



Estimated cost to the District for this request: TBD

October 4, 2023

Dani Tietz
Mahomet Daily, Ethos Publishing, LLC
dani@mahometnews.com

Dear Mrs. Tietz:

On September 20, 2023, Mahomet-Seymour Community Unit School District No.3 (the "District") received a Freedom of Information Act request from you. Your request and the District's response are provided below:

Request: In relation to the director of buildings and ground position I request:

- The open-session recording in its entirety after closed-session;
- Job announcements and vacancy announcements;
- Application, resume, cover letter and application form for the candidate hired;
- Hiring committee names;
- Interview notes or scoring sheets used in the selection process;
- Selection criteria or qualifications used to evaluate candidates;
- Records of reference checks or background investigations conducted on applicants;
- Any written policies or guidelines related to the hiring process;
- All research done on salary comparisons;
- The contract for the position;
- Correspondence or emails related to the hiring process or decision;
- Training materials or manuals used for hiring managers or interviewers;
- Any records of complaints or grievances related to the hiring process;
- Any statistical data or reports related to the diversity or demographics of applicants or hires.

Response: Enclosed are responsive records. I redacted personal cell phone numbers, personal email, G.P.A, and home addresses, which are private information under the FOIA and may be redacted. 5 ILCS 140/2(c-5) and 7(1)(b). I also redacted personal signatures included in the application material, as this information constitutes personal information under the FOIA and may be redacted. 5 ILCS 140/7(1)(c).

Candidate interview notes, totaling 9 pages, have been excluded as pre-decisional and containing recommendations where opinions are expressed, or actions are formulated. Thus, the interview notes are exempt from disclosure under Section 7(1)(f) of the FOIA. 5 ILCS 140/7(1)(f). The pre-decisional interview notes additionally contained the names of individuals who applied for the vacancy but were not selected. While these individuals provided applicant information to the District, it is not apparent that they intended for their identities and applicant status to be shared with the wider community, if not hired. Given that the opinions shared regarding their applicant status are potentially sensitive, the individual's right to maintain the confidentiality of their candidacy outweighs the public's interest in revealing their identities. Thus, the individual names and pre-decisional information regarding the non-hired applicants has also been excluded pursuant to Section 7(1)(f) and Section 7(1)(c) of the FOIA. 5 ILCS 140/7(1)(c).

To the extent you interpret this response as a denial, you have the right to have the denial reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to: Public Access Counselor, Office of the Attorney General, 500 South 2nd Street, Springfield, IL 62706. Fax 217-782-1396. E-mail: publicaccess@atg.state.il.us, Phone 1-877-299-3642. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days after the date of this letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original request for documents and the denial letter when filing a Request for Review with the PAC. You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court 5 ILCS 140/11.

Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, IL 62706
Telephone: 312-814-5526 or 1-877-299-FOIA (1-877-299-3642)
Facsimile: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You are further notified that you have the right to judicial review as provided in Section 11 of the Act, 5 ILCS 140/11.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenny C. Lee". The signature is written in a cursive, flowing style.

Dr. Kenny Lee, Superintendent and FOIA Officer

ROE #9 Champaign-Ford County School Districts Online Application

Northrup, Duane - AppNo: 71875

Date Submitted: 8/6/2023

Personal Data

Name: Mr Duane E Northrup
 (Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: Duane E Northrup
 (Title) (First) (Middle Initial) (Last)

Email Address: [REDACTED]

Postal Address

Permanent Address Number & Street: [REDACTED] E [REDACTED] D Apt. Number: City: [REDACTED] T State/Province: [REDACTED] L Zip/Postal Code: [REDACTED] 9 Country: United States of America Daytime Phone: [REDACTED] 3 Home/Cell Phone: [REDACTED] 3	Present Address Number & Street: Apt. Number: City: State/Province: Zip/Postal Code: Country: Phone Number:
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SPT
 7/4/23
 10:45 AM

Employment Desired

Closed Vacancy Desired: JobID: 20458 Non Licensed: Maintenance/Custodial: Director of Facilities at Mahomet-Seymour CUSD #3	Date Last Submitted 8/6/2023	Experience in Similar Positions 25 years
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Current District

Are you currently employed by one of the organizations listed below? **No**

Experience

Please list ALL relevant work experience beginning with your current position in the district.

Current or Most Recent Position	Employer Contact Information	References or Supervisor (List Current Phone #)
Champaign County Government Coroner	202 S. Art Bartell Rd. Urbana, IL 61802 2173843888	Duane Northrup 2173843888 dnorthrup@co.champaign.il.us
Date From - Date To:	12/2004 - (Total Yrs: 19.5)	Full or Part Time: Full
Reason for Leaving:	Still employed as the county-wide elected coroner	
Responsibilities/Accomplishments at this Position	Oversee the daily operations of the coroner's office including the operation of a regional morgue facility providing forensic autopsy, anthropology, and odontology services to approximately 17 central and southern Illinois counties. Create and manage an annual budget of approximately \$700,000. Manage schedules and job duties of 10 staff and three independent contractors. Track and order supplies and equipment working within the boundaries of the county purchasing policy. Oversee the maintenance and repairs of the facility including all equipment utilized within the facility. Scheduling maintenance and repairs by contractors, ordering and maintaining all supplies for the facility and personally performing some maintenance/repairs. Assisted in the design and build process of the current morgue facility working with the contracted architect. Hire and train new staff and terminate staff when necessary. Work with state bids and contracts on a daily basis. Oversee purchasing, maintenance, and upkeep of department owned vehicles. Created a computer program to track investigation work flow from beginning to completion and ensure all statutory requirements were met on every death investigation.	

ROE #9 Champaign-Ford County School Districts Online Application

Northrup, Duane - AppNo: 71875

Date Submitted: 8/6/2023

Experience Continued

Previous Position Held		Employer Contact Information		References or Supervisor (List Current Phone #)	
Northrup Construction Company Owner		508 E. Grove St. Rantoul, IL 61866 [REDACTED] 3		Duane Northrup (Self-employed owner of general contracting company) [REDACTED] 3 [REDACTED] e [REDACTED] n	
Date From - Date To:	- 06/2001 (Total Yrs: 35)	Full or Part Time:	Full		
Reason for Leaving:	Accepted a Deputy Coroner position in the coroner's office				
Responsibilities/Accomplishments at this Position	General contractor doing roofing, siding, windows, doors, concrete, remodeling, room additions (including drywall, electrical, plumbing, heating & A/C), personally built and/or general contracted two homes. Previously held universal certification in heating/cooling/refrigeration. Reviewed plans and provided estimates for work. Oversaw and scheduled subcontractors on building projects. Operated heavy construction equipment such as skidloaders, backhoes, dump trucks, etc. Have been working on/off again in the construction industry since I was in high school.				

Previous Position Held		Employer Contact Information		References or Supervisor (List Current Phone #)	
Colony Property Management Building Maintenance Technician		701 Devonshire Drive #D2 Champaign, IL 61820 [REDACTED] 0		Paula Voyles [REDACTED] 0	
Date From - Date To:	- (Total Yrs: 35)	Full or Part Time:	Full		
Reason for Leaving:	Started my own construction company.				
Responsibilities/Accomplishments at this Position	Lead maintenance technician for rental property company. Ordered/purchased all parts/materials for rental properties. Performed repairs of rental properties including electrical, plumbing, drywall, construction, painting, roofing, siding, windows, appliance installation & repair, heating & A/C, exterior structures, parking lots, grounds, etc. Managed maintenance staff schedules and job tasks.				

Previous Position Held		Employer Contact Information		References or Supervisor (List Current Phone #)	
Joe Murray Farms Farm worker		3061 County Road 1500 E. Rantoul, IL 61866 [REDACTED] 5		Joseph Murray [REDACTED] 5 [REDACTED] t	
Date From - Date To:	- (Total Yrs: 10)	Full or Part Time:	Full		
Reason for Leaving:	Worked this job along with operating my construction company until I accepted the Deputy Coroner job				
Responsibilities/Accomplishments at this Position	Operation of large farming machinery including articulating tractors, auger wagons, combine, skid steer, etc. Performed maintenance and repairs of large farm machinery and buildings.				

ROE #9 Champaign-Ford County School Districts Online Application

Northrup, Duane - AppNo: 71875

Date Submitted: 8/6/2023

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Rantoul Township High School, Rantoul, Illinois
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
Parkland College	08/1992 05/1994	Criminal Justice Hrs: 60	Hrs:	A.A.S.	08/1994

Overall GPA	Undergraduate █/4	Graduate /4
Major GPA	█/4	/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
Associates		

List honors, awards or distinctions you have earned:
Parkland College Dean's List 1993

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Paula Voyles	Joseph Murray
School/Org:	Colony Property Management	Joe Murray Farms
Current Position:	Unknown	Owner
Home Phone:		
Cell Phone:		█ 5
Work Phone:	█ 0	█ 5
Mailing Address:	701 Devonshire Drive #D2 Champaign, IL 61820	3232 Greenview Dr. Dewey, IL 61840
Email:		joem@illicom.net
Relationship to Candidate:	Former Supervisor	Previous Supervisor
Years Known:	5	25

Language Skills

Do you know any language other than English? No

ROE #9 Champaign-Ford County School Districts Online Application

Northrup, Duane - AppNo: 71875

Date Submitted: 8/6/2023

Referrals

How did you hear about employment with us?

District Employee

Base Statement

Why do you want to work for a school district in the Champaign-Ford ROE 9 consortium?

I have spent the last 22 years working in public service as an elected official. I have experienced a lot of things as the coroner overseeing and performing death investigations 24/7 most people could not fathom. I am looking forward to a change in my career that allows me to continue working within a government agency and with the public while utilizing my skills and previous experience in the building trades.

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

I have extensive knowledge of building maintenance and repairs in addition to working within government budgets, and managing multiple employees. I have excellent multitasking and problem-solving skills and would love the opportunity to utilize my skills in this position.

Additional Info. (cont.)

Contract Status

* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you obtained tenure status in any other School District?

No

If Yes, where?

When?

* Have you ever been denied tenure?

No

If Yes, explain:

* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

* Have you ever failed to be rehired, been suspended or placed on administrative leave from any position, been asked to resign a position, resigned to avoid termination or terminated from employment?

No

ROE #9 Champaign-Ford County School Districts Online Application

Northrup, Duane - AppNo: 71875

Date Submitted: 8/6/2023

Additional Info. (cont.) continued

If Yes, explain:

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* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

Name:

Position:

Relationship:

Yes
Christine Northrup
Director of Special Services
Spouse

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

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**BOARD OF EDUCATION
MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT No. 3
Mahomet, Illinois**

Agenda Item No.: 10. B.7
Date: September 18, 2023
Presented by: Dr. Kenny Lee

ACTION

TOPIC:

Possible Approval of Employment of Director of Building and Grounds

BACKGROUND INFORMATION:

A committee of six district administrators was formed to interview candidates for the position of Buildings and Grounds. The first round of interviews was completed on August 24, 2023. There was a total of five candidates interviewed. The committee was able to narrow the applicant pool down to three candidates after this interview. Those three candidates were called back for a second interview on September 7, 2023. After a lot of consideration, it was a unanimous decision to recommend Mr. Duane Northrup to be the next Director of Buildings and Grounds for Mahomet-Seymour CUSD#3. We have offered employment with a salary of \$90,000 pending board approval.

After our discussion Monday night, we wanted to continue our due diligence to ensure that the target salary was both responsible and competitive.

Below are the salaries we received (between \$85,000 and \$120,000) We looked at schools of similar size or proximity. Please keep in mind that these IMRF reports are a year in arrears, so the salaries are generally a little higher than listed. We have also included high school enrollment of each example.

Morton - \$115,000 (962)
Mascoutah- \$85,000 (1100)
Sterling- \$101,871 (998)
Dunlap- \$91,995.68 (FY 2021) (1287)
PBL- \$87,955 (with the ability to buy back 5 vacation days a year) (463)
Urbana - \$120,000 (1177)

SUPERINTENDENT'S RECOMMENDATION:

The Superintendent recommends the Board of Education approval of Director of Building and Grounds candidate, Duane Northrup.

**DIRECTOR OF BUILDING AND GROUNDS
EMPLOYMENT CONTRACT**

THIS CONTRACT made this **18th day of September 2023**, by and between the Board of Education of Mahomet-Seymour Community Unit School District No. 3 (hereinafter referred to as “the Board”), and **Duane Northrup** (hereinafter referred to as “the Director of Building and Grounds” or “the Director”), pursuant to a Motion of the Board at a meeting of the Board held on **September 18, 2023**, as found in the Minutes of that meeting.

WITNESSETH:

For and in consideration of the mutual promises hereinafter contained, it is covenanted and agreed by and between the parties as follows:

1. **TERM.** The Board hereby employs **Duane Northrup** as the **Director of Building and Grounds** in and for Mahomet-Seymour Community Unit School District No. 3 for a period of one (1) year, commencing **TBD** and ending **June 30, 2024**. The work year shall be twelve (12) months per year, including sick leave, personal leave and vacation (paid non-working days) but not including holidays. The Superintendent, in consultation with and with the advice of the Director, shall specify the days on which the Director will perform duties as Director.

2. **DUTIES.** The duties and responsibilities of **Director of Building and Grounds** shall be all those duties established by this Contract, those incident to the office of **Director of Building and Grounds**, as set forth in the job description of that position as attached hereto as Appendix A, those obligations imposed by the law of the State of Illinois upon Directors of Building and Grounds; and such additional duties normally performed by an employee in like position as from time to time may be assigned to the Director by the Superintendent of Schools and/or the Board.

3. **SALARY.** In consideration of the performance of the duties of the Director, the Board shall pay to the Director as base annual salary for the period extending from **TBD to June 30, 2024**, the total sum of **\$90,000.00** per year (prorated based on start date), which amount shall be payable in substantially equal installments in accordance with the payroll procedures of the District. For each subsequent contract year, the Director shall be paid such annual salary as may be agreed to by the Board and the Director, pursuant to provisions described hereinbelow, but in no case less than the salary negotiated for the preceding contract year. Any adjustment in base salary shall be in the form of an amendment and shall become part of this Contract, but any such amendment shall not be considered a new contract with the Director, or that the termination date of this Contract has been in any way extended.

4. **PENSION.** In addition to the salary of the Director as set forth hereinabove in paragraph 3, the Board shall pay such amount as may be required by law on behalf of the Director to the Illinois Municipal Retirement Fund (“IMRF”). The purpose of such direct employer payment shall be to defer federal income taxation of such amount, to the maximum extent permitted by law. Both parties acknowledge that the Director did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the IMRF, and further acknowledge that such contributions are made as a condition of employment to secure the Director’s future services, knowledge and experience.

5. **EVALUATION.** The Director shall be evaluated by their Supervisor in conformance with the District's policies and procedures. Annually, but no later than March 1, and not later than March 1 of any year of any extension of this Contract, the CSBO shall review with the Director, the Director's progress toward established goals, as well as working relationships among the Director, the CSBO, the Superintendent, the Board, the faculty, the staff, the students and the community. The Superintendent shall provide a summary of the Director's evaluation and job performance to the Board.

6. **EXTENSION AT END OF TERM.** At the time of the annual evaluation and assessment under this Contract, the Board and the Director shall engage in discussions from which the parties may mutually agree to extend the employment of the Director. In the event the Director's contract is extended, the Director's annual salary shall be determined solely by the Board.

7. **LICENSURE.** The Director shall furnish the Board, during the term of this Contract, such license and/or certification as may be required by law or directed by the Board, to perform the duties of Director.

8. **DISCHARGE FOR JUST CAUSE.** Throughout the term of this Contract, the Director shall be subject to discharge for just cause provided, however, the Board shall not arbitrarily or capriciously call for dismissal and the Director shall have the right to service of written charges, notice of hearing and a hearing before the Board. If the Director chooses to be accompanied by counsel at such hearing, all such personal expenses shall be paid by the Director. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge as provided in this Contract.

9. **DISABILITY.** Should the Director be unable to perform the duties and obligations of this Contract, by reason of illness, accident or other cause beyond the Director's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for ninety (90) work days after the exhaustion of accumulated leave days and vacation days during any school year, or if such disability is permanent, irreparable or of such nature as to make the performance of the Director's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate.

10. **TERMINATION BY AGREEMENT.** During the term of this Contract, the Board and the Director may mutually agree, in writing, to terminate this Contract.

11. **HOLIDAYS.** Unless required to fulfill the duties and responsibilities of this position, or requested otherwise by the Superintendent or Board, the Employee will not be required to work during legal school holidays recognized by the Board.

12. **SCHOOL TERM BREAKS.** Unless required to fulfill the duties and responsibilities of this position, or requested otherwise by the Superintendent or Board; the Employee will not be required to work during school term breaks recognized by the Board.

13. **VACATION.** The Director shall be entitled to twenty (20) days of vacation leave annually without loss of pay, prorated based on start date. Vacation days shall only be taken subject

to approval of the Superintendent, shall not interfere with the orderly function of the School District, and shall be subject to use provisions contained in the School District's policies, rules and regulations with respect thereto. Vacation shall be taken within twelve (12) months of the year in which it is earned and shall not be cumulative.

14. **SICK LEAVE.** The Director shall be entitled to the same number of sick leave days annually as other non-licensed staff of the District, and earned sick leave shall be cumulative pursuant to Board policy, the same as for other non-licensed staff of the District.

15. **PERSONAL LEAVE.** The Director shall be entitled to the same number of personal leave days annually as other non-licensed staff of the District. Personal leave usage and accumulation, if any, shall be governed by the Board's rules, regulations and policy.

16. **BEREAVMENT LEAVE.** The Board shall allow three (3) days of bereavement leave per occurrence after a death in the immediate family. The immediate family, for purposes of this section, shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parent-in-law, brothers-in-law, sisters-in-law, and legal guardians.

17. **MEDICAL INSURANCE.** The Board shall pay such health insurance premiums for the Director as provided to the other non-licensed employees on the same terms and conditions as established in the collective bargaining agreement between the District and its non-licensed staff, including but not limited to the same amount of employer-paid premium support through the Board's group insurance carrier.

18. **LIFE INSURANCE.** The Board shall provide and pay the premiums for a term life insurance policy on the life of the Director in the amount of One Hundred Thousand and 00/100 Dollars (\$100,000.00). The Director shall designate the beneficiary of the policy.

19. **BOARD PROVIDED FRINGE BENEFITS.** Refer to the Non-Certified Director's Fringe Benefits document attached (hereby incorporated as Exhibit A – Non-Certified Director's Fringe Benefits of this Agreement.)

20. **MEMBERSHIP DUES.** The Board agrees to pay the cost of reasonable annual membership dues in one (1) national and one (1) state level professional organization of Director's choosing and for such other professional organizations as may be approved by the Board. The Director is encouraged to attend appropriate professional meetings at local and state levels. Within budget constraints and as approved in advance by the Superintendent, such costs of attendance may be paid by Board upon receipt of a full, itemized account of such costs.

21. **MILEAGE REIMBURSEMENT.** The Board shall pay the Internal Revenue Service rate to the Director for vouchered reimbursable mileage expenses incurred by the Director while using the Director's personal vehicle for the conduct of approved District business. Reimbursement shall be pursuant to the District's policies, rules and regulations.

22. **OTHER WORK.** With the prior approval of the Board, the Director may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations.

23. **NOTICE.** Any notice required under this Contract shall be in writing and shall

become effective on the day of mailing thereof by First Class Mail, registered or certified mail, postage prepaid, addressed:

To the Board:

President, Board of Education,
Mahomet-Seymour CUSD No. 3
1301 S. Bulldog Drive
Mahomet, IL 61853

To the Director:

Duane Northrup
[Redacted]

24. **CONTENT OF AGREEMENT.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral or written.

25. **AGREEMENT GOVERNED BY ILLINOIS LAW.** This Contract is executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

26. **RELEVANT LAW.** This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

27. **SURVIVAL OF CONTRACT.** This Contract shall be binding upon the parties hereto, their successors and assigns.

28. **SAVINGS CLAUSE.** If any portion of this Contract is deemed to be illegal or unenforceable, the remainder thereof shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and Secretary, on the day and year first written above.

Date

The Director of Building and Grounds

**MAHOMET-SEYMOUR COMMUNITY
UNIT SCHOOL DISTRICT NO. 3**

Date

By: _____
President, Board of Education

ATTEST:

Date

Secretary, Board of Education

Exhibit A
Non-Certified Director's Fringe Benefits

Vacation Leave	<ol style="list-style-type: none"> 1. On the first day of the contract year, July 1, non-certified directors will receive twenty (20) Vacation Leave days. 2. On September 1 following the end of each contract year, any unused Vacation Leave will be credited to earned sick leave on the first payroll in September. 3. Scheduling of Vacation Leave shall be subject to the approval of the Superintendent, shall not interfere with the orderly function of the School District, and shall be subject to the use provisions contained in the School District's policies, rules and regulations with respect thereto. 4. Vacation Leave days will be prorated for contracts less than one year in length.
Personal Leave	<ol style="list-style-type: none"> 1. On the first day of the contract year, July 1, Employees will receive two (2) Personal Leave days. One (1) of these Personal Leave days may be carried over to the following contract year with the maximum number of available during any single contract year limited to three (3) days. 2. At the completion of 10 years of service, administrators will receive three (3) Personal Leave days. At the completion of 15 years of service, administrators will receive four (4) Personal Leave days. 3. Scheduling of Personal Leave shall be subject to the approval of the Superintendent, shall not interfere with the orderly function of the School District, and shall be subject to the use provisions contained in the School District's policies, rules and regulations with respect thereto. 4. On September 1 following the end of each contract year, any unused personal leave not carried forward to the following year, may be converted to Sick Leave, if IMRF permits the same without an employer penalty. If IMRF imposes an employer penalty, such days shall be considered to have been forfeited on September 1 following the end of each contract year. 5. Personal Leave days will be prorated for contracts less than one year in length.
Sick Leave	<ol style="list-style-type: none"> 1. On the first day of the contract year, July, 1, Employees will receive sixteen (16) days of Sick Leave. At no time may the number of Sick Leave days granted exceed those granted to 12-month non-certified employees under the MSEA collective bargaining agreement. 2. Sick Leave may accumulate without limit and shall be subject to the use provisions contained in the School District's policies, rules and regulations with respect thereto. 3. Sick Leave days will be prorated for contracts less than one year in length.
Health Insurance	<ol style="list-style-type: none"> 1. The Board shall pay such health insurance premiums for the employee as provided to the other licensed employees on the same terms and conditions as established in the collective bargaining agreement between the District and its licensed staff, including but not limited to the same amount of employer-paid premiums through the Board's group insurance carrier.
Life Insurance	<ol style="list-style-type: none"> 1. Provided the employee meets the ordinary qualification requirements of the Board's insurer, the District will provide the employee with \$100,000 of term life insurance on the life of the employee only. This coverage shall be of the Board's choosing and will allow the employee to designate the beneficiaries of the policy.

(End of Exhibit A – Non-Certified Director's Fringe Benefits)



Champaign-Ford County School Districts

Employment Application

Openings as of 8/3/2023

Director of Facilities

JobID: 20458

Position Type:

Non Licensed: Maintenance/Custodial

[Email To A Friend](#)[Print Version](#)**Date Posted:**

8/3/2023

Location:

Mahomet-Seymour CUSD #3

Date Available:

Immediately

Closing Date:

Until Filled

Desired Characteristics/Skills/Qualifications:

- High school diploma or GED
- Knowledge on maintaining facilities
- Experience managing custodial staff
- Successful at time management
- Approachable
- Positive
- Excellent communication skills
- Ability to multi-task
- Problem-solving skills

Description: The Director of Facilities maintains the school buildings in a condition of operational excellence to allow for full educational and extracurricular use at all times. The Director of Facilities is responsible for assessing the school buildings for repairs and managing the supervisor of grounds, preventative maintenance, managing all custodial staff, and coordinating with service technicians. The Director of Facilities is also expected to effectively contribute to the development of the District's long-range facilities plan, and seeing applicable projects to completion. This is a 12-month position.

Salary: Commensurate with experience.

Application Procedure: Applicants must apply online at www.mahometseymour.org.
(Menu/District Information/Employment)

For More Information: Contact Heather Smith, Chief School Business Official, 1301 Bulldog Dr., Mahomet, IL 61853. PH: 217/586-2161 (hsmith@mscusd.org)

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.

[Employer Sign Up](#)

Hiring Committee Members

Dr. Kenny Lee, Superintendent of Schools

Dr. Meghan Bagby, Assistant Superintendent

Heather Smith, Chief School Business Officer

Chad Benedict, MSHS Principal


Nathan Mills, MSJH Principal

Megan Hunter, Lincoln Trial Elementary Principal

Ryan Martin, Middletown Prairie Elementary Principal

**EMPLOYMENT REFERENCE FORM FOR
PROFESSIONAL PERSONNEL**


Mahomet Seymour CUSD # 3

Applicant: Duane Northrup Reference Name: Joseph Murray
Position Desired: Buildings & Grounds Director Position: Joe Murray Farms (owner)
School/Campus: Admin District: _____ Phone: 

Areas of Inquiry:

1. Dates of employment: 12/2004 5/1994 - 12/2004
2. Applicant's job title/responsibilities: Equip operatn, repair, everything on farms, hauled grain
3. What do you consider to be the person's greatest job strengths?
 - a. Reliable - always willing to do this
 - b. Just takes care of things
 - c. Trustworthy
 - d. Accurate
- Areas needing improvement:
 - a. nothing
 - b. _____
 - c. _____
 - d. _____
4. Was attendance a concern while employed in your district/building? ___ Yes No
If yes, please explain: _____
5. Rapport with students? N/A
6. Relationship with coworkers, supervisors, and parents great relationship - treats everyone w/ respect
7. Has this person ever been suspended, disciplined, placed on probation for any reason while working for your District, or reported to DCFS? ___ Yes No If yes, for what reason? _____
8. Describe the position for which the applicant applied. Then ask the following: Would this applicant be suited to a position of this nature? Yes ___ No Please explain: _____

9. Do you have any reason to believe that this applicant is unfit for employment in a public school district? ___ Yes No If yes, please elaborate: _____
10. Would you reemploy this person? Yes ___ No If no, why not? _____

Reference Check done by:  Date: 9/14/2023

NOTE: This reference check must be done with the two most recent employers prior to offering a position to an applicant. A minimum of two (2) complete reference checks (including forms) must be done for each successful candidate. If there are extenuating circumstances, (i.e. a lapse in employment), please consult with the Assistant Superintendent prior to making any contacts. **Minimum of 2 Employment Reference Forms will be sent with the Hire Sheet and resume to the Asst. Supt. for the successful candidate.**

**EMPLOYMENT REFERENCE FORM FOR
PROFESSIONAL PERSONNEL**

Mahomet Seymour CUSD # 3

Applicant: Deane Northrup Bill Wood
Position Desired: Building Grounds Director # @ Sergeant of PD
School/Campus: Admin District: Phone:

Areas of Inquiry:

1. Dates of employment: 12/2004 - 9/2023/walked with
2. Applicant's job title/responsibilities: Death scenes - investigate
3. What do you consider to be the person's greatest job strengths?
 - a. organization
 - b. Communication
 - c. Pro-training w/ staff
 - d.

Areas needing improvement:

- a. NO
 - b.
 - c.
 - d.
4. Was attendance a concern while employed in your district/building? Yes No
If yes, please explain:

5. Rapport with students? N/A
6. Relationship with coworkers, supervisors, and parents good relationship w/ subordinates
7. Has this person ever been suspended, disciplined, placed on probation for any reason while working for your District, or reported to DCFS? Yes No If yes, for what reason?

8. Describe the position for which the applicant applied. Then ask the following: Would this applicant be suited to a position of this nature? Yes No Please explain:

9. Do you have any reason to believe that this applicant is unfit for employment in a public school district? Yes No If yes, please elaborate:

10. Would you reemploy this person? Yes No If no, why not?

Reference Check done by Date: 9/14/2023

NOTE: This reference check must be done with the two most recent employers prior to offering a position to an applicant. A minimum of two (2) complete reference checks (including forms) must be done for each successful candidate. If there are extenuating circumstances, (i.e. a lapse in employment), please consult with the Assistant Superintendent prior to making any contacts. **Minimum of 2 Employment Reference Forms will be sent with the Hire Sheet and resume to the Asst. Supt. for the successful candidate.**

**EMPLOYMENT REFERENCE FORM FOR
PROFESSIONAL PERSONNEL**

Mahomet Seymour CUSD # 3

Applicant: Diane Northrup Reference Name: Mark Sheldon
Position Desired: Building + Grounds Director Position: Former County Clerk
School/Campus: Admin District: _____ Phone: [REDACTED]

Areas of Inquiry:

1. Dates of employment: worked along with as County Clerk

2. Applicant's job title/responsibilities: County Coroner - previous

3. What do you consider to be the person's greatest job strengths?

- a. likeable - all issues
- b. handles conflict well
- c. High integrity
- d. honest

Areas needing improvement:

- a. Not going to fight hard to cause more conflict
- b. _____
- c. _____
- d. _____

4. Was attendance a concern while employed in your district/building? Yes No
If yes, please explain: _____

5. Rapport with students? N/A

6. Relationship with coworkers, supervisors, and parents everyone respects him - works well w/ everyone

7. Has this person ever been suspended, disciplined, placed on probation for any reason while working for your District, or reported to DCFS? Yes No If yes, for what reason? _____

8. Describe the position for which the applicant applied. Then ask the following: Would this applicant be suited to a position of this nature? Yes No Please explain:

very capable with previous positions - setting priorities + getting others to understand

9. Do you have any reason to believe that this applicant is unfit for employment in a public school district? Yes No If yes, please elaborate: _____

10. Would you reemploy this person? Yes No If no, why not? _____

Reference Check done by [REDACTED] Date: 9/14/2023

NOTE: This reference check must be done with the two most recent employers prior to offering a position to an applicant. A minimum of two (2) complete reference checks (including forms) must be done for each successful candidate. If there are extenuating circumstances, (i.e. a lapse in employment), please consult with the Assistant Superintendent prior to making any contacts. **Minimum of 2 Employment Reference Forms will be sent with the Hire Sheet and resume to the Asst. Supt. for the successful candidate.**

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States work authorization status use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy childbirth or related medical conditions credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act [410 ILCS 130/](#)

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she (1) requested attempted to request used or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Dr. Kenny Lee, Superintendent

1301 S. Bulldog Dr.,
Mahomet, IL 61853

klee@mscusd.org

217-586-2161

Title IX Coordinator:

Dr. Meghan Bagby

1301 S. Bulldog Dr,
Mahomet, IL 61853

mbagby@mcusd.org

217-586-2161

Complaint Managers:

Christine Northrup

Nathan Mills

1301 S Bulldog Dr
Mahomet, IL 61853

cnorthrup@mscusd.org

217-586-2161

201 W State St
Mahomet, IL 61853

nmills@mscusd.org

217-586-4415

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy however does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d) Equal Pay Act

[29 U.S.C. §621](#) *et seq.* Age Discrimination in Employment Act

[29 U.S.C. §701](#) *et seq.* Rehabilitation Act of 1973

[38 U.S.C. §4301](#) *et seq.* Uniformed Services Employment and Reemployment Rights Act (1994)

[42 U.S.C. §1981](#) *et seq.* Civil Rights Act of 1991

[42 U.S.C. §2000e](#) *et seq.* Title VII of the Civil Rights Act of 1964 [29 C.F.R. Part 1601](#)

[42 U.S.C. §2000ff](#) *et seq.* Genetic Information Nondiscrimination Act of 2008

[42 U.S.C. §2000d](#) *et seq.* Title VI of the Civil Rights Act of 1964

[42 U.S.C. §2000e\(k\)](#), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[III. Constitution, Art. I](#), §§17, 18, and 19.

[105 ILCS 5/10-20.7](#), [5/10-20.7a](#), [5/10-21.1](#), [5/10-22.4](#), [5/10-23.5](#), [5/22-19](#), [5/24-4](#), [5/24-4.1](#), and [5/24-7](#)

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

[775 ILCS 5/1 103 5/2 101 5/2 102 5/2 103 5/2 103.1 5/2 104\(D\)](#) and [5/6 101](#) Ill Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#) Employee Credit Privacy Act

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#) Nursing Mothers in the Workplace Act

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria, 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette Tobacco and Cannabis Prohibition) 5 70 (Religious Holidays) 5 180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities) 7 180 (Prevention of and Response to Bullying Intimidation and Harassment) 8 70 (Accommodating Individuals with Disabilities)

Adopted: March 21, 2022

Mahomet-Seymour CUSD 3



Jodi McDuffee <jmcduffee@ms.k12.il.us>

Fwd: Vacancies

1 message

Julie Banta <jbanta@ms.k12.il.us>
To: Jodi McDuffee <jmcduffee@ms.k12.il.us>

Mon, Oct 2, 2023 at 3:00 PM

Julie Banta
HR Coordinator
Mahomet-Seymour CUSD #3
PH: 217.586.2161 X 1007
FX: 217.586.7591

----- Forwarded message -----
From: **Julie Banta** <jbanta@ms.k12.il.us>
Date: Thu, Aug 3, 2023 at 9:11 AM
Subject: Vacancies
To: District <ms-dist@ms.k12.il.us>

Good Morning!

Please see the attached vacancies.They can also be found on the District website at www.mahometseymour.org (District Information/Employment).

Thanks,

Julie

Julie Banta
HR Coordinator
Mahomet-Seymour CUSD #3
PH: 217.586.2161 X 1149
FX: 217.586.7591

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2 attachments

 **Director of Facilities 08-03-2023.pdf**
113K

 **Education Office Personnel (EOP) 08-03-2023.pdf**
115K



Jodi McDuffee <jmcduffee@ms.k12.il.us>

Fwd: FOIA 9.20.2023

1 message

Kenny Lee <klee@ms.k12.il.us>
To: Jodi McDuffee <jmcduffee@ms.k12.il.us>

Tue, Sep 26, 2023 at 3:22 PM

----- Forwarded message -----

From: **Dani Tietz** <dani@mahometnews.com>
Date: Wed, Sep 20, 2023 at 2:38 PM
Subject: FOIA 9.20.2023
To: Kenny Lee <klee@ms.k12.il.us>

Hello, in relation to the director of buildings and ground position I request:

The open-session recording in its entirety after closed-session
Job announcements and vacancy announcements
Application, resume, cover letter and application form
Hiring committee names
Interview notes or scoring sheets used in the selection process
Selection criteria or qualifications used to evaluate candidates
Records of reference checks or background investigations conducted on applicants
Any written policies or guidelines related to the hiring process
All research done on salary comparisons
The contract for the position
Correspondence or emails related to the hiring process or decision
Training materials or manuals used for hiring managers or interviewers
Any records of complaints or grievances related to the hiring process
Any statistical data or reports related to the diversity or demographics of applicants or hires.

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