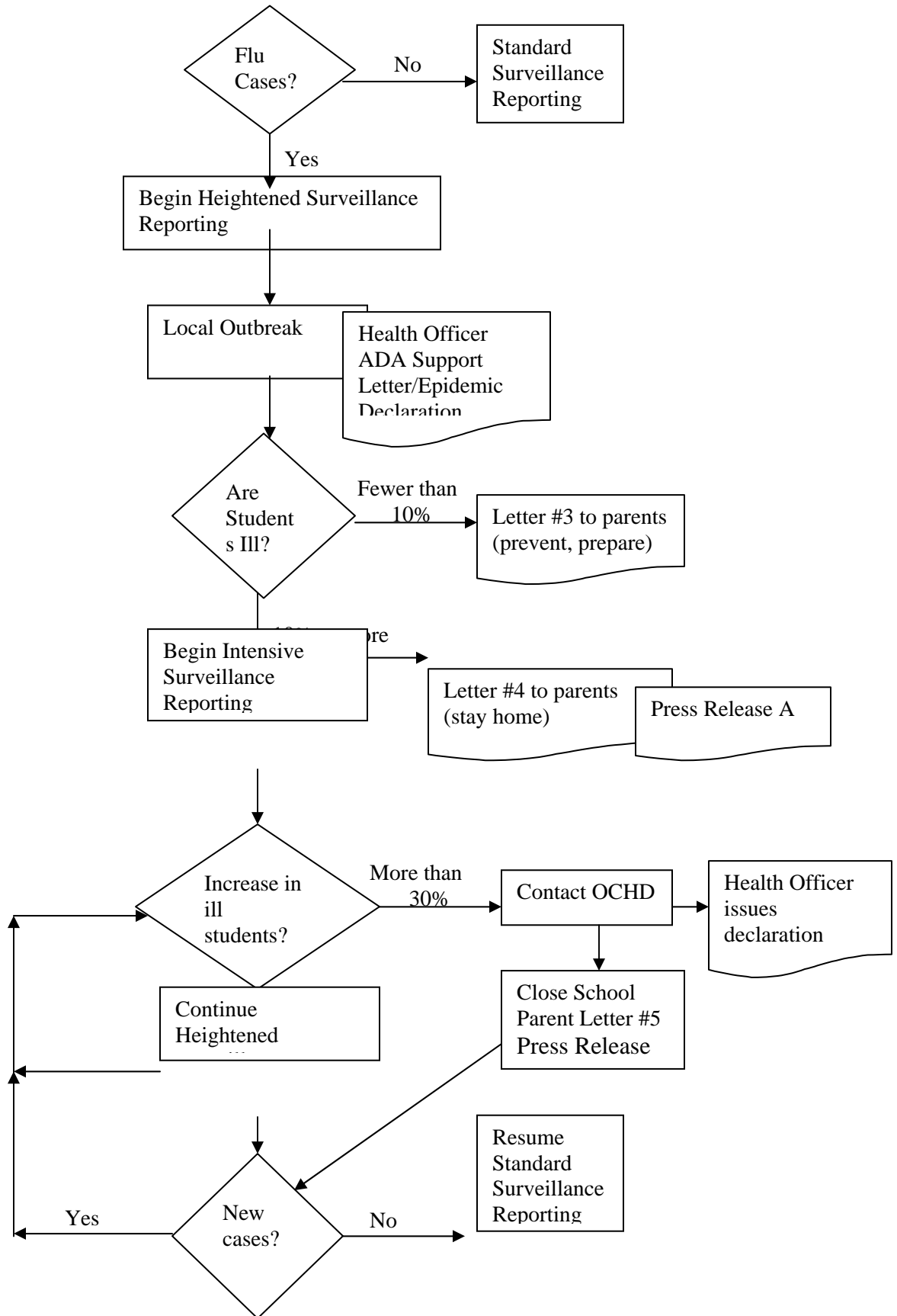
## School Staff Response:

- Quickly assess the situation. Make sure the situation is safe for you to approach. Examples of danger include but are not limited to:
  - a. Live electric wires
  - b. Gas leak
  - c. Building damage
  - d. Animal threat
- Immediately notify the building's emergency responder(s) whose contact information is posted in the facility.
- Assess the seriousness of the injury or illness.
- Under life and death circumstances call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Immediately inform the Building Principal or main office.
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first aid according to your level of training until help arrives.
- Comfort and reassure the victim. Do Not Move the sick or injured unless the scene is unsafe.
- If the victim is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.
- Staff trained in the use of the AED will respond to the scene and apply the device if necessary.
- If an AED was used, the person using it will complete the Automatic Defibrillator Incident Report, 4:170-E7. If appropriate, a supervising staff member completes the report.

## Administration:

- Direct staff to call 9-1-1, if necessary, and provide appropriate information to responders.
- Send school staff with first responder/first aid/AED training to the scene.
- Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
- Assign a staff member to remain with the victim if they are transported to the hospital.
- Notify parent or guardian of the situation, include type of injury or illness, medical care given and location where the victim has been transported.
- Ensure student/staff medical information from administrative records is sent to the hospital.
- Notify the school counselor/Crisis Response Team and provide a brief description of the incident.
- Advise faculty and staff of the situation. (when appropriate).
- Develop and maintain written documentation of the incident and report each use of an AED to the local EMS System Resource Hospital. Ensure the person who used the AED completes the Automatic External Defibrillator Incident Report, 4:170-E7.
- Follow-up with the parents or guardian.

### School Response to Pandemic Flu Flow Chart



# SCHOOL ACTION STEPS FOR PANDEMIC FLU

**The following is a chronological list of important step-by-step actions schools should take before, during and after a pandemic flu outbreak. Pandemic flu can have several cycles or waves so this list may need to be repeated.**

## **PRIOR TO OUTBREAK/PREPAREDNESS & PLANNING PHASE**

- Create a pandemic flu plan . (Use the CDC School Pandemic Flu Planning Checklist and Flow Chart)
- Work with local health officials and emergency preparedness officials. They may want to use the schools as a way to disseminate information to families.
- Decide the roles and responsibilities of school staff (including all ancillary staff) to prevent the spread of flu.
- Train nurses and staff in flu-symptom recognition. Remember that a person who is infected does not show symptoms right away. But children who are getting ill may show different behavior than usual, such as eating less or being irritable.
- Insure that standard surveillance/disease recognition procedures are in place and implemented.
- Improve the hygiene of students and staff. Use simple non-medical ways to reduce the spread of flu by “cough and sneeze etiquette,” clean hands, and clean work areas.
- Determine whether the school should be cleaned differently or more often.
- Decide to what extent you will encourage or require children and staff to stay home when they are mildly ill.
- Identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.)
- Review the health needs of students. Some students may have a greater risk of infections. Encourage those families to talk to their health care provider. Some parents may need to be more cautious in keeping their children out of school.
- Develop alternative learning strategies such as collaborative agreements with Contra Costa Television or other local cable stations, teleconferencing, lessons on CDs.
- Educate staff, students and parents about: the differences between seasonal flu, bird flu and pandemic flu; best hygienic practices to prevent any sort of flu; what could occur in a pandemic.

## Outbreak of Flu Disease

### LESS THAN 10% STUDENTS

- Begin Heightened Surveillance Reporting
- Send out Parent Letter informing parents that some students are sick but schools remain open, include tip sheets and info resource list\*
- Work with Ogle County Health Department regarding a Press Release A announcing schools remain open but parents need to prepare/Use key messages A\*
- Post flu prevention signs on campus

### Expansion of the Outbreak

### 10% OR MORE OF STUDENTS ILL (but less than 30%)

- Local Health Officer issues ADA Support Letter to schools/Epidemic Declaration
- Begin Intensive Surveillance Reporting
- Send Parent Letter Expanded Outbreak, include prevention tip sheets, etc.

## Continued Expansion of the Outbreak

### MORE THAN 30% OF STUDENTS ILL

- Ogle County issues Declaration and press release closing school(s)
- Close school
- Send out Parent Letter announcing closure(s)
- Cancel any non-academic events

## Following the Outbreak

- Ogle County issues declaration and press release that schools can open.
- Issue Parent Letter
- Continue communicating with local health department
- Return to heightened surveillance reporting

If students get sick again, start checklist again at Outbreak section.

**SAMPLE LETTER TO PARENTS School closure:  
Use this letter to inform parents schools are closed**

Dear Parents,

Ogle County health officials have ordered all schools in Ogle County to close. This order is because of the pandemic flu situation in Ogle County. All schools are immediately closed until further notice and children should stay home.

Schools may be closed for days or even weeks to reduce contact among children and stop the spread of the flu.

We know that many students and their families are very sick. We know this is a hard time for our community and our hearts go out to those who are ill.

Because the flu is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in other locations such as shopping malls, movie theaters or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with the flu:

- Have them drink a lot of liquid (juice, water)
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life- threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

For more information, call your healthcare provider, or go online at;  
[www.oglecountyhealthdepartment.org](http://www.oglecountyhealthdepartment.org) or call the Health Emergency Information Line:

\_\_\_\_\_.

We will contact you as soon as we have information about when school will reopen.

# NUCLEAR POWER PLANT RADIOLOGICAL EVENT

*Schools within 10-mile radius of Exelon Byron Nuclear Plant: Listen for 3 to 5 minute steady siren blast. This signals public to tune their radios to an Emergency Alert Station (EAS). Schools will be notified if radiological release requires protective actions.*

There are two basic protective actions: Sheltering and Evacuation.

## **Sheltering Notification:**

- Bring all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put food in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

## **Administration:**

- School Commander announces EVACUATION alert to students and staff directing them to remain in classrooms until transportation arrives and a second notice is given to load the buses.
- School Commander contacts (transportation coordinator) and informs him/her that an EVACUATION and OFF CAMPUS RELOCATION has been ordered.
- School Commander or designee notifies the relocation center to activate the FAMILY REUNIFICATION PROTOCOL.
- Activate the parent notification protocol and direct them to the relocation site.
- Order teachers and support staff to close all windows.
- Direct staff to turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Post evacuation signs at the main entrances to the building.

## **Teacher responsibilities during evacuation and movement to relocation site:**

- Return to homeroom or keep classes intact.
- Take roll.
- Explain evacuation/off-campus relocation procedures to students.
- Instruct students to take belongings.
- Wait in classroom until School Commander or designee informs teachers that buses have arrived.
- Take class roster, emergency Go Kit and move students to the bus staging area for loading.
- Take roll again after arriving at the relocation center

# SEVERE WEATHER

*When a Severe Weather Watch or Warning has been issued in the area near the school.*

## **Severe Weather Watch has been issued:**

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s)
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows or in basement if time allows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review “DROP COVER and HOLD” procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

## **Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school**

- The School Commander will announce SHELTER-IN-PLACE alert signal
- The SC will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- Ensure that students are in “DROP, COVER and HOLD” positions until the danger passes.
- The School Commander will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

# STRUCTURAL FAILURE

Structural failure of a building may result from an earthquake, underground mine collapse, ground settling, heavy snow and ice accumulation on roofs, broken water or sewer lines, and faulty construction. The structural failure may be catastrophic with a sudden collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities, which present a hazard to the safety of students and staff.

## **Structural failure with collapse or partial collapse:**

- Upon the first indication of a structural failure the School Commander may implement DROP, COVER and HOLD, an EVACUATION and an OFF-SITE EVACUATION.
- If the roof, ceiling, or wall collapses, students and staff should immediately DROP, COVER and HOLD, seek shelter under desks and tables, and move away from windows or glass.
- Teachers and staff will immediately tend to the injured and evacuate the building moving to their assigned assembly area(s).
- The School Commander will initiate an EVACUATION of the building
- The School Commander (SC) or designee will call 9-1-1(if necessary), identify the name and exact location of the school, state the emergency, describe response actions taken, and remain on the line to provide updates.
- The SC will direct staff to turn off utilities and seal off the high risk area, if necessary
- The SC will notify CPR emergencies, if necessary. The team will check for injuries and provide appropriate first aid.
- No one will be allowed to reenter the building until declared safe by emergency management and public safety officials.

## **Structural failure without collapse**

- For structural failure without collapse, the SC will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. Staff will be directed to seal off the affected area and turn off utilities to that area, if necessary.
- The SC will notify the Superintendent and determine whether to dismiss school early, order an evacuation, and off site evacuation for parent reunification.
- The Superintendent and School Commander will confer with emergency management and public safety officials regarding the structural integrity of the building.
- The district office will notify the architect and insurance carrier to document and assess the damage.
- The affected areas will not be reopened until the structural integrity of the building is deemed safe.

# UTILITY LOSS OR FAILURE

Utility failure is the loss or interruption of electric power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored.

- Upon notice of loss of utilities, the School Commander (SC) will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE or EVACUATION. The SC may direct staff to shut off utilities, as deemed necessary.
- The School Commander will contact the local utility company (see emergency contact section) and determine the anticipated duration of the outage.
- The School Commander will confer with the Superintendent and determine whether school should be closed and classes temporarily suspended. If so, activate parent and media notification protocols.
- In the event of a gas leak, the School Commander will direct staff to call 9-1-1, give name and exact location of the school, state the emergency, identify affected area(s) of the building, announce the school is EVACUATING and provide the location of the school command post outside.
- For gas leaks, the School Commander will order an EVACUATION and open windows. DO NOT ACTIVATE THE FIRE ALARM and transfer school bells to manual mode. Direct staff to shut off all utilities.
- If evacuating, teachers and staff should follow evacuation procedures avoiding areas of hazard, assemble at designated assembly area, take attendance and report any missing students to administration. Teachers should be prepared to evacuate students off campus to a relocation site for parent reunification, if directed.
- Refer media to:

**Superintendent Bob Prusator**  
**District Spokesperson**

- Work 815-645-2606
- Home 815-645-8801
- Cell

- Do not allow *anyone* to reenter the building until the facility has been deemed safe.
- The School Commander will complete a detailed incident report at the earliest opportunity and send to the Superintendent's Office.

# RECOVERY

# FAMILY REUNIFICATION

**Purpose:** The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

## **School Commander:**

- The School Commander after consulting with the Incident Commander will determine the appropriate pre-designated relocation site and safe evacuation route.
- The School Commander will notify the contact person at the relocation site to prepare for arrival of students.
- Designate a Reunification Site Commander.
- Request the District Office to send personnel to staff the Family Reunification Center.

## **Reunification Site Commander:**

- Establish a command post
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist. Secure a holding area for arriving students and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Set up a media staging area and notify the school media liaison of the location.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

## **Teachers**

- Provide a list of evacuees to the reunification site staff upon arrival.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff when you arrive. You may be asked to assist in staffing the site.

# MENTAL HEALTH/CRISIS RECOVERY

**Purpose:** These procedures are intended to guide staff in responding to more frequently occurring crisis such deaths, injuries, emergencies or other traumatic events impacting the school community. As a result of such incidents, students and staff may exhibit a variety of psychological reactions. As soon as the safety of those involved have been insured, attention must turn to meeting the emotional and psychological needs of students and staff. Knowing what to do if such as crisis occurs will minimize the chaos, rumors and the impact of the event on other students and staff.

## **School Commander:**

- Notify the Superintendent of the incident or emergency.
- Ensure the designated media or public information officer is notified and briefed on the circumstances and actions taken. Request the PIO to prepare formal announcement and media release.
- Activate the school Crisis Intervention Team and assign duties. Request additional district level support from teams from other schools or community-based mental health resources if needed.
- Notify building support staff including counselors, psychologists and social workers.
- Convene an emergency staff meeting. Invite outside professionals to join the meeting to help staff member's process their own reactions to the situation.
- Determine if additional district/community resources are needed—or are needed to “stand by”—to effectively manage the crisis, and notify them if appropriate.
- Assign staff to monitor the grounds for students leaving the building without permission. Redirect them to support services. If unable to intercept, make parent notification and inform them of the situation.
- Make an initial announcement over the PA system to the entire school. Include minimum details and note that additional information will be forthcoming. Prepare statements for telephone inquiries.
- Immediately following resolution of the crisis, convene the Crisis Intervention Team for a debriefing to discuss successes and problems and allow staff an opportunity to discuss feeling and reactions.

## **Mental Health/Crisis Intervention Team:**

- Assess the range of crisis intervention services needed during and following an emergency or event.
- Advise and assist the school administrator to restore regular school functions as efficiently and as quickly as possible.
- Provide direct intervention services, critical incident stress debriefings, on going assessment of needs and follow-up services as required.
- Identify locations in the school designated for individual or group counseling and make a building wide announcement.
- Identify, gather, and inform the siblings, closest friends and teachers of the deceased/injured and provide counseling support. Notify parents of affected students regarding available community resources.
- Provide grief support for students/staff in designated building areas. Ensure parents of any students seeking support are notified of the impact of the event on their child.
- Review and distribute guidelines to help teachers with classroom discussions.
- Stand-in for any substitute teacher in the building or for any staff member unable or unwilling to deal with the situation during the announcement and subsequent discussion.
- Assign a counselor, psychologist, social worker or other designated staff to follow a deceased/injured student's class schedule for the remainder of the day if that will help teachers in those classes.

- Notify feeder schools regarding siblings or other students predicted to be strongly affected.

**Teachers and staff:**

- Seek crisis intervention services or counseling if you are experiencing difficulty coping with the event.
- Provide stress management during class time. Allow students to talk about what they felt or experienced in response to or during the event.
- Be prepared for some outbursts and disruptive behaviors. Refer students experiencing stress to counseling.
- Allow for changes in normal routines or test schedules

## **Agenda Item 8.3: Review 3<sup>rd</sup> Quarter Financial Report**

### **Background/Information**

This item is included on the agenda to provide an opportunity to update the Board on the status of the 2007-2008 budget. In order to provide a systematic and regular review of the annual budget, the administration intends to report to the Board the quarterly status of the budget at the second meeting following the close of each quarter of the fiscal year. Therefore, at the second meeting in October, January, April and July an informational report will be presented by the District Administrator for Business and Human Resources. The report will primarily focus on the three operating funds of educational, operations & maintenance and transportation. The report will review revenues and expenditures to date, comparing projected and actual as well as historical data and trends. The non-operating funds will be discussed if any items of concern exist. Any problems detected or concerns for the future will be presented in the oral report.

### **RECOMMENDATION**

The Superintendent recommends that the District Administrator for Business and Human Resources present the third quarter review of the 2007-2008 budget.

### **SUGGESTED MOTION**

This is an information report only. No formal Board action is necessary.

**MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT #223**  
**Comparative Statement of Revenue & Expenditures**

**GENERAL FUND**  
**EDUCATIONAL FUND - 10**

	2005-06		% of Budget	2006-07		% of Budget	2007-08		% of Budget
	Budget	3/31 Actual		Budget	3/31 Actual		Budget	3/31 Actual	
<b>REVENUES:</b>									
Local:									
Property Taxes	3,732,000	3,748,533	100.4%	3,996,500	3,991,906	99.9%	4,310,000	4,496,575	104.3%
CPPRT	120,000	59,977	50.0%	120,000	94,801	79.0%	95,000	81,498	85.8%
Tuition	21,000	27,680	131.8%	16,000	13,840	86.5%	13,000	10,380	79.8%
Interest	122,425	116,744	95.4%	196,268	180,903	92.2%	238,950	220,287	92.2%
Activity/Admission Fees	28,000	29,449	105.2%	28,000	30,667	109.5%	30,000	26,631	88.8%
Registration Fees	95,000	95,199	100.2%	101,000	100,168	99.2%	102,000	95,814	93.9%
Other	564,000	434,301	77.0%	542,500	429,889	79.2%	549,000	417,802	76.1%
<b>Total Local</b>	<b>4,682,425</b>	<b>4,511,883</b>	<b>96.4%</b>	<b>5,000,268</b>	<b>4,842,174</b>	<b>96.8%</b>	<b>5,337,950</b>	<b>5,348,986</b>	<b>100.2%</b>
State:									
General State Aid	4,800,000	3,286,672	68.5%	5,330,000	3,640,806	68.3%	5,750,000	3,924,333	68.2%
Categoricals	357,500	227,320	63.6%	304,500	270,225	88.7%	552,000	289,898	52.5%
Grants	129,704	104,706		277,994	113,607	40.9%	196,200	106,377	54.2%
<b>Total State</b>	<b>5,287,204</b>	<b>3,618,698</b>	<b>68.4%</b>	<b>5,912,494</b>	<b>4,024,638</b>	<b>68.1%</b>	<b>6,498,200</b>	<b>4,320,608</b>	<b>66.5%</b>
Federal:									
Grants	363,338	284,818	78.4%	739,355	405,317	54.8%	666,250	540,395	81.1%
<b>Total Federal</b>	<b>363,338</b>	<b>284,818</b>	<b>78.4%</b>	<b>739,355</b>	<b>405,317</b>	<b>54.8%</b>	<b>666,250</b>	<b>540,395</b>	<b>81.1%</b>
Other Financing Sources	4,000	-	0.0%	4,000	-	0.0%	6,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>10,336,967</b>	<b>8,415,399</b>	<b>81.4%</b>	<b>11,656,117</b>	<b>9,272,129</b>	<b>79.5%</b>	<b>12,508,400</b>	<b>10,209,989</b>	<b>81.6%</b>
<b>EXPENDITURES:</b>									
Salaries	6,423,558	4,508,809	70.2%	7,168,064	4,938,372	68.9%	7,967,615	5,386,982	67.6%
Employee Benefits	1,544,791	1,125,560	72.9%	1,507,193	973,963	64.6%	1,700,720	1,036,707	61.0%
Purchased Services	526,869	333,858	63.4%	774,554	432,876	55.9%	891,050	680,702	76.4%
Supplies & Materials	1,182,422	883,775	74.7%	1,335,442	824,702	61.8%	1,261,025	869,543	69.0%
Capital Outlay	188,500	165,193	87.6%	193,350	166,247	86.0%	239,025	167,410	70.0%
Other	78,000	13,427	17.2%	84,600	7,278	8.6%	34,000	11,645	34.2%
Tuition	385,000	271,616	70.5%	370,000	278,891	75.4%	407,000	318,481	78.3%
<b>TOTAL EXPENDITURES</b>	<b>10,329,140</b>	<b>7,302,237</b>	<b>70.7%</b>	<b>11,433,203</b>	<b>7,622,329</b>	<b>66.7%</b>	<b>12,500,435</b>	<b>8,471,469</b>	<b>67.8%</b>

3400 Telephone	30,000	23,009	76.7%
3700 Water/Sew	20,000	14,213	71.1%
4650 Gas	160,000	77,281	48.3%
4660 Electricity	250,000	171,216	68.5%
	<u>460,000</u>	<u>285,719</u>	<u>62.1%</u>

**MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT #223**  
**Comparative Statement of Revenue & Expenditures**

**GENERAL FUND**  
**OPERATIONS & MAINTENANCE FUND - 20**

	2005-2006			2006-2007			2007-2008		
	Budget	3/31 Actual	% of Budget	Budget	3/31 Actual	% of Budget	Budget	3/31 Actual	% of Budget
<b>REVENUES:</b>									
Local:									
Property Taxes	693,000	689,869	99.5%	751,000	748,255	99.6%	812,000	778,791	95.9%
CPPRT	75,000	55,000	73.3%	75,000	15,813	21.1%	90,000	77,543	86.2%
Interest	3,600	6,344	176.2%	21,330	17,670	82.8%	23,000	17,860	77.7%
Building Rentals	2,000	2,705	135.2%	2,500	100	4.0%	250	-	0.0%
Impact Fees	35,000	31,115	88.9%	100,000	86,773	86.8%	50,000	31,766	63.5%
Other	9,225	7,522	81.5%	9,775	7,100	72.6%	10,550	5,112	48.5%
<b>Total Local</b>	<b>817,825</b>	<b>792,556</b>	<b>96.9%</b>	<b>959,605</b>	<b>875,711</b>	<b>91.3%</b>	<b>985,800</b>	<b>911,071</b>	<b>92.4%</b>
State:									
General State Aid	100,000	-	0.0%	100,000	-	0.0%	35,000	-	0.0%
Categoricals	-	-		-	-		-	-	
Grants	-	-		-	-		-	-	
<b>Total State</b>	<b>100,000</b>	<b>-</b>	<b>0.0%</b>	<b>100,000</b>	<b>-</b>	<b>0.0%</b>	<b>35,000</b>	<b>-</b>	<b>0.0%</b>
Federal:									
Grants	-	-		-	-		-	-	
<b>Total Federal</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	
Other Financing Sources	52,000	-	0.0%	65,000	-	0.0%	80,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>969,825</b>	<b>792,556</b>	<b>81.7%</b>	<b>1,124,605</b>	<b>875,711</b>	<b>77.9%</b>	<b>1,100,800</b>	<b>911,071</b>	<b>82.8%</b>
<b>EXPENDITURES:</b>									
Salaries	463,000	355,227	76.7%	420,000	319,549	76.1%	470,000	367,557	78.2%
Employee Benefits	70,000	53,362	76.2%	65,000	44,941	69.1%	80,000	51,244	64.1%
Purchased Services	218,165	166,561	76.3%	230,330	162,726	70.6%	229,000	196,470	85.8%
Supplies & Materials	135,000	113,775	84.3%	145,000	112,177	77.4%	135,000	79,621	59.0%
Utilities	-	-		-	-		-	-	
Capital Outlay	167,000	145,082	86.9%	65,000	48,762	75.0%	105,000	42,643	40.6%
Other	-	-		-	-		-	106	
<b>TOTAL EXPENDITURES</b>	<b>1,053,165</b>	<b>834,008</b>	<b>79.2%</b>	<b>925,330</b>	<b>688,153</b>	<b>74.4%</b>	<b>1,019,000</b>	<b>737,641</b>	<b>72.4%</b>

**MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT #223**  
**Comparative Statement of Revenue & Expenditures**

**GENERAL FUND**  
**TRANSPORTATION FUND - 40**

	2005-06			2006-07			2007-08		
	Budget	3/31 Actual	% of Budget	Budget	3/31 Actual	% of Budget	Budget	3/31 Actual	% of Budget
<b>REVENUES:</b>									
Local:									
Property Taxes	276,000	281,270	101.9%	305,000	306,967	100.6%	330,000	309,578	93.8%
CPPRT	-	-		-	-		-	17,478	
Interest	3,130	4,499	143.7%	5,333	13,037	244.5%	16,000	11,761	73.5%
Fees	3,500	1,610	46.0%	2,050	124	6.0%	-	61	
Other	200	568	283.8%	700	2,728	389.7%	5,000	2,558	51.2%
<b>Total Local</b>	<b>282,830</b>	<b>287,947</b>	<b>101.8%</b>	<b>313,083</b>	<b>322,857</b>	<b>103.1%</b>	<b>351,000</b>	<b>341,435</b>	<b>97.3%</b>
State:									
Categoricals	625,000	292,750	46.8%	780,000	470,102	60.3%	675,000	350,529	51.9%
Grants	-	-		-	-		-	-	
<b>Total State</b>	<b>625,000</b>	<b>292,750</b>	<b>46.8%</b>	<b>780,000</b>	<b>470,102</b>	<b>60.3%</b>	<b>675,000</b>	<b>350,529</b>	<b>51.9%</b>
Federal:									
Grants	-	-		-	-		-	-	
<b>Total Federal</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	
Proceeds from Loans	-	-		-	-		-	-	
<b>TOTAL REVENUES</b>	<b>907,830</b>	<b>580,697</b>	<b>64.0%</b>	<b>1,093,083</b>	<b>792,958</b>	<b>72.5%</b>	<b>1,026,000</b>	<b>691,964</b>	<b>67.4%</b>
<b>EXPENDITURES:</b>									
Salaries	427,500	285,391	66.8%	465,750	302,670	65.0%	507,000	356,474	70.3%
Employee Benefits	30,000	20,122	67.1%	32,000	15,058	47.1%	20,000	18,752	93.8%
Purchased Services	87,267	65,714	75.3%	98,638	68,682	69.6%	47,000	62,718	133.4%
Supplies & Materials	260,000	152,955	58.8%	280,000	132,278	47.2%	260,000	155,255	59.7%
Capital Outlay	165,000	90,028	54.6%	181,000	86,072	47.6%	153,000	177,752	116.2%
Other	12,000	7,711	64.3%	13,200	36,842	279.1%	20,000	19,733	98.7%
<b>TOTAL EXPENDITURES</b>	<b>981,767</b>	<b>621,921</b>	<b>63.3%</b>	<b>1,070,588</b>	<b>641,603</b>	<b>59.9%</b>	<b>1,007,000</b>	<b>790,684</b>	<b>78.5%</b>

4640 Gas/Diesel	106,517	53.3%	FY08
	103,787	51.9%	FY07

**MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT #223**  
**Comparative Statement of Revenue & Expenditures**

**GENERAL FUND**  
**FOOD SERVICE**

	2005-06			2006-07			2007-08		
	Budget	3/31 Actual	% of Budget	Budget	3/31 Actual	% of Budget	Budget	3/31 Actual	% of Budget
<b>REVENUES:</b>									
Local:									
Interest									
Sales	454,000	369,405	81.4%	454,000	359,289	79.1%	444,000	348,609	78.5%
Total Local	454,000	369,405	81.4%	454,000	359,289	79.1%	444,000	348,609	78.5%
State:									
Reimbursements	2,500	2,312	92.5%	3,500	1,825	52.1%	3,000	2,109	70.3%
Total State	2,500	2,312	92.5%	3,500	1,825	52.1%	3,000	2,109	70.3%
Federal:									
Reimbursements	85,000	68,653	80.8%	100,000	75,263	75.3%	110,250	82,740	75.0%
Total Federal	85,000	68,653	80.8%	100,000	75,263	75.3%	110,250	82,740	75.0%
<b>TOTAL REVENUES</b>	<b>541,500</b>	<b>440,370</b>	<b>81.3%</b>	<b>557,500</b>	<b>436,377</b>	<b>78.3%</b>	<b>557,250</b>	<b>433,458</b>	<b>77.8%</b>
<b>EXPENDITURES:</b>									
Salaries	145,000	91,136	62.9%	140,000	98,076	70.1%	160,000	115,719	72.3%
Employee Benefits	12,500	8,677	69.4%	12,500	5,240	41.9%	12,000	4,107	34.2%
Purchased Services	5,000	3,099	62.0%	5,500	8,199	149.1%	10,000	6,946	69.5%
Supplies & Materials	417,585	334,674	80.1%	409,000	267,664	65.4%	363,000	269,787	74.3%
Capital Outlay	15,000	13,295	88.6%	10,000	1,524	15.2%	5,000	-	0.0%
Other	-	-		-	-		-	-	
<b>TOTAL EXPENDITURES</b>	<b>595,085</b>	<b>450,881</b>	<b>75.8%</b>	<b>577,000</b>	<b>380,704</b>	<b>66.0%</b>	<b>550,000</b>	<b>396,558</b>	<b>72.1%</b>

**Agenda Item: 9.1: Food Service Department Monitoring Report & Northern Illinois Independent Purchasing Cooperative Recommendation**

**Background/Information**

The Board of Education will be presented information about the Meridian Community Unit School District #223 Food Services Program

This presentation will highlight the District 223 Food Services Program. Lisa Reber, Director of Food Service, will be discussing the overall operations of the Food Service Department. Lisa will be emphasizing some of the department's new programs and will provide plans for the future.

In addition, Lisa will discuss and recommend the district join the Northern Illinois Independent Purchasing Cooperative by passing the Northern Illinois Purchasing Cooperative Intergovernmental Agreement Resolution. The Northern Illinois Independent Purchasing Cooperative is made up of fifty-one school districts in northern Illinois. The cooperative pools together to bid on food products, analyze for optimum quality and purchasing ability for all USDA commodities and share ideas and knowledge. The membership fee of \$500 also includes dues, registration and lodging for two nights for the School Nutrition Illinois Annual Conference held each June. There is an application fee of \$200 for the first year in addition to the \$500 membership fee.

**RECOMMENDATION**

The Superintendent recommends the School Board consider joining the Northern Illinois Independent Purchasing Cooperative for the 2008-2009 school year by passing the Northern Illinois Independent Purchasing Cooperative Intergovernmental Agreement Resolution.

**SUGGESTED MOTION**

Move to approve the membership to the Northern Illinois Independent Purchasing Cooperative for the 2008-2009 school year by passing the Northern Illinois Independent Purchasing Cooperative Intergovernmental Agreement Resolution.



**Meridian CUSD223**

## Food Service Monitoring Report

The Food Services Department provides for the planning, purchasing, production and serving of nutritious meals to all students and staff following the National School Lunch Program Guidelines.

The department also recruits, trains and evaluates all food service personnel and promotes the school lunch program within the buildings and within the community.

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**Meridian CUSD223**

## Lunch Menu

- Over the past year the lunch menus have been evaluated to conform to the nutritional regulations of the National School Lunch Program.
- High price and high caloric items are being slowly removed as options.
- Replacement food items are gradually being introduced.
- High School students participated in a food survey.

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**Meridian CUSD223**

## Food Survey Results

- Favorite Lunch Items are:
  - Pizza
  - Taco's
  - Chicken Nuggets
  - Chicken Patty
- Favorite Ala Carte Items are:
  - Pretzels
  - Nachos
  - Salads
  - Ice Cream
- 80% of the kids said that would like a salad/baked potato bar
- Average wait time in line: 5 to 10 minutes
- 80% of the kids said that we should have breakfast

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## New Product Implementations

- Campbell's Soup Station at the High School  
-Offers two soups per day
- 100 Calorie Packs of Cookies & Crackers
- Switched to Fat Free Ice Cream as a new alternative
- Switched to head lettuce instead of pre-packaged due to chemical additives in the pre-packaged and better tasting
- Sampled different salad dressings and have switched to a new light dressing

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## Operation Improvements

- Corrected serving sizes per the National Food Program regulations
- Improved inventory control to maximize utilization of all product
- Implemented a new food production record system
- Created district wide recipe book to standardize meals
- Created job descriptions for all food service employees and currently conducting evaluations with the new job descriptions
- Utilized current staff to reduce fiscal impact to the district while maintaining quality of service
- Created a preventative maintenance schedule in conjunction with Jon Mickle, Building & Grounds Department
- Conducting staff meetings at each of the buildings to unify and train

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## Current Projects

- Site visits with other school district food service departments
- Evaluating the current serving lines to speed up food distribution to students
- Utilizing Skyward's Food Service Module to improve accuracy when reporting purchases to parents, nutritional components for meal reimbursement and to speed up the serving lines with additional hardware. Lisa will be attending Skyward training in July
- Secure a new dairy and bread vendor
- Exploring different vendors with the NIIPC.

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### FY09 Operational Projects

- . Install student use Skyward key pads at the junior high and high school to increase accuracy and to speed up the lines at each of these schools. The key pad's will allow a student to input a four digit pin number
- . Improve the cashier stations at the junior high and high school
- . Conduct in-service trainings throughout the year
- . Introduce a Salad/Potato Bar at the high school
- . Redesign the serving line at the high school to allow students to self-serve themselves with ala carte items

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### FY09 Capital Recommendations

- . Four Skyward Key Pads  
- Approximate financial impact \$252
- . High School Salad/Potato Bar  
- Approximate financial impact \$1,700
- . New Walk In Freezer at the Junior High  
- Approximate financial impact \$8,000
- . Replace the two door upright refrigerator at Highland  
- Approximate financial impact \$2,500

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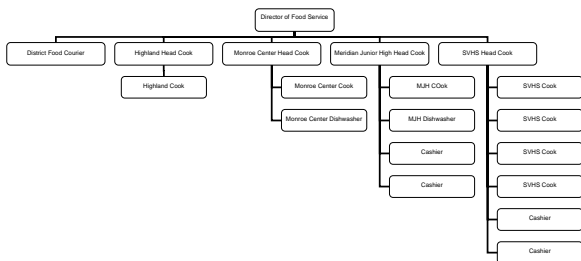
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### FY08 Organization Chart




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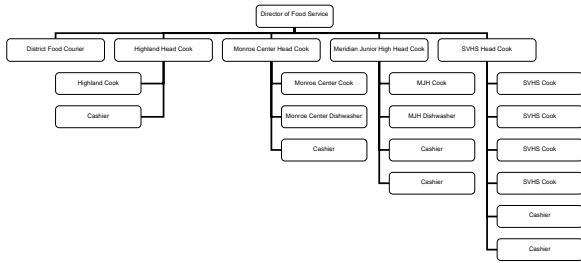
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### Proposed FY09 Organizational Chart




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### FY09 Staff Recommendation

- Add 1 cashier at Highland
  - Add 1 cashier at Monroe Center
- Approximate financial impact \$8,050

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## ***IS A FOOD PURCHASING COOPERATIVE FOR YOU?***

Do you really have time to put out a detailed grocery bid?  
Is your district large enough to garner the best pricing?  
Do you have the time and resources to design your year's marketing program?

Unless you can say yes to all of these questions, joining a cooperative might be for you.

Membership in the Northern Illinois Independent Purchasing Co-operative can offer you.

- More time to spend on the operation of your programs
- Flexibility to quickly modify programs, menus, and recipes
- Job stability
- Cost efficiencies of group purchasing.
- Sharing ideas with other independent food service directors
- Substantial rebates/bid allowances

Enclosed is our membership brochure with more detailed information. We hope you will consider becoming part of our successful cooperative. Please call with any questions.

Sincerely,

Micheline Piekarski, MSM, SNS  
Chairman, NIIPC  
708-434-3142  
Web Site: [www.niipc.com](http://www.niipc.com)



## NIIPC Application Information July 1, 2007 to June 30, 2008

The NIIPC is comprised of nonprofit self-operated school food service departments of public and private schools and districts in the state of Illinois.

Decisions to admit a new member are based on joint approval of the NIIPC board. Members are required to attend one mandatory meeting each year.

Enclosed are:

- Member Information Form
- Articles of Joint Agreement
- Intergovernmental Agreement Resolution

Mail completed member information form and intergovernmental agreement resolution and application fee to:

NIIPC  
Oak Park & River Forest High School  
C/o Micheline Piekarski, MSM, SNS  
201 N. Scoville  
Oak Park, IL. 60302

<u>Fees: Application Fee (one time)</u>		<u>Dues for 2005-06</u>	
Enrollment	Fee	Enrollment	Fee
5,000+	\$275	5,000+	\$1500
2,000 – 4,999	\$225	2,000 – 4,999	\$1000
1 – 1,199	\$200	1 – 1,199	\$500

When the application is approved, the new member will need to pay the annual fee for July 1, 2007 to June 30, 2008 by October 1, 2007. You will receive an invoice.

If you have any questions, please don't hesitate to call me at 708-434-3142.

Sincerely,

Micheline Piekarski, MSM, SNS  
**Chairman, NIIPC**

*Our mission: To increase the VALUE of food service items provided to our members in the state of Illinois by utilizing a unified bid process and the combined purchasing POWER and professional GUIDANCE of our membership.*

## Who we are

The Northern Illinois Independent Purchasing Cooperative (NIIPC) began in 1995 through the joint effort of eleven charter districts. Our districts range from 500 students to 40,000 students, representing preschools through high schools and offering comprehensive food

service programs that include breakfast, lunch, before and after school snacks, vending, concessions and catering.

We are a group of food service professionals, some with many years' experience in the industry and some with fresh, new ideas brought from other industries and experiences. We have built strong relationships with our distributors and have become a vital presence in the food service industry.

## What we offer

### Save Money

Members benefit significantly through the buying power NIIPC membership brings. Our pricing history shows an average savings of 9%-35%.

Other cost benefits include:

- Full use of all USDA commodities, meaning less waste and more choice
- Direct-to-manufacturer pricing on selected, high-volume items

### Save Time

With the NIIPC, experts prepare a unified bid, which complies with all government regulations. Some members have said that

the time they save in bid preparation alone is worth the price of membership. Time-saving benefits also include:

- Rebate tracking by the distributor; rebates are automatically credited to your account
- Nutritionally analyzed cycle menus that are coordinated with the bid items and USDA commodities

### Power in Numbers

Join the NIIPC and become a part of a powerful negotiating team. As a member, you'll be able to:

- Learn from experienced food service professionals
- Share your experiences and knowledge with your peers
- Add your buying power to negotiate an effective bid

## How it works

1 Call the **contact** member on the enclosed form, or complete the form and mail it as directed.

3 Have your School Board President and Secretary **sign** the inter-governmental agreement and membership form.

4 **Send** signed forms and application fee as directed in your membership packet.

5 **Schedule** a brief orientation meeting with a current NIIPC member by contacting the NIIPC Chair.

6 **Plan** to attend the NIIPC meetings. Only one is mandatory for at least one person from your district, but all are informative. You'll receive a directory of current members at the mandatory meeting.

7 **Order** on line and save even more time.

8 **Save money** and serve quality products.

2 **Look** for your membership packet in the mail. It will contain all the paperwork you need to join.

"[NIIPC members] are a wealth of information and [are] very helpful."

—Lynn McGill, Kinnikinnick School District

# Frequently Asked Questions

## Will I be able to purchase products I currently use?

Yes, even if an item is not on the bid, you can purchase it using the fixed fee set for that product group.

## Will I be required to purchase from only one distributor?

No, the bid is awarded to a primary distributor. Members may have a secondary vendor. Member districts are required to purchase at least 80% of their items from the primary distributor.

## How are service problems handled?

While individual districts resolve problems as they occur, we ask that they send a report to the co-op quality control chair so tracking can be done on service levels. Those issues can then be discussed at the mandatory meeting.

## Will there still be contact with salespeople?

Yes, if you wish. Contact with the distributor's sales staff is based on each district's individual preference.

## Must I put all of my items on the bid?

No. For example, some members bid produce weekly with local merchants.

## How much time will each district spend on the process of bidding?

As much or as little as you want; there are subcommittees that work on the bid, and you're welcome to join in. Only the annual mandatory meeting is required.

## How are decisions made?

Most decisions are made by a consensus of members attending the meeting at which the issue is presented.

## Here's what our members have said about the NIIPC:

"As a member of the NIIPC, people know who you are...people associate you as a member of the co-op, and it's a great feeling."

—Francesca Canzoneri,  
Westmont CUSD

"If you have a problem large or small, [NIIPC members] will come to your aid and support you no matter what!"

—Jan Waldvogel,  
Will County School District 92

"Joining the co-op was the best move that our district has made."

—Bonnie Wright,  
Blue Ridge CUSD

# Northern Illinois Independent Purchasing Cooperative



# NORTHERN ILLINOIS INDEPENDENT PURCHASING COOPERATIVE

## ARTICLES of JOINT AGREEMENT

These Articles of Joint Agreement are authorized pursuant to Article VII, Section 10, of the 1970 Constitution of the State of Illinois and the Intergovernmental Cooperation Act 5 ILCS 220/2, which Act provides that any power which may be exercised by only one school district, may be exercised jointly with other school districts or other public agencies. The purpose of this Joint Agreement is to enable school districts to form a purchasing cooperative. Member school districts have determined that it is in the best interests of the students and the school districts to enter into an Intergovernmental Agreement to create this cooperative.

## ARTICLES

### I. NAME

The name of this cooperating organization shall be the Northern Illinois Independent Purchasing Cooperative, hereinafter referred to as the Cooperative.

### II. PURPOSE

A. Membership in the Cooperative will help participating school districts meet state and federal purchasing mandates.

B. Membership in the Cooperative will increase the purchasing power of member districts, thus effecting significant savings for them.

### III. MEMBERSHIP

A. Initial membership in the Cooperative is open to Illinois public school districts in the general northern area of Illinois.

B. The school districts that participate in the Cooperative for the initial year shall be referred to as Charter Districts.

C. Membership is effective upon signing the Intergovernmental Agreement Resolution.

D. Charter membership in the Cooperative is effective through the 1995-96 school year.

E. After the initial year, membership will be open to other Illinois public school districts upon application to the Cooperative's Board of Directors and approval by the Board as provided herein.

F. Member districts of the Cooperative shall have a participation commitment of one year beginning as of July 1 after the effective date of the signing of the Intergovernmental Agreement Resolution.

G. Member districts must give the Board of Directors notice of voluntary withdrawal by February 1 for the next school year.

H. Membership Fees

1. Charter Districts shall participate in the Cooperative at no cost for the initial year.

2. Member districts shall be required annually to pay dues in an amount determined by the board. Dues may be graduated to reflect the size or number of students served by each member, as the Board determines is reasonable.

3. New member districts will be assessed a one-time initial membership fee, which is determined by the Board. The fee may be graduated to reflect the size or number of students served.

4. All membership fees shall be reviewed annually by the voting representatives of the Cooperative.

5. All membership fees will be billed to individual districts and are to be made payable to the Northern Illinois Independent Purchasing Cooperative by October 1<sup>st</sup>.

I. Expulsion of Members

1. A member district may be expelled upon a vote of the Board of Directors for failure to participate, cooperate or support the activities and purposes of the Joint Agreement, or for any action which is seriously detrimental to the operation and administration of the Joint Agreement, as determined by the Board.

2. Upon such vote of expulsion, a member district's participation shall terminate no earlier than sixty days after the expulsion vote.

3. An expelled member shall remain liable for any obligation incurred to the effective date of expulsion.

IV. POWERS OF THE COOPERATIVE

A. The Cooperative will have the authority to enter into agreements with state, federal and local agencies or units of government and private entities, through an administrative district, to identify a preferred vendor of food and supply items to be purchased by member districts for the duration of the bid award period.

B. The Cooperative will have the authority, through an administrative district, to employ agents, employees, or independent contractors as necessary to carry out the functions of the Cooperative.

C. The Cooperative will have the authority, by majority vote of the Board of Directors, to admit and expel members.

D. The Cooperative will have the authority, by majority vote of the Board of Directors, to amend these Articles.

E. The Cooperative will have the authority, by majority vote of the Board of Directors, to take any other action necessary to effectuate the purpose of the Joint Agreement as now stated or hereinafter amended.

#### V. RESPONSIBILITIES OF THE COOPERATIVE

A. The member districts will establish a budget and receive funds from participating member districts to carry out the functions of the Cooperative.

B. The member districts will appoint, by majority vote of the Board of Directors, an administrative district to carry out the designated administrative functions of the Cooperative.

1. The administrative district will obtain bids from vendors and award the purchase of food and supply items to the preferred vendor as identified by analysis of all bids and the majority vote of all members.

2. The administrative district will comply with any administrative responsibilities imposed by law.

3. The administrative district will apportion each member's share of costs for administration and reimbursable expenses to the extent that they exceed the fees collected annually.

C. By this agreement, each participating district is required to purchase specifically identified items from the preferred vendor.

D. Once the bids are analyzed and the purchase awarded, each member school district will maintain a separate relationship with the successful bidder with regards to ordering, scheduling deliveries and payment of bills.

E. The Cooperative will obtain input from member districts regarding the quality of goods and service and other concerns, if any, in the products purchased and delivered.

#### VI. BOARD OF DIRECTORS

A. Management of the affairs of the Cooperative shall be by a Board of Directors comprised of a representative from each member district.

1. The representative may or may not be an elected official of the member district.

2. A member district may remove or replace or designate an alternate representative as desired.

B. Election of officers from among the Board of Directors shall take place as soon as practicable, but no later than sixty days after the approval of these Articles by at least five member districts.

1. A President, Vice-President and Secretary shall be elected to serve for a two-year term.

a. The President shall be the Chief Executive Officer of the Board and shall be a non-voting ex-officio member of all committees on which the President

does not directly serve. The president shall have those powers set forth in these Articles and as may be directed by the Board.

b. The Vice-President shall assume the duties of the President in the absence or the inability of the President to perform them.

c. The Secretary shall keep the minutes of the meetings of the Board and shall officially communicate as directed by the Board with the administrative district as selected by the Board of Directors.

2. In the event of a vacancy, those offices shall be filled by appointment by the Board of Directors.

3. New officers shall be elected BI-annually in the quarter preceding the beginning of the membership year in which their term is to commence.

C. The Board of Directors shall schedule regular meetings. Special meetings may be called by the President (or Vice-President if the President is unable to serve) or any two Directors, upon three days' prior written or faxed notice.

D. The Board of Directors shall have the powers as listed herein or as may be amended by majority vote of all members.

1. The Board of Directors shall have the authority to designate an administrative district to perform those functions stated in these Articles.

2. The Board of Directors shall have the authority to approve amendments to these Articles.

3. The Board of Directors shall have the authority to approve the acceptance of new members who are not Charter members and expel existing members.

4. The Board of Directors shall have the authority to award, through an administrative district, the purchase by member districts of food and supply items from a preferred vendor as identified by the analysis of bids and vote of a majority of member districts.

5. The Board of Directors shall have the authority to execute any powers of duties of the Cooperative herein arising out of the purpose for which the Cooperative is created.

E. Each member of the Cooperative shall have a vote equal to every other member of the Cooperative. Voting shall be in person by each representative Director or designated alternate, with no proxy or absentee votes permitted.

F. A quorum shall consist of a simple majority of the members of the Board.

1. Unless otherwise provided, a majority vote of the quorum shall be sufficient to pass a vote on any matter.

2. A two-thirds majority of all members of the Board of Directors shall be required for action on specific matters.

a. The admission or expulsion of a member shall be by two-thirds majority vote.

b. The Articles of Joint Agreement may be amended by two-thirds majority vote.

c. Termination of this Joint Agreement earlier than three years after its commencement shall be by two-thirds majority vote.

G. Members serving on the Board of Directors shall do so at their own expense except that expenses incurred by any member pursuant to action of the Board of Directors may be reimbursed if specifically authorized.

H. The Board of Directors may establish rules governing its own conduct not inconsistent with these Articles.

#### VII. ADMINISTRATIVE DISTRICT

A. The administrative district shall be a member district as selected by the Board of Directors and as agreed to by the selected district.

B. The administrative district shall serve for a term as mutually agreed.

C. The administrative district, subject to the direction of the Board of Directors, shall perform those necessary functions to obtain bids and award to a preferred vendor the purchase of food and supply items by individual member districts of the Cooperative.

D. The administrative district shall manage the funds of the Cooperative and shall be reimbursed by those funds for its costs and expenses in performing administrative functions of the Cooperative.

#### VIII. LIABILITY OF BOARD MEMBERS

A. With respect to the operation of this Joint Agreement, the Cooperative, its Board of Directors and Board Members individually, herein called the Cooperative, shall not be liable to: Other Board Members, other member districts, or any other board of education or employees for any action or inaction taken in good faith, or for any mistakes of judgment, or for the action or inaction of any agent, employee or any independent contractor selected by the Cooperative or any Board Member in good faith and with reasonable care.

B. Bond or security shall not be required to guarantee the performance of any Board Member's duties pursuant to this Agreement.

#### IX. EXECUTION

This Agreement may be executed in counterparts and such counterparts shall be effective and binding upon all member districts.

# # #

NORTHERN ILLINOIS INDEPENDENT PURCHASING COOPERATIVE

INTERGOVERNMENTAL AGREEMENT RESOLUTION

WHEREAS, present statutes allow school districts to jointly offer programs for better educational advantages; and

WHEREAS, the Constitution of Illinois authorizes Intergovernmental Agreements between several school districts, through their School Boards, to establish such programs; and

WHEREAS, entering into this agreement is in the best interests of the Meridian Consolidated Unit School District #223.

NOW, THEREFORE, BE IT RESOLVED that the Meridian Consolidated School District #223 in the County of Ogle in the State of Illinois is authorized to enter into an Intergovernmental Agreement with the Northern Illinois Independent Purchasing Cooperative and,

BE IT FURTHER RESOLVED that the President and Secretary of this Board of Education are hereby authorized to direct and execute said working agreement, a copy of which is attached hereto and made a part thereof, and

BE IT FINALLY RESOLVED that the Director of Food Service is hereby designated as the voting representative for this School District in this Intergovernmental Agreement.

CERTIFICATION

I, Donna Fruin, Secretary of the Board of Education of Meridian Consolidate Unit School District #223 in Ogle County, Illinois, do hereby certify that the above and foregoing is a true and correct copy of a certain resolution which was duly passed by said Board at its regular meeting held on the 23rd day of April, 2008.

ATTEST

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Board President

Board Secretary

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District Name                  Number                  County