

**BROOKWOOD SCHOOL DISTRICT 167
SPECIAL MEETING – OCTOBER 1, 2013
BOARD ROOM – ADMINISTRATIVE & DIAGNOSTIC CENTER**

I. CALL TO ORDER

The special meeting of the Brookwood School District 167 Board of Education was called to order by President Deborah Birmingham at 5:35 p.m.

Following the Pledge of Allegiance, roll call was answered by: R. Seals, 4 Present
L. Wheeler, J. Dixon, and D. Birmingham 3 Absent

Absent: J. Barry

M. Plott arrived at 5:38 p.m. C. Smith arrived at 5:39 p.m.

II. CITIZEN'S COMMENTS (Limited to Agenda Items) None

**III. DISCUSSION OF PROCEDURES FOR SCHOOL VOLUNTEERS AND
BACKGROUND CHECKS**

Ms. Birmingham, Board President, thanked all those who volunteer in our schools. She stated that the volunteers are very much appreciated and it is beneficial to our students.

Dr. Moore indicated the school district is now part of the Adam Walsh Child Protection Act for volunteer background checks.

The District will pay for the background check. If a volunteer is part of an organization, it is not the responsibility of the organization to pay for the background check, but the school district.

If a background check comes back with a “hit,” the Superintendent will meet with the individual and find out the circumstances surrounding the result. Some “hits” are forgivable. Background checks are highly confidential.

Dr. Moore explained that the Raptor system will be used in the school buildings. Visitors will have their drivers license scanned through the system and their name is checked against a variety of databases (sexual offenders database, violent murderer’s database, etc.). If they are cleared, they will get a visitor’s pass. However, if someone is attending a basketball game or graduation, they wouldn’t have to go through the Raptor system.

SPECIAL MEETING – OCTOBER 1, 2013 Page 2

If a volunteer is going to be alone with a child, mentor a child, or accompany children on field trips, they will need a background check prior to the activity.

The current procedure for volunteer background checks is:

- come to the District office and pick up a form
- go to Trace Identity in Chicago Heights with the completed form for the background check
- the volunteer will be called when the results have been received
- the school is notified that an individual is cleared to volunteer

Ms. Birmingham asked when the district's system will be ready. Dr. Moore stated it will take between 4-6 weeks before the equipment arrives.

Ms. Birmingham stated that the Raptor system will allow us to know who is in the buildings and it will keep our students safe.

Ms. Seals asked if Board members have to go through the background check. Dr. Moore stated that if a Board member is a part of RAY, Real Men Read, MPAC, etc. then they will have to go through the background check.

Dr. Moore stated that she will not share results of background checks with organizations. She will just indicate that a person may not volunteer.

Mrs. Plott asked how long the background check results will be kept on file. Dr. Moore stated they will be kept for three years then shredded.

Dr. Moore indicated that volunteer procedures are being drafted and will go to the Board for their approval. A volunteer handbook will be developed and volunteer training will be held.

IV. CITIZEN'S COMMENTS

Mrs. Trina Mays-Barton shared a concern of how to get parents to come and complete the background check so they can volunteer. She wanted to know what would happen if there is only one parent who qualifies to go on a field trip.

Ms. Birmingham stated that the Board will decide on the volunteer procedures in conjunction with the attorney. She stated that perhaps parents who are going on a field trip would go through the Raptor system while parents who will be volunteering throughout the school year would need to be fingerprinted.

Jennifer Leisner, attorney with Sraga and Hauser, stated the district is being appropriately vigilant. All employees need a background check and all volunteers who are in regular, close proximity

SPECIAL MEETING – OCTOBER 1, 2013 Page 3

to students and will have sustained contact need a background check. Ms. Leisner shared that a person's criminal history is public information. The background check will ensure that there are no violent criminals near the students.

Mr. Leon Fields asked what happens if a parent asks someone else to pick up their child from school.

Dr. Moore stated there is a process in place where parents can give authorization to someone else to pick up their child. This information is kept in the school offices. This would not be considered a volunteer activity.

Ms. Leisner indicated that the definition of a volunteer is someone who donates their time to the school district to be with children on a regular, sustained basis. She also stated that the 2004 law is for school employees, but the district is trying to expand the safety net, taking the same protocol to volunteers who have sustained contact with children.

A parent asked if school board members need to have a background check. She asked if it would be feasible to start with the top down. Ms. Leisner stated that there is no requirement in the law for school board members to complete a background check.

Mr. Sorsby, from the Glenwood Hawks, stated the Hawks are a separate entity from the school but they utilize the school facilities and parents register directly with the Hawks. Do his members have to have a background check. They do conduct their own background checks.

Ms. Leisner stated it depends upon the contact with the district's students on the district's grounds. These type of situations will be determined on a case-by-case basis. Different organizations have different levels of participation. She indicated that the district will need to be clear on their protocol.

The school district will determine when it needs to conduct its own background check verification versus using the background check results from an organization.

Ms. Birmingham asked what parameters the school district will use to determine on a case-by-case basis. Dr. Moore responded that the responsibility is on the school district to conduct their own background check and the district can't look at a background check conducted by another organization due to confidentiality. The school district will conduct their own background checks.

Ms. Mays-Barton asked if coaches from organizations have to have a background check. Dr. Moore responded that if the organization utilizes the district's facilities, then they do. If the organization does not utilize the district's facilities, then there is no need.

Dr. Moore stated that the district wants volunteers but we also need to keep our students safe.

Mr. Wilson suggested that the background check could become a part of the registration process each year. Mr. Wilson asked if volunteers have to do both the fingerprint check and go through the Raptor system.

Ms. Birmingham stated that visitors to a building go through the Raptor system and get a visitor's badge.

Ms. Duffy asked how long the background checks are good for. Dr. Moore stated the Board will make a determination, depending on the tier of volunteering.

Ms. Duffy stated that teachers are planning field trips and wanted to know if this is effective immediately.

Dr. Moore stated this is a process and once the system is in place, the Board will review the procedures.

Ms. Duffy asked if field trips could be considered on a case-by-case basis at the present time and teachers could contact their principal who would contact the Superintendent. Dr. Moore responded yes.

Mr. Dixon felt that going through the Raptor system for a one day field trip would be sufficient.

Mr. Wilson stated that teachers are begging parents to get a background check so they can volunteer.

Mrs. Wheeler asked what the difference was between the background check and the Raptor system. Dr. Moore responded that the district is now part of the Adam Walsh Child Protection Act and the background check searches many different systems and registries. The Raptor system scans your driver's license and searches several databases (sex offender and violent murderer).

Mr. Smith stated he is a firm believer in having a backup system in case something happens (i.e., power failure). He didn't think we should be completely dependent on technology.

Mrs. Plott stated that we have many volunteers and how will the district identify those who have gone through the background check. Dr. Moore stated we would develop a database and/or issue an ID card.

Mr. Smith stated the system will ensure that our volunteers are working with other volunteers

SPECIAL MEETING – OCTOBER 1, 2013 Page 5

who have cleared the system. He also stated that organizations would save some money by not having to pay for their own background checks.

Mr. Sorsby asked if a background check was returned with a “hit,” would it be possible for someone from the organization to make a determination in conjunction with the Superintendent. Dr. Moore responded that if the individual wanted someone to come and vouch for their character, that would be OK but it would be up to the individual.

V. ADJOURNMENT

The meeting adjourned at 6:53 p.m.
Plott/Smith

Meeting
Adjourned
All AYE

Deborah M. Young
Recording Clerk

Secretary

President

Present: J. Leisner, P. Darring, I. Carpenter, D. Davis, J. Carpenter, L. Fields, T. Mays-Barton,
D. Wilson, R. Lord, R. Sorsby, A. Wilson, T. Williams.

**Brookwood School District 167
RECORD OF VOTING**

Meeting of October 1, 2013	Plott	Seals	Wheeler	Dixon	Birmingham	Barry	Smith	YES	NO	OTHER	VOICE
Roll Call	A	P	P	P	P	A	A				
Adjournment	1						2				All AYE

**Code: A=Absent
P=Present roll call or voting present
AB-Abstain
Y=Yes
N=No
1=Motion maker
2=Motion second**

**Members of the Board:
Janice Barry
Deborah Birmingham
John Dixon
Melinda Plott
Roslon Seals
Carl Smith
Lorrie Wheeler**