

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
July 19, 2016 – 7:00 P.M.**

**COMMUNITY HIGH SCHOOL DISTRICT 94
157 W. WASHINGTON STREET
WEST CHICAGO, IL 60185**

A G E N D A

OPENING ACTIVITIES

1. Call to Order
2. Salute to the Flag
3. Reading of Mission Statement
“Community High School District 94 strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call
5. Additions to the Agenda – (Voice Vote)

RECOMMENDED MOTION: That the Board of Education
approve the addition of the topics shown above to this agenda.

PUBLIC PARTICIPATION:

CONSENT AGENDA (Roll Call)

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading “Recommended Action”.

1. Items Removed from Consent Agenda for Separate Action: _____
2. Consent Agenda Action for All Items Except those Listed in 1. Above.
RECOMMENDED MOTION: That the Board approve all items on the
Consent Agenda which have not been specifically removed for separate action
as shown on line 1. immediately above.

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

1. **Approval of Minutes — (Att. §C – pp. 1 – 5)**
Board of Education Meeting – June 21, 2016
RECOMMENDED MOTION: That the Board of Education
approve the minutes of the meetings of June 21, 2016 as listed above.
2. **Filing of Minutes - (Att. §C - pp. 6 – 28)**
Finance Committee Meeting March 10, 2016

Education Committee Meeting

April 7, 2016

RECOMMENDED MOTION:

That the Board of Education

approve for filing of the above minutes.

3. **Approval of Financials — (Att. §A – pp. 1 – 43)**

a. Approve Current Expenditures

RECOMMENDED MOTION:

That the Board of Education

approve the expenditures from June 17, 2016 to June 30, 2016, and from July 1, 2016 to July 13, 2016.

b. Imprest Fund Statement

c. Treasurer's Report

d. Statement of Position/Financial Report

e. Statement of Revenue/Expenditures YTD Ending June 30, 2016

f. 3-Year Budget/Actual Report

g. Grant Reports

h. Petty Cash Fund Report

i. Student Activity Account Fund Balance

j. New Vendors Monthly Report

k. Quarterly Financial Reports

4. **Compliance Officer for Section 504, etc.**

Board policy provides for the appointment of a Compliance Officer for discrimination complaints regarding Section 504 and the Americans with Disabilities Act. Such complaints may require/involve program modifications to help the student function more capably in the high school setting.

Administration is recommending the Director of Student Services, currently Mr. David Pater, to serve in this capacity.

RECOMMENDED MOTION:

That the Board of Education

appoint the Director of Student Services, currently Mr. David Pater, to serve as Compliance Officer for discrimination complaints regarding Section 504 and the Americans with Disabilities Act and other related matters.

5. **Compliance Officer for Title IX**

Board policy stipulates that a Compliance Officer be appointed each year for discrimination complaints consistent with Title VII, Title IX, Sexual Harassment/Intimidation and other related matters. Administration is recommending the Director of Human Resources, currently Mr. David Blatchley, serve as a Compliance Officer for adult/adult and adult/student discrimination complaints and the Deans to serve as Compliance Officers for student/student discrimination complaints regarding Title VII, Title IX; Student Sex Equity; Sex Discrimination; Sexual Harassment/Intimidation; and related matters.

RECOMMENDED MOTION:

That the Board of Education

appoint the Director of Human Resources, currently Mr. David Blatchley, to serve as Compliance Officer for discrimination complaints consistent with Title VII, Title IX, Sexual Harassment/Intimidation and other related matters.

6. **Suspension Hearing Officer**

Annually, the Board appoints hearing officers to hear disciplinary cases involving students in Districts 33 and 94. Each District provides a hearing officer for the other when one is needed. This may happen once or twice a year.

RECOMMENDED MOTION: That the Board of Education appoint the Principal of Lemay Middle School at District 33, currently Mr. Marc Campbell, to serve as student discipline hearing officer for the 2016-17 school year; authorize the Assistant Principal for Administrative Services at District 94, currently Mr. Peter Martino, to perform the same function for District 33; and authorize the use of designated legal counsel or substitute hearing officer in the event Mr. Rodriguez is unavailable.

ADMINISTRATIVE REPORTS AND INFORMATION:

1. Superintendent's Report Doug Domeracki
 - FOIA Request(s) (Att. §B - pp. 1 - 1)
 - Donations Received in 2015-2016 (Att. §B - pp. 2 - 2)
2. Director of Business Services Report Gordon Cole
3. Director of Human Resources Report Dave Blatchley
4. Principal's Report Moses Cheng
5. Committee Reports:
 - a. Communication Committee Meeting June 21, 2016 (Att. §C - pp. 29 - 66)
 - b. Education Committee Meeting June 30, 2016 (Att. §C - pp. 67 - 71)
 - c. Facilities
 - d. Finance Committee Meeting July 7, 2016 (Att. §C - pp. 72 - 92)
 - e. Personnel
 - f. Policy
6. Future Dates
 - a. Regular Monthly Board of Education Meeting – August 16, 2016
 - b. Regular Monthly Board of Education Meeting – September 20, 2016
7. Open Comment Board Members

OLD BUSINESS:

NEW BUSINESS:

1. **Personnel Reports – (Roll Call)**

RECOMMENDED MOTION: That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table. (Att. §D – pp. 1 – 31).

2. **Separation of Employment – (Roll Call)**
RECOMMENDED MOTION: That the Board of Education accept the following resignations:
Paul Reinke, Teacher in the Physical Development Division, effective at the conclusion of the 2015-16 school year; Joseph Hichborn, Maintenance Mechanic, effective July 27, 2016; and Josh Beatty, Technology Technician, effective July 28, 2016.
3. **Student Discipline Policies ¶8102, ¶8200, ¶8201, ¶8203 – (Roll Call)**
Changes to student discipline policies are necessary due to Senate Bill 100. These changes reflect PRESS Policy and all have been reviewed by the Discipline Committee.
RECOMMENDED MOTION: That the Board of Education approve amendment to policies ¶8102, ¶8200, ¶8201 & ¶8203 at second reading as shown on Att. §B - pp. 3 - 27.
4. **Food Service Provider – (Roll Call)**
The food service provider service agreement was recently placed out to bid. Responses were received from Quest and Aramark. Both companies were deemed capable with Quest providing the most favorable financial return to the District. The Finance Committee reviewed the financial proposals and are recommending Quest. Based on the minimum guarantee, Quest will provide \$119,500 and Aramark will provide \$107,085. Proposal is for a 5 year agreement with the final two year minimum guarantee being set during third year. Guarantee shall not be lower unless there are material changes in student population, free and reduced eligibility and/or number of food service days.
RECOMMENDED MOTION: That the Board of Education approve the 5 year contract with Quest Food Management Services Inc. with a 3 year minimum guarantee of \$119,500 as shown on Att. §B - pp. 28 - 29 and at table.
5. **Honeywell Maintenance Agreement – (Roll Call)**
The District has had a maintenance service agreement with Honeywell since 2010 for building HVAC controls. This continues for a three year period. The first year cost is \$22,516 with an annual escalator of .7%. The agreement covers software management and programming, equipment maintenance and upgrades and computer hardware and software upgrades.
RECOMMENDED MOTION: That the Board of Education approve the three year agreement with Honeywell for building HVAC control systems as shown on Att. §B - pp. 30 - 39.

EXECUTIVE SESSION –only if needed and with the understanding that possible action could be taken on matters discussed in closed session.

RECOMMENDED MOTION TO MOVE TO CLOSED SESSION:

That the Board of Education hold a Closed Session at [Time] for the purpose(s) of [1-15 below].

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
2. Collective negotiating matters.
3. The selection of a person to fill a public office.
4. Evidence or testimony presented in open hearing, or in closed hearing, where specifically authorized by law, to a quasi-adjudicative body.
5. The purchase or lease of real property.
6. The setting of a price for sale or lease of property.
7. The sale or purchase of securities, investments, or investment contracts.
8. Emergency security procedures.
9. Student discipline.
10. The placement of individual students in special education programs.
11. Litigation has been filed and is pending before a court or administrative tribunal.
12. Establishment of reserves or settlement of claims as provided by local government and governmental employees Tort Immunity Act.
13. Self-evaluation.
14. Discussion of minutes of meetings lawfully closed under Open Meetings Act (P.A. 88-621, effective 1-1-95).
15. Considering meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

Begin Closed Session Taping

RECOMMENDED MOTION TO MOVE TO OPEN SESSION:

That the Board of Education
return to Open Session at [Time] to possibly vote on closed session items.

End Closed Session Taping

ACTION AFTER RETURN TO OPEN SESSION

ADJOURNMENT

RECOMMENDED MOTION: **That the Board of Education meeting
be adjourned at [Time].**

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**July 19, 2016
7:00 p.m.
Board of Education Meeting**

**SECTION A -
Financial Reports**

- a. Bill Listing (including Summary)
- b. Imprest Fund
- c. Treasurer's Report
- d. Statement of Position/Financial Report
- e. Statement of Revenue/Expenditures
- f. 3-Year Budget/Actual Report
- g. Grant Reports
- h. Petty Cash Fund
- i. Student Activity Account Fund Balance
- j. New Vendors Monthly Report
- k. Quarterly Financial Report

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1625408	A-1 DOORS FRAMES & HA	06/30/2016	LOOKS AND KEYS SERVICES	320.00	320.00
1625409	Vendor Continued Void	06/30/2016			0.00
1625410	Amazon.Com	06/30/2016	Cleaning equipment and RAM for new laptops	49.45	1,086.40
			Cleaning equipment and RAM for new laptops	93.90	
			Cleaning equipment and RAM for new laptops	13.20	
			SHAPING SCHOOL CULTURE WORKBOOK; CREDIT FOR LACK OF AVAILABILITY	-60.00	
			Wireless keyboard and mice for admins, supplies	26.68	
			Wireless keyboard and mice for admins, supplies	397.65	
			Cleaning equipment and RAM for new laptops	127.96	
			Scanners for tiny bar codes on chromebook. Cheap ones don't work.	258.00	
			AUDITORIUM SUPPLIES	179.56	
1625411	American Red Cross	06/30/2016	CPR CERTIFICATION	55.00	55.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1625412	At&t	06/30/2016	FEES; 11 STUDENTS 6/16/16-7/15/16 PHONE SVC 6/16/16-7/15/16	2,243.97 1,220.80	3,464.77
1625413	AT&T INTERNET SERVICE	06/30/2016	INTERNET SVC 6/10/16-7/9/16	1,664.25	1,664.25
1625414	At&t Long Distance	06/30/2016	INTERNET CHGS MAY 2016 LONG DISTANCE	52.12	52.12
1625415	Benjamin School Distr	06/30/2016	2015/2016 TUITION; 1 STUDENT	12,181.00	12,181.00
1625416	Blue Whale Sewer & Dr	06/30/2016	PLUMBING SERVICES	1,750.00	1,750.00
1625417	Brach's Service	06/30/2016	OIL AND LUBE; #7 OIL AND LUBE; #9	43.50 43.50	87.00
1625418	Butler Chemical Co	06/30/2016	JUNE 2016 MAINTENANCE	680.00	680.00
1625419	Camelot Therapeutic S	06/30/2016	MAY 2016 TUITION; 2 STUDENTS	6,816.18	6,816.18
1625420	Cheng, Moses	06/30/2016	8/31/15-6/15/16 MILEAGE REIMBURSEMENT	305.14	305.14
1625421	Citizens Taxi Dispatc	06/30/2016	APRIL 2016 TRANSPORTATION; 6 STUDENTS MAY 2016 TRANSPORTATION; 6 STUDENTS	16,352.00 15,425.00	31,777.00
1625422	City Of West Chicago	06/30/2016	POLICE SECURITY SVCS; 5/6/16-6/3/16	2,388.21	2,388.21
1625423	COLLEGE BOARD	06/30/2016	AP Insight for AP Biology from	988.76	988.76

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			CollegeBoard. Test Preparation and course supplemental material		
1625424	Collis/FVB Umpires As	06/30/2016	2016 UMPIRE ASSIGNMENTS	768.79	768.79
1625425	Community Unit School	06/30/2016	1/4/16-5/20/16 SHARED TRANSPORTATION; 1 STUDENT	1,723.25	5,088.75
			1/4/16-5/31/16 SHARED TRANSPORTATION; 1 STUDENT	2,798.50	
			5/13/16-5/31/16 SHARED TRANSPORTATION; 1 STUDENT	270.00	
			4/4/16-4/28/16 SHARED TRANSPORTATION; 1 STUDENT	297.00	
1625426	Connections Day Schoo	06/30/2016	JUNE 2016 TUITION; 1 STUDENT	3,090.60	3,090.60
1625427	Constellation Newener	06/30/2016	JUNE 2016 NATURAL GAS	3,570.92	3,570.92
1625428	Constellation Energy	06/30/2016	5/16/16-6/15/16 ELECTRICITY	37,221.00	37,221.00
1625429	CORE ACADEMY	06/30/2016	JUNE 2016 GENERAL TUITION; 1 STUDENT	1,906.52	6,547.42

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			JUNE 2016	4,640.90	
			LIFESKILLS		
			TUITION; 2		
			STUDENTS		
1625430	Dell Marketing Lp	06/30/2016	19 Dell docking stations for the new admin and admin secretary computers	3,051.21	8,396.74
			SONICWALL NSA	2,524.84	
			4600 - Firewall		
			yearly service		
			Dell SAN	2,820.69	
			EQUALLOGIC PS6100		
			Support contract		
1625431	Dietrich Builders, In	06/30/2016	TONGUE AND GROOVE PANELING	3,962.50	3,962.50
			REPLACEMENT;		
			PAYMENT 2 OF 2		
1625432	Duct-Kleen	06/30/2016	KITCHEN GREASE EXHAUSE SYSTEM CLEANING	950.00	950.00
1625433	Fesl, Joan	06/30/2016	2016 VOLLEYBALL ASSIGNMENTS	261.84	261.84
1625434	Fox Tech School	06/30/2016	JUNE 2016	1,946.50	3,503.70
			TUITION; 1		
			STUDENT		
			JUNE 2016 ESY	1,557.20	
			TUITION; 1		
			STUDENT		
1625435	Glenoaks Hospital The	06/30/2016	JUNE 2016	643.44	1,911.94
			TUITION; 2		
			STUDENTS		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			JUNE 2016 TUITION; 1 STUDENT	379.52	
			JUNE 2016 TUITION; 2 STUDENTS	678.24	
			JUNE 2016 TUITION; 1 STUDENT; SOUTH CAMPUS	210.74	
1625436	Grainger Acct#1368438	06/30/2016	ROOF FAN SUPPLIES	279.00	485.04
			V-BELTS	117.55	
			V-BELTS	32.94	
			V-BELTS	55.55	
1625437	Honeywell Internation	06/30/2016	HVAC SUPPLY	898.48	898.48
1625438	Houchen Bindery Ltd	06/30/2016	Houchen Bindery, Textbook and Library Book repair	213.40	213.40
1625439	Hygieneering Inc	06/30/2016	3/21/16-6/24/16 SUMMER ABATEMENT PROJECTS	41,248.83	41,248.83
1625440	Id Wholesaler	06/30/2016	ID Card Printing Supplies	3,110.00	3,110.00
1625441	Vendor Continued Void	06/30/2016			0.00
1625442	ILLINOIS CENTRAL SCHO	06/30/2016	AUGUST 2015; GIRLS CROSS-COUNTRY AUGUST 2015; BOYS GOLF AUGUST 2015; GIRLS VOLLEYBALL GIRLS TENNIS;	579.25 613.67 312.86 132.92	142,314.87

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			AUGUST 2015		
			FOOTBALL; AUGUST 2015	182.58	
			GIRLS SWIMMING; AUGUST 2015	181.16	
			AUGUST 2015		
			AUGUST 2015; BOYS SOCCER	1,382.86	
			JANUARY 2016; BOYS SWIMMING	891.82	
			JANUARY 2016; GIRLS BASKETBALL	728.51	
			JANUARY 2016; WRESTLING	1,287.59	
			JANUARY 2016; POMS	685.42	
			JANUARY 2016; WC CHEER	666.70	
			JANUARY 2016; BOYS BASKETBALL	1,289.95	
			JANUARY 2016; SPEECH	1,624.91	
			APRIL 2016	64,140.31	
			STUDENT BUSSING		
			4/27/16 PICTURE	157.81	
			SHOW FT; SPECIAL ED		
			APRIL 2016; IHSA CAST & CREW; U OF I-CHAMPAIGN	1,113.56	
			MAY 2016 STUDENT BUSSING	57,550.17	
			MAY 2016; BASEBALL	1,637.66	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			MAY 2016; TRACK TRIPS	2,523.34	
			5/5/16; CWT	116.64	
			DINNER BANQUET; COURTYARD		
			MAY 2016; SOCCER	1,462.32	
			MAY 2016; SOFTBALL	747.08	
			MAY 2016 VOLLEYBALL TRIPS	1,430.60	
			3/16/16 DEKALB FARMS FIELD TRIP; SAYNER	138.01	
			JUNE 2016 CHEERLEADERS	737.17	
			FIELD TRIPS		
1625443	JANOR SPORTS	06/30/2016	SUMMER CAMP	345.00	345.00
			JERSEYS; SOFTBALL		
1625444	Kempski, Nick	06/30/2016	CAMP RANGE BALLS AND PRACTICE SUPPLIES	377.04	377.04
1625445	Larson Company Inc	06/30/2016	MISC FURNITURE; COUNSELING AREA	8,588.48	8,588.48
1625446	Lisa Foss Basketball	06/30/2016	BASKETBALL SHOOTING CLINIC	350.00	350.00
1625447	Marten, William E	06/30/2016	2016 GIRLS SOCCER ASSIGNMENTS	451.44	451.44
1625448	MASTER CONSTRUCTION S	06/30/2016	POOL, DECK AND LOCKER ROOM MAINTENANCE PLAN AS PER PROPOSAL DATED MAY 12, 2016	10,000.00	10,000.00

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			STUDENT		
			JUNE 2016	1,591.04	
			TUITION; 1		
			STUDENT		
1625452	Metro Professional Pr	06/30/2016	CUSTODIAL	172.65	427.90
			SUPPLIES		
			CUSTODIAL	255.25	
			SUPPLIES		
1625453	Metro Prep	06/30/2016	MAY 2016 TUITION;	5,815.74	7,477.38
			1 STUDENT		
			JUNE 2016	1,661.64	
			TUITION; 2		
			STUDENTS		
1625454	Murphy Ace Hardware 2	06/30/2016	SUMP PUMP RENTAL	139.65	929.05
			MISC HARDWARE	38.49	
			SUPPLIES		
			MISC HARDWARE	24.41	
			SUPPLIES		
			MISC HARDWARE	46.95	
			SUPPLIES		
			PAINTING SUPPLIES	27.96	
			MISC HARDWARE	4.42	
			SUPPLIES		
			MISC HARDWARE	82.31	
			SUPPLY		
			MISC HARDWARE	92.46	
			SUPPLIES		
			PAINTING SUPPLIES	33.94	
			PAINTING SUPPLIES	6.51	
			CHAIN SAW RENTAL	43.00	
			PAINTING SUPPLIES	87.96	
			PAINTING SUPPLIES	3.71	
			HOSE FOR WATERING	16.75	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			PAINTING SUPPLIES	103.82	
			MISC HARDWARE	23.15	
			SUPPLIES		
1625455	Neuco Inc	06/30/2016	PAINTING SUPPLIES	153.56	
			VAV DIAPHRAMS	403.20	568.11
			BOILER FILL VALVE	84.75	
1625456	Office Depot	06/30/2016	HVAC SUPPLY	80.16	
			MISC OFFICE	24.98	43.10
			SUPPLIES		
			FILE FOLDERS FOR	18.12	
			BUSINESS OFFICE		
1625457	Otis Elevator Co	06/30/2016	THIRD PARTY	1,175.00	1,175.00
			WITNESSING FEE;		
			MACHINES 262188		
			AND Z21196		
1625458	Primex Wireless	06/30/2016	ELECTRICAL SUPPLY	1,105.95	1,105.95
1625459	PSUG Events	06/30/2016	Spring PSUG	149.00	298.00
			Conference		
			Registration fee		
			Spring PSUG	149.00	
			Conference		
			Registration fee		
1625460	Rbs Activewear Inc	06/30/2016	BOYS/GIRLS	708.00	708.00
			BASKETBALL CAMP		
			T-SHIRTS		
1625461	Ricmar Industries	06/30/2016	CLEANING SUPPLIES	351.66	351.66
1625462	Rockford Board Of Edu	06/30/2016	4/4/16-5/2/16	1,615.53	1,615.53
			TUITION; 1		
			STUDENT		
1625463	Sherwin Williams	06/30/2016	PAINTING SUPPLIES	907.25	3,109.89
			PAINTING SUPPLIES	565.18	
			PAINTING SUPPLIES	725.80	
			PAINTING SUPPLIES	907.25	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			PAINTING SUPPLIES	4.41	
1625464	Steiner Electric Comp	06/30/2016	FLUORESCENT LAMPS	420.00	420.00
1625465	Wasco Lawn & Power In	06/30/2016	LANDSCAPING	79.90	148.19
			SUPPLIES		
			LAWN TRACTOR	53.29	
			PARTS		
			LAWN TRACTOR	15.00	
			SUPPLIES		
1625466	Waste Management West	06/30/2016	JUNE 2016 ROLLOFF	1,300.95	1,825.47
			JULY 2016	438.30	
			RECYCLING		
			JULY 2016 REFUSE	86.22	
			SVC; DISTRICT		
			OFFICE		
1625467	WCCHS STUDENT ACTIVIT	06/30/2016	DEKALB FARMS FT	49.99	49.99
			TRANSPORTATION		
			COLLECTION		
			BALANCE		
1625468	Winfield Flower Shopp	06/30/2016	BOYS VOLLEYBALL	19.25	207.65
			AWARDS		
			SYMPATHY; BOE	110.95	
			SYMPATHY;	49.95	
			ATHLETICS		
			GIRLS SOCCER	27.50	
			AWARDS		
1625469	WINZER CORPORATION	06/30/2016	STOMP WASP/HORNET	617.63	791.63
			SPRAY		
			CUSTODIAL	174.00	
			SUPPLIES		
1625470	Zabelin, Donald	06/30/2016	7/15 HLTH	928.00	1,640.49
			INSURANCE		
			REIMBURSEMENT-B		
			ZABELIN; 8/15		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			PARTIAL HLTH INSURANCE REIMBURSEMENT-B ZABELIN APRIL 2016-JUN 2016 RETIREES HLTH INSURANCE	712.49	
63	Computer		Check(s) For a Total of		374,467.85

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	63	Computer	Checks For a Total of	374,467.85
Total For	63	Manual, Wire Tran, ACH & Computer Checks		374,467.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	374,467.85

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1625478	ALL-DISPOSAL & RECYCL	07/19/2016	6/28/16 ROLLOFF	300.00	300.00
1625479	At&t	07/19/2016	6/28/16-7/27/16 DUCOMM SVCS	321.13	321.13
1625480	ATP Enterprise Group	07/19/2016	CAFETERIA & SERVING LINE REMODELING PROJECT; PAY REQ #2	51,765.30	51,765.30
1625481	AVID Center	07/19/2016	PO #0542016007; CONTRACT SERVICES	9,214.00	9,214.00
1625482	Baker Tilly Virchow K	07/19/2016	2016 AUDIT PROGRESS BILLING	10,000.00	10,000.00
1625483	Batteries + Bulbs	07/19/2016	EMERGENCY GENERATOR BATTERIES	251.90	251.90
1625484	Bibbs, Tai	07/19/2016	2016 BOYS BASKETBALL CAMP COACHING	140.00	140.00
1625485	Brach's Service	07/19/2016	BRAKES/OIL CHANGE; E350 VAN OIL & LUBE; VAN #4	602.20 42.50	644.70
1625486	Canon Financial Servi	07/19/2016	JULY 2016 UNIFLOW CHARGES JULY 2016 UNIFLOW CHARGES	5,523.71 616.62	6,140.33
1625487	Cdwg	07/19/2016	to connect our firewall up to the ICN switch for redundancy. Microsoft Licensing agreement for	267.38 17,503.81	19,738.03

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			2016 - 2017 Cables for math and science remodel	1,966.84	
1625488	City Of West Chicago	07/19/2016	MAY 2016 FUEL USAGE; O&M	907.96	110,238.95
			MAY 2016 FUEL USAGE; DRIVERS ED	152.86	
			JUNE 2016 FUEL USAGE; O&M	622.68	
			JUNE 2016 FUEL USAGE; DRIVERS ED	605.45	
			2016/2017 POLICE LIAISON PYMT #1	107,950.00	
1625489	City Of West Chicago	07/19/2016	11/5/14-3/4/15 WATER; SOUTH END	5,665.79	13,674.54
			11/5/14-3/4/15 WATER; NORTH END	7,859.62	
			11/5/14-3/4/15 WATER; GEORGE STREET	103.13	
			11/4/14-3/4/15 WATER; PIONEER PARK	46.00	
1625490	Communication Revolvi	07/19/2016	MAY 2016 INTERNET SVC	2,500.00	2,500.00
1625491	CONSTANT CONTACT	07/19/2016	Prepayment for Community eNewsletter template, library, and contact manager	504.00	504.00
1625492	CPC Inc	07/19/2016	JULY 2016	150.00	150.00

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1625496	Ford Credit	07/19/2016	PAY REQ #2 JULY 2016 LEASE	252.87	252.87
1625497	Frontline Placement T	07/19/2016	PYMT; DRIVERS ED 2016/2017 ANNUAL FEE/AESOP 6/1/16-5/31/17	4,556.50 1,091.80	5,648.30
1625498	Harris Bank	07/19/2016	APPLITRACK RECRUITING MEETINGS; SUPPLIES AND CONFERENCE REGISTRATIONS & LODGING PB SMARTPOSTAGE CREDIT, IPASS TRANSPONDER REFILL AND GOOGLE TRANSLATE LUNCHEON/BREAKFAST MEETINGS ELECTRICAL SUPPLY AND MISC HARDWARE SUPPLY	2,805.16 72.33 38.28 444.64	3,360.41
1625499	Hauser Izzo LLC	07/19/2016	JUNE 2016 LEGAL SVCS	3,859.00	3,859.00
1625500	Heitkotter Inc	07/19/2016	CEILING TILES	1,959.40	1,959.40
1625501	Highland, John	07/19/2016	APRIL 2016-JUNE 2016 RETIREE HLTH REIMBURSEMENT	712.48	712.48
1625502	Holstein Garage	07/19/2016	SAFETY LANE; #7 AND #9	60.00	60.00
1625503	Honeywell Internation	07/19/2016	HVAC SUPPLY	203.79	203.79
1625504	Hunter, Beth	07/19/2016	PSUG CONFERENCE	690.67	690.67

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			EXPENSES; 7/5/16-7/8/16		
1625505	Iasa Dupage Division	07/19/2016	2016/2017	125.00	125.00
1625506	Illinois Asbo	07/19/2016	MEMBERSHIP DUES Registration for IASBO Conference on Aug 5 for Dave Blatchley	200.00	200.00
1625507	INSPRA	07/19/2016	Membership renewal and Tips and Tactics program registration	240.00	240.00
1625508	Integrated Systems Co	07/19/2016	JULY 2016 SKYWARD SUBSCRIPTION	525.00	525.00
1625509	IPMG Employee Benefi	07/19/2016	JULY 2016	350.00	350.00
1625510	Isdlaf Plus - Collect	07/19/2016	FLEXIBLE SPENDING 7/1/16-6/30/17	1,322.00	136,947.00
			FOREIGN LIABILITY 7/16-6/17	2,050.00	
			FIDUCIARY LIABILITY 7/16-6/17	133,575.00	
			PROPERTY/CASUALTY/ STUDENT ACCIDENT PROGRAM		
1625511	Jensen, Chris	07/19/2016	DRAMA PROPS AND SUPPLIES	309.45	309.45
1625512	KleenSlate	07/19/2016	Collaborative Teacher Training materials	176.21	176.21
1625513	Krage's Tire Centers	07/19/2016	MINI BUS REPAIR/MAINTENANCE	1,215.16	1,215.16

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1625514	LD PRODUCTS	07/19/2016	Toner Cartridges	57.99	1,052.68
			Toner Cartridges	554.77	
			Toner Cartridges	439.92	
1625515	LEND-DUPAGE	07/19/2016	2016/2017 DUES	4,513.24	4,513.24
1625516	LIGHTSPEED SYSTEMS	07/19/2016	Lightspeed	7,600.00	7,600.00
			Systems yearly renewal (Web Filter)		
1625517	LJ Morse Construction	07/19/2016	SCIENCE DEPT REMODELING PROJECT; PROJECT #2014.50; PAY REQ #5	1,720,339.59	1,720,339.59
1625518	Menards	07/19/2016	MISC HARDWARE SUPPLIES	43.27	755.30
			MISC HARDWARE SUPPLIES	198.01	
			MISC HARDWARE SUPPLIES	66.94	
			MISC HARDWARE SUPPLIES	109.23	
			MISC HARDWARE SUPPLIES	138.37	
			MISC HARDWARE SUPPLIES	30.67	
			MISC HARDWARE SUPPLIES	161.18	
			MISC HARDWARE SUPPLIES	7.63	
1625519	Metro Professional Pr	07/19/2016	MISC HARDWARE SUPPLIES	61.56	561.96
			CUSTODIAL SUPPLIES	500.40	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1625520	Murphy Ace Hardware 2	07/19/2016	LOCKS	71.44	349.29
			MASTER LOCK	71.44	
			MISC BUILDING SUPPLY	9.95	
			MISC HARDWARE SUPPLIES	24.17	
			MISC HARDWARE SUPPLIES	38.96	
			MISC HARDWARE SUPPLIES	22.32	
			MISC HARDWARE SUPPLIES	33.47	
			FILTER SUPPLIES	32.91	
			CORNER BRACES	13.00	
			V-BELTS	6.97	
			MISC HARDWARE SUPPLIES	15.30	
			MISC HARDWARE SUPPLIES	9.36	
1625521	National School Board	07/19/2016	NSBA NATIONAL CONNECTION FEES; 10/1/16-9/30/17	2,675.00	2,675.00
1625522	Neuco Inc	07/19/2016	HVAC SUPPLY	480.96	1,055.52
			HVAC SUPPLY	574.56	
1625523	Nicor Gas Bill Paymen	07/19/2016	6/10/16-7/6/16 NATURAL GAS; DISTRICT OFFICE 5/18/16-7/6/16 NATURAL GAS; GARAGE	73.22	113.04
				39.82	
1625524	O'Leary, Marty	07/19/2016	2016 SOFTBALL ASSIGNMENTS	580.69	580.69
1625525	PATER, DAVID	07/19/2016	AVID SUMMER	537.47	537.47

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			INSTITUTE EXPENSES; 7/5/16-7/8/16		
1625526	R J Lipscomb Engineer	07/19/2016	POOL SUPPLIES	717.50	717.50
1625527	RAPTOR	07/19/2016	RAPTOR SVC FEE 9/1/16-8/31/17	480.00	480.00
1625528	Revtrak Inc	07/19/2016	JUNE2016 MERCHANT PROCESSING	1,356.84	1,356.84
1625529	Ricmar Industries	07/19/2016	CUSTODIAL SUPPLIES	1,019.56	1,019.56
1625530	Riddell All American	07/19/2016	BATTING HELMETS RECONDITIONING	266.38	266.38
1625531	SAMUEL FRENCH INC	07/19/2016	ROYALTIES "SHE KILLS MONSTERS"	225.00	225.00
1625532	Self	07/19/2016	2016/2017 EMPLOYEES LOSS FUND	83,393.00	83,393.00
1625533	Shapiama, Antonio	07/19/2016	2016 BOYS BASKETBALL CAMP COACHING	140.00	140.00
1625534	Sherwin Williams	07/19/2016	PAINTING SUPPLIES	907.25	907.25
1625535	Simplex Grinnell	07/19/2016	8/1/16-7/31/17 FIRE ALARM CONTRACT; DISTRICT OFFICE	683.00	683.00
1625536	Spirit Products	07/19/2016	SUMMER BADMINTON CAMP T-SHIRTS	127.98	127.98
1625537	SPOK	07/19/2016	6/1/16-7/7/16 PAGERS	71.42	71.42
1625538	T.J. OFFICIAL FINDERS	07/19/2016	UMPIRE FEES; SUMMER LEAGUE SOFTBALL	720.00	720.00
1625539	TELESOLUTIONS CONSULT	07/19/2016	JULY 2016	275.00	275.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1625540	Theatrical Rights Wor	07/19/2016	RETAINER FEE ROYALTIES AND RENTAL OF "ADDAMS FAMILY"	2,189.99	2,189.99
1625541	Turner, Susan	07/19/2016	APRIL 2016-JULY 2016 RETIREE HLTH REIMBURSEMENT	403.00	403.00
1625542	TYCO INTEGRATED SECUR	07/19/2016	7/1/16-9/30/16 RECURRING SVC	78.24	78.24
1625543	United States Postal	07/19/2016	JULY 2016 POSTAGE METER ACCOUNT	2,600.00	2,600.00
1625544	West Chicago Printing	07/19/2016	ART PREP FOR NEW SCHOOL LETTERHEAD	246.00	246.00
1625545	Wheaton Warrenville S	07/19/2016	boys volleyball JV invite 5/7/16; replacement for ck #1625183	125.00	125.00
1625546	WHEATON ACADEMY	07/19/2016	AP CONFERENCE REIMBURSEMENT; SCOTT BROMAN	765.00	765.00
69	Computer		Check(s) For a Total of		2,406,295.34

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	69	Computer	Checks For a Total of	2,406,295.34
Total For	69	Manual, Wire Tran, ACH & Computer Checks		2,406,295.34
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,406,295.34

COMMUNITY HIGH SCHOOL DISTRICT NO. 94
BOARD OF EDUCATION - BILL LISTING SUMMARY
June 21, 2016 Expenditures, June 30 and July 19, 2016 Bill Lists

	(Taxes) Certificates Of Deposit Purchased For The Month Of Jun-16	Net Payroll For The Month Of Jun-16	Operating Checks* Drawn During The Month Of Jun-16	Bill List Vouchers Paid In The Month Of June 21, 2016	Bill List Vouchers Paid In The Month Of June 30, 2016	Total	Bill List Vouchers Paid In The Month Of July 19, 2016
EDUCATIONAL FUND	8,786,349.56	\$ 916,417.44	\$ 702,497.36	\$ 279,664.38	\$ 72,361.89	\$ 10,757,290.63	\$ 296,464.65
OPERATIONS & MAINTENANCE FUND	1,526,624.09	68,288.900	50,905.66	86,155.61	73,312.49	1,805,286.75	28,442.98
DEBT SERVICES FUND	1,369,606.18	-	-	-	-	1,369,606.18	-
TRANSPORTATION FUND	414,567.87	-	-	166,440.43	178,956.16	759,964.46	100.00
ILLINOIS MUNICIPAL RETIREMENT FUND	200,581.91	-	42,976.57	-	-	243,558.48	-
SOCIAL SECURITY AND MEDICARE FUND	188,135.31	-	40,234.72	-	-	228,370.03	-
CAPITAL IMPROVEMENTS - HIGHLAKE	-	-	-	268,584.68	49,837.31	318,421.99	1,860,947.71
WORKING CASH FUND	-	-	-	-	-	-	-
TORT FUND	101,009.59	-	-	-	-	101,009.59	220,340.00
TOTAL	12,586,874.51	\$ 984,706.34	\$ 836,614.31	\$ 800,845.10	\$ 374,467.85	\$ 15,583,508.11	\$ 2,406,295.34

*Payroll taxes, annuities, wage garnishments, insurance premiums, college savings plans, TRS&IMRF pension contributions, charitable contributions, Imprest Fund & Petty Cash Fund reimbursements, lost and stale check replacements, reviewed by Treasurer.

The investments and payroll disbursements for the month of Jun-16
June 17, 2016 to June 30 & July 13, 2016 to be paid July 19, 2016 Totaling: \$17,188,958.35 .

I hereby certify that the expenditures listed as a part of this statement are legally payable from the budget category to which they are charged and are coded in conformance with the Illinois Office of Education Accounting Manual.

July 14, 2016
Date

Director of Business Services

TO THE TREASURER, COMMUNITY HIGH SCHOOL DISTRICT NO. 94, WEST CHICAGO. ILLINOIS

The Board of Education has approved the payment of the above listed invoices on this date and you are hereby authorized and directed to make payments thereof:

Date

President, Board of Education

Secretary, Board of Education

COMMUNITY HIGH SCHOOL IMPREST FUND June 2016

This listing represents payments from the High School Imprest Fund for the month of June 2016. Reimbursement for the following is hereby requested from the Board of Education, Community High School District 94, West Chicago, Illinois at its regular board meeting on July 19, 2016.

Gordon H. Cole - Director of Business

Date

ACCOUNT	BATCH	CHECK	CHECK INVOICE	
NUMBER	NUMBER VENDOR	DATE	NUMBER DESCRIPTION	AMOUNT
10E100 1500 6430 00 000000	060716 Wheaton North High School	06/07/2016	1313872 Wheaton North Dance competition 11/8/15 fee	-120.00
10E100 1500 6410 00 000000	062416 SMOK, PETE	06/24/2016	1313925 BOYS BASKETBALL; THANKSGIVING TOURNAMENT; 11/24/15	-60.00
10E100 1500 6410 00 000000	062416 SMOK, PETE	06/24/2016	1313943 THANKSGIVING TOURNAMENT BALANCE; 11/24/15	-3.00
10E070 2410 3410 00 000000	IP0602 WEST CHICAGO POST OFFICE	06/02/2016	1314563 SEMESTER 2 GRADE MAILERS	900.52
10R000 1720 0000 00 030000	IP0608 Anicua, Jose	06/08/2016	1314564 BTW REFUND; ID #38147	300.00
20E000 2542 4146 00 000000	IP0608 In the Swim	06/08/2016	1314565 LIQUID CHLORINE	27.92
20E000 2542 4146 00 000000	IP0608 In the Swim	06/08/2016	1314565 POOL SUPPLIES	67.14
10E100 1500 3191 00 000000	IP0608 O'Leary, Marty	06/08/2016	1314566 SOFTBALL; PLAINFIELD SOUTH; 5/14/16	62.00
10E100 1500 3191 00 000000	IP0608 Stork, Mark	06/08/2016	1314567 SOFTBALL; PLAINFIELD SOUTH; 5/14/16	62.00
10E100 1500 6430 00 000000	IP0608 Wheaton North High School	06/08/2016	1314568 REPLACEMENT FOR CK #1313872; 11/8/15 DANCE COMPETITION FEE	120.00
10R040 1321 0000 00 010000	IP0613 Garcia, Luvia	06/13/2016	1314570 SUMMER SCHOOL DRIVERS ED REFUND; ID #39169	180.00
10R040 1321 0000 00 030000	IP0613 Watkins, Carol	06/13/2016	1314571 SS GEOMETRY CLASS REFUND; ID #39444	180.00
10R000 1720 0000 00 030000	IP0622 Hernandez, Lester	06/22/2016	1314572 DRIVERS EDUCATION REFUND; ID #39211	300.00
10R000 1720 0000 00 030000	IP0622 Nawl, Biak	06/22/2016	1314573 DRIVERS EDUCATION REFUND; ID #40656	50.00
20E000 2540 3401 00 000000	IP0622 VERIZON WIRELESS	06/22/2016	1314574 6/8/16-7/7/16 CELL PHONE; SUPT	169.62
20E000 2542 3211 00 000000	IP0624 ANDERSON PEST SOLUTIONS	06/24/2016	1314575 MAY 2016 PREVENTIVE SVC	86.48
20E000 2540 3401 00 000000	IP0624 At&t	06/24/2016	1314576 6/16/16-7/15/16 FIRE PANEL	178.52
20E000 2540 3401 00 000000	ip0624 At&t	06/24/2016	1314576 6/16/16-7/15/16 PHONE SVC	703.84
20E000 2540 4670 00 000000	IP0624 City Of West Chicago	06/24/2016	1314577 SMALL HYDRANT METER DEPOSIT	500.00
10R000 1811 0000 00 000000	IP0624 Mendez, Paulo	06/24/2016	1314578 ACCOUNT CREDIT BALANCE REFUND; ID #38594	23.09
10E100 1500 6410 00 000000	IP0624 SMOK, PETE	06/24/2016	1314579 REPLACEMENT FOR VOIDED CHECK NOS. 1313925 AND 1313943 WHICH WERE LOST	63.00
10R000 1811 0000 00 000000	IP0624 Wiegele, Deborah	06/24/2016	1314580 ACCOUNT CREDIT BALANCE REFUND; ID #37113	10.95

Totals for checks 3,802.08

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	ED FUND	0.00	1,044.04	1,024.52	2,068.56
20	OPER & MAINT	0.00	0.00	1,733.52	1,733.52
***	Fund Summary Totals ***	0.00	1,044.04	2,758.04	3,802.08

***** End of report *****

**COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois**

**TREASURER'S REPORT
FOR MONTH ENDING JUNE 2016**

FUND	CASH BALANCE Thru 5/31/2016	RECEIPTS June 30, 2016	DISBURSEMENTS June 30, 2016	CASH BALANCE Thru 6/30/2016	INVESTMENTS AT COST Thru 6/30/2016
EDUCATIONAL	\$ 541,320.62	\$ 10,141,908.79	\$ 10,746,113.35	\$ (62,883.94)	\$ 10,856,084.48
OPERATIONS & MAINTENANCE	\$ (759,416.06)	\$ 2,585,243.25	\$ 1,829,727.85	\$ (3,900.66)	\$ 2,335,009.99
DEBT SERVICES	\$ 1,141,072.64	\$ 869,606.18	\$ 1,369,606.18	\$ 641,072.64	\$ 2,059,486.66
TRANSPORTATION	\$ 164,607.11	\$ 519,567.87	\$ 759,610.97	\$ (75,435.99)	\$ 748,826.45
I.M.R.F.	\$ (18,597.55)	\$ 262,581.91	\$ 225,205.07	\$ 18,779.29	\$ 181,594.90
SOCIAL SECURITY/MEDICARE	\$ (52,742.86)	\$ 281,135.31	\$ 222,971.90	\$ 5,420.55	\$ 155,284.82
CAP IMPROVEMENTS HILAKE	\$ (2,187,920.06)	\$ 973.56	\$ 318,421.99	\$ (2,505,368.49)	\$ 6,555,796.87
WORKING CASH	\$ 1,175,738.08	\$ 667,677.57	\$ -	\$ 1,843,415.65	\$ 226,032.42
TORT	\$ 27,538.58	\$ 101,009.59	\$ 101,009.59	\$ 27,538.58	\$ 289,240.92
TOTAL	\$ 31,600.50	\$ 15,429,704.03	\$ 15,572,666.90	\$ (111,362.37)	\$23,407,357.51
Monthly Invest. Int., Adj. & Fees/YTD Interest thru 6/30/16 (included in revenue and investment totals)	\$ 206,703.10	31,490.48	736.34		\$ 237,457.24
PLUS INVESTMENTS				\$23,407,357.51	
TOTAL YEAR-TO-DATE CASH AND INVESTMENTS AS OF JUNE 30, 2016				\$ 23,295,995.14	

Kevin Kotche, Treasurer

Date

COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF POSITION
FINANCIAL REPORT
FOR PERIOD ENDING JUNE 30, 2016

Percent of Fiscal Year Complete: 100.00

	IMPREST, PETTY CASH & SCHLSHP	CASH BALANCES	INVESTMENT BALANCES	ACCOUNTS RECEIVABLE	AUDIT ENTRY	TOTAL ASSETS
ASSETS						
EDUCATIONAL	16,688	(62,884)	10,856,084			10,809,888
OPERATIONS & MAINTENANCE		(3,901)	2,335,010			2,331,109
DEBT SERVICES		641,073	2,059,487			2,700,560
TRANSPORTATION		(75,436)	748,826			673,390
MUNICIPAL RETIREMENT		18,779	181,595			200,375
SOCIAL SECURITY/MEDICARE		5,421	155,285			160,706
CI - HIGHLAKE		(2,505,368)	6,555,797	4,599		4,055,027
WORKING CASH		1,843,416	226,032			2,069,448
TORT		27,539	289,241			316,781
TOTAL	16,688	(111,362)	23,407,358	4,599	-	23,317,282

	TAX WARRENTS	ACCOUNTS PAYABLE	ENCUMBERED PAYABLES	OTHER PAYABLES	FUND EQUITY	TOTAL LIABILITY AND FUND EQUITY
LIABILITIES AND FUND EQUITY						
EDUCATIONAL		5,067			10,804,820	10,809,888
OPERATIONS & MAINTENANCE					2,331,109	2,331,109
DEBT SERVICES					2,700,560	2,700,560
TRANSPORTATION					673,391	673,390
MUNICIPAL RETIREMENT					200,375	200,375
SOCIAL SECURITY/MEDICARE					160,706	160,706
CI - HIGHLAKE					4,055,028	4,055,027
WORKING CASH					2,069,448	2,069,448
TORT					316,781	316,781
TOTAL	-	5,067	-	-	23,312,216	23,317,282

	BUDGET 2015 - 2016	CURRENT REVENUES	Y.T.D. REVENUES	OTHER RECEIPTS	UNREALIZED BALANCE	PERCENT REALIZED
RECEIPTS						
EDUCATIONAL	23,417,653	9,111,133	23,077,327		340,326	98.55%
OPERATIONS & MAINTENANCE	3,064,300	1,536,302	3,153,151		(88,851)	102.90%
DEBT SERVICES	2,780,500	1,369,606	2,779,139		1,361	99.95%
TRANSPORTATION	1,442,350	414,607	1,410,042		32,308	97.76%
MUNICIPAL RETIREMENT	496,900	200,582	475,947		20,953	95.78%
SOCIAL SECURITY/MEDICARE	463,100	188,135	465,147		(2,047)	100.44%
CI - HIGHLAKE	117,500	2,219	283,206		(165,706)	241.03%
WORKING CASH	1,500	294	2,322		(822)	154.83%
TORT	307,150	101,421	273,612		33,538	89.08%
TOTAL	32,090,953	12,924,299	31,919,893	-	171,060	99.47%

	BUDGET 2015 - 2016	CURRENT EXPENDITURES	Y.T.D. EXPENDITURES	CURRENT ENCUMBERED	UNENCUMBERED BALANCE	PERCENT ENCUMBERED
DISBURSEMENTS						
EDUCATIONAL	23,412,878	1,978,616	22,877,598		535,280	97.71%
OPERATIONS & MAINTENANCE	3,058,977	275,485	2,805,202		253,775	91.70%
DEBT SERVICES	3,048,905	-	3,050,130		(1,225)	100.04%
TRANSPORTATION	1,441,205	345,043	1,348,273		92,932	93.55%
MUNICIPAL RETIREMENT	481,828	24,623	463,758		18,070	96.25%
SOCIAL SECURITY/MEDICARE	462,190	35,117	462,637		(447)	100.10%
CI - HIGHLAKE	3,705,500	318,422	2,966,525		738,975	80.06%
WORKING CASH	-	2,322	2,322		(2,322)	0.00%
TORT	306,150	-	256,821		49,329	83.89%
TOTAL	35,917,633	2,979,629	34,233,265	-	1,684,368	95.31%

* FY15 Audit Entry Revised Beginning Fund Balance - Lease

	JULY 1 EQUITY	YEAR-TO-DATE RECEIPTS	YEAR-TO-DATE EXPENDITURES	CURRENT ENCUMBERED	INTERFUND TRANSFERS	CURRENT EQUITY
FUND BALANCE						
EDUCATIONAL *	10,605,091	23,077,327	22,877,598	-		10,804,820
OPERATIONS & MAINTENANCE	1,983,160	3,153,151	2,805,202	-		2,331,109
DEBT SERVICES *	2,971,551	2,779,139	3,050,130	-		2,700,560
TRANSPORTATION	611,622	1,410,042	1,348,273	-		673,391
MUNICIPAL RETIREMENT	188,185	475,947	463,758	-		200,375
SOCIAL SECURITY/MEDICARE	158,196	465,147	462,637	-		160,706
CI - HIGHLAKE	6,738,346	283,206	2,966,525	-		4,055,028
WORKING CASH	2,069,448	2,322	2,322	-		2,069,448
TORT	299,989	273,612	256,821	-		316,781
TOTAL	25,625,588	31,919,892	34,233,265	-		23,312,216

COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF REVENUE AND EXPENDITURES
YTD ENDING
JUNE 30, 2016

PERCENT OF FISCAL YEAR COMPLETED: 100.00

DISTRICT 94 REVENUE & EXPENDITURE REPORT

* FY15 AUDIT ENTRY - REVISED BEGINNING FUND BALANCE - LEASE

JUNE 30, 2016
FUND

BEGINNING FUND BALANCE

EDUCATION*	O & M	DEBT SVC*	TRANSP	IMRF	SSM	CI HIGHLAKE	WRK CASH	TORT	TOTAL ALL
\$ 10,605,091	\$ 1,983,160	\$ 2,971,551	\$ 611,622	\$ 188,185	\$ 158,196	\$ 6,738,346	\$ 2,069,448	\$ 299,989	\$ 25,625,588

REVENUE BUDGET

\$ 23,417,653	\$ 3,064,300	\$ 2,780,500	\$ 1,442,350	\$ 496,900	\$ 463,100	\$ 117,500	\$ 1,500	\$ 307,150	\$ 32,090,953
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RECEIPTS

1. CORPORATE P. P. REPLACEMENT TAX
2. SUMMER PROGRAM FEES
3. EARNINGS ON TAXES/ INVESTMENTS
4. PUPIL & COMMUNITY SERVICES
5. FACILITY RENTALS
6. IMPACT FEES/P.U.D/LAND CASH DONATE
7. STATE AID
8. STATE/ CATEGORICAL AID /GRANTS FY15
9. ARRA AID/ARRA FEDERAL FUNDING
10. FEDERAL AID/GRANTS FY15 LATE PMTS
11. PROPERTY TAXES - ED. FUND-TORT
12. PROPERTY TAXES - SPEC'L ED/SOC SEC
13. PROPERTY TAXES - OTHER FUNDS
14. PERMANENT TRANSFER OF INTEREST
15. CURRENT YEAR LEVY-ADVANCED TAXES
16. FLOW-THRU/VENDOR REVENUE/MISC REV

\$ 467,574	\$ 44,662	\$ -	\$ 31,138	\$ 71,025	\$ 85,220	\$ 266,197	\$ 44,391	1,010,206
136,945								136,945
35,838	14,453	329	1,814	263	194	11,573	2,322	478
825,600								
	35,673							
						5,437		
1,757,482								
1,141,597			539,534					
-								
911,557								
8,837,225	1,530,414	1,409,236	422,098	204,081	191,602			127,736
114,289								
2,322								
8,786,149	1,526,590	1,369,575	414,558	200,577	188,131			101,007
60,751	1,359		900					
\$ 23,077,327	\$ 3,153,151	\$ 2,779,139	\$ 1,410,042	\$ 475,947	\$ 465,147	\$ 283,206	\$ 2,322	\$ 273,612
<u>98.55%</u>	<u>102.90%</u>	<u>99.95%</u>	<u>97.76%</u>	<u>95.78%</u>	<u>100.44%</u>	<u>241.03%</u>	<u>154.83%</u>	<u>89.08%</u>

TOTAL REVENUE REALIZED

PERCENT REVENUE REALIZED

EXPENDITURE BUDGET

\$ 23,412,878	\$ 3,058,977	\$ 3,048,905	\$ 1,441,205	\$ 481,828	\$ 462,190	\$ 3,705,500	\$ -	\$ 306,150	\$ 35,917,633
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DISBURSEMENTS

1. SALARIES
2. BENEFITS
3. EMPLOYER IMRF
4. EMPLOYER FICA
5. EMPLOYER MEDICARE
6. PURCHASED SERVICES/CONTRACTS REG
7. PURCHASED SERVICES/MINI BUSSES
8. PURCHASED SERVICES/SPECIAL ED
9. PURCHASED SERVICES/TCO
10. FUEL ADJ/EARLY DISMISSAL/FIELD TRIP
12. UNEMPLOYMENT INSURANCE
13. SCHOOL BOND FINANCIAL SERVICES
14. TREASURER BOND
15. WORKERS COMPENSATION
16. GENERAL LIABILITY INSURANCE
17. STUDENT ACCIDENT INSURANCE
18. UTILITIES
19. SUPPLIES & MATERIALS
20. TAX PAYMENTS
21. CAPITAL/NON-CAPITAL EQUIPMENT/FURN
22. CAPITAL CONTRACTS/ IMPROVEMENTS
23. CAPITAL LEASE EXPENSE
24. BOND INTEREST EXPENSE
25. DUES, FEES AND INVESTMENT COSTS
26. REDEMPTION OF PRINCIPAL
27. PERMANENT TRANSFER OF INTEREST
28. TUITION & SPEC ED COST
29. RETIREMENT BENEFITS/OTHER

\$ 15,172,276	\$ 1,146,792								16,319,067.93
3,599,804	238,037								3,837,841
				463,758					463,758
					239,158				239,158
					223,479				223,479
2,158,634	325,064	312,155	568,257						3,364,110
									-
			659,709						659,709
			70,418						70,418
			49,888						49,888
							2,002		2,002
								6,650	6,650
								89,545	89,545
								157,394	157,394
								1,230	1,230
	715,925								715,925
479,647	220,898								700,546
									-
275,982	158,378								434,360
						2,966,525			2,966,525
									-
		285,175							285,175
106,459	109	2,800							109,368
		2,450,000							2,450,000
							2,322		2,322
1,084,295									1,084,295
500									500
\$ 22,877,598	\$ 2,805,202	\$ 3,050,130	\$ 1,348,273	\$ 463,758	\$ 462,637	\$ 2,966,525	\$ 2,322	\$ 256,821	\$ 34,233,265

TOTAL EXPENDITURES DISBURSED

PERCENT DISBURSED PLUS ENCUMBERED

<u>97.71%</u>	<u>91.70%</u>	<u>100.04%</u>	<u>93.55%</u>	<u>96.25%</u>	<u>100.10%</u>	<u>80.06%</u>	<u>0.00%</u>	<u>83.89%</u>	<u>95.31%</u>
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EXCESS OF REVENUE/(EXPENDITURES)

\$ 199,730	\$ 347,949	\$ (270,991)	\$ 61,769	\$ 12,189	2,510	\$(2,683,318)	\$ -	\$ 16,791	\$ (2,313,372)
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ENDING FUND BALANCE

\$ 10,804,820	\$ 2,331,109	\$ 2,700,560	\$ 673,391	\$ 200,375	\$ 160,706	\$ 4,055,028	\$ 2,069,448	\$ 316,781	\$ 23,312,216
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FUND

EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	CI HIGHLAKE	WRK CSH	TORT	TOTAL ALL
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3 YEAR BUDGET/ACTUAL TOTAL
SUMMARY OF AMENDED CURRENT YEAR BUDGET

June 30, 2016

DEPARTMENT/SUMMARY	FUND	#	DEPT	13 ACTUAL	14 ACTUAL	15 BUDGET	15 ACTUAL	% CHANGE	16 BUDGET	% CHANGE	16 ACTUAL	YTD %
GENERAL H.S.	10	1	TTL	176,829	131,621	306,500	163,899	-57.06%	423,812	-158.58%	147,432	34.79%
HMBD TUTORS	10	2	TTL	32,974	61,356	50,400	53,926	21.74%	57,700	-7.00%	36,002	62.40%
ART	10	3	TTL	242,711	242,326	237,722	238,287	1.94%	246,392	-3.40%	233,574	94.80%
SCIENCE	10	4	TTL	1,171,911	1,197,627	1,108,269	1,132,241	8.06%	1,255,088	-10.85%	1,261,501	100.51%
DRIVER'S ED	10	5	TTL	120,537	127,897	29,800	225,170	329.18%	262,039	-16.37%	146,878	56.05%
ENGLISH	10	6	TTL	1,420,396	1,456,258	1,519,814	1,504,422	-4.18%	1,551,917	-3.16%	1,569,209	101.11%
FOREIGN LANG	10	7	TTL	586,667	626,355	624,418	622,480	0.31%	668,843	-7.45%	657,811	98.35%
HEALTH ED	10	8	TTL	1,557	1,632	500	1,938	226.34%	1,000	48.40%	962	96.20%
MATHEMATICS	10	9	TTL	1,255,515	1,291,765	1,565,814	1,516,614	-17.50%	1,501,268	1.01%	1,492,933	99.44%
MUSIC	10	10	TTL	203,333	256,121	222,273	239,396	15.23%	229,360	4.19%	234,840	102.39%
PHYSICAL DEV	10	11	TTL	1,177,891	1,201,603	1,306,490	1,123,465	-8.03%	1,129,108	-0.50%	1,212,245	107.36%
SOC STUDIES	10	13	TTL	1,328,298	1,308,577	1,302,310	1,294,648	0.48%	1,405,499	-8.56%	1,417,983	100.89%
TECHNOLOGY	10	14	TTL	555,012	698,433	753,748	724,375	-7.34%	801,900	-10.70%	814,149	101.53%
DEV LEARNING	10	22	TTL	2,968,587	3,206,497	3,677,264	3,481,469	-12.80%	3,564,108	-2.37%	4,023,729	112.90%
ADULT ED - LOCAL	10	28	TTL	7,275	10,176	10,500	7,618	-3.09%	10,750	-41.12%	0	0.00%
SUMR ADLT ED	10	29	TTL	2,948	562	2,200	2,109	-74.47%	4,150	-96.75%	3,960	95.42%
BUSINESS ED	10	30	TTL	544,383	550,106	553,295	547,649	-0.58%	539,767	1.44%	543,543	100.70%
FACS	10	32	TTL	229,520	241,012	255,725	254,816	-5.75%	249,459	2.10%	268,654	107.69%
IND ARTS-TECH ED	10	34	TTL	133,269	141,650	152,043	150,372	-6.84%	129,559	13.84%	134,984	104.19%
B T I	10	35	TTL	774	485	500	345	-3.04%	400	-15.83%	153	38.24%
PHOTOGRAPHY	10	36	TTL	11,540	13,806	13,850	14,926	-0.32%	-	100.00%	0	0.00%
SUMMER SCH/R	10	40	TTL	98,184	110,764	60,175	63,990	84.07%	56,605	11.54%	106,534	188.21%
SUMMER SPORTS CA	10	41	TTL	38,348	37,184	45,000	44,444	-17.37%	45,000	-1.25%	44,600	99.11%
BILINGUAL	10	45	TTL	520,119	557,051	502,023	518,222	10.96%	530,329	-2.34%	541,136	102.04%
SOCIAL WORKE	10	50	TTL	309,255	324,194	345,134	341,209	-6.07%	176,385	48.31%	210,863	119.55%
GUIDANCE DEP	10	51	TTL	651,380	702,941	653,000	653,440	7.65%	615,798	5.76%	634,252	103.00%
SCHOOL NURSE	10	52	TTL	154,638	188,019	183,851	176,998	2.27%	159,768	9.73%	173,991	108.90%
PSYC SERVICE	10	53	TTL	131,783	144,414	165,675	151,563	-12.83%	162,969	-7.53%	161,158	98.89%
AVID PROGRAM	10	54	TTL	76,104	100,926	153,990	133,626	-34.46%	176,492	-32.08%	156,091	88.44%
SPEECH PATH/AUDIC	10	55	TTL	56,163	57,784	-	59,907	0.00%	62,663	-4.60%	62,717	-3.04%
LEARNING RES	10	61	TTL	307,639	323,322	288,959	287,778	11.89%	289,038	-0.44%	272,085	94.13%
STAFF & CURR DEV	10	62	TTL	34,712	192,265	267,884	217,781	-28.23%	272,737	-25.23%	239,438	87.79%
UTTERBACK DONATI	10	64	TTL	26,338	31,665	48,000	16,255	-34.03%	17,388	-6.97%	21,489	123.58%
ASST PRINCIPAL	10	69	TTL	965,906	1,043,872	854,214	1,063,106	22.20%	1,035,924	2.56%	1,083,594	104.60%
PRINCIPAL	10	70	TTL	832,537	753,937	913,612	769,880	-17.48%	769,222	0.09%	752,324	97.80%
SUPT OFFICE	10	71	TTL	302,678	318,084	322,548	298,514	-1.38%	314,823	-5.46%	303,749	96.48%
DIR OF PRSNL	10	72	TTL	316,224	261,922	264,029	248,118	-0.80%	241,142	2.81%	257,225	106.67%
COMM RELATIONS	10	73	TTL	-	16,428	19,685	36,939	-16.55%	62,364	-68.83%	57,398	92.04%
ED FOUNDATIO	10	74	TTL	10,025	5,628	-	2,125	0.00%	-	100.00%	2,382	0.00%
BOARD OF ED	10	75	TTL	122,853	128,399	145,850	148,375	-11.97%	162,600	-9.59%	158,611	97.55%
DIR OF BUSIN	10	80	TTL	140,678	159,093	160,765	160,500	-1.04%	163,375	-1.79%	162,550	4.99%
CAFETERIA	10	82	TTL	14,452	23,572	43,500	17,167	-45.81%	60,000	-249.51%	8,153	13.59%
EMP BENEFITS	10	83	TTL	120,423	69,009	43,000	49,170	60.49%	45,800	6.85%	19,903	43.46%
FISCAL SVCS	10	85	TTL	255,369	261,595	295,681	287,453	-11.53%	320,298	-11.43%	311,793	97.34%
DATA PROCESS	10	90	TTL	317,165	339,079	372,298	343,126	-8.92%	332,542	3.08%	326,143	98.08%
PMT OTH DIST	10	97	TTL	912,609	906,968	727,500	1,089,255	24.67%	874,600	19.71%	423,660	48.44%

3 YEAR BUDGET/ACTUAL TOTAL
SUMMARY OF AMENDED CURRENT YEAR BUDGET

June 30, 2016

DEPARTMENT/SUMMARY	FUND	#	DEPT	13 ACTUAL	14 ACTUAL	15 BUDGET	15 ACTUAL	% CHANGE	16 BUDGET	% CHANGE	16 ACTUAL	YTD %
ATH/INTERSCH	10	100	TTL	779,851	788,360	856,938	867,834	-8.00%	836,584	3.60%	839,814	100.39%
AQUATICS	10	102	TTL	460	-	-	-	-	-	0.00%	0	0.00%
INTERSCHOLAS	10	104	TTL	204,664	214,326	243,600	215,199	-12.02%	261,700	-21.61%	252,749	96.58%
ADULT ED - STATE	10	902	TTL	75,858	76,524	84,683	84,683	-9.63%	87,834	-3.72%	800	0.91%
CTEIG	10	903	TTL	49,084	43,291	45,969	45,873	-5.82%	45,969	-0.21%	45,731	99.48%
BILING TBE	10	904	TTL	91,742	82,531	95,534	91,056	-13.61%	95,534	-4.92%	97,819	102.39%
A E & L	10	905	TTL	37,001	25,985	25,129	25,129	3.41%	25,129	0.00%	3,367	13.40%
C PERKINS	10	906	TTL	33,535	31,446	34,179	34,507	-8.00%	34,179	0.95%	31,319	91.63%
TITLE 1-LOW	10	908	TTL	299,809	278,911	279,464	244,986	-0.20%	329,703	-34.58%	340,496	103.27%
ISLG GRANT	10	925	TTL	1,721	1,614	1,568	1,568	2.98%	1,568	0.00%	1,476	94.16%
MEDICAID DIRECT D	10	929	TTL	149,578	161,379	165,175	124,915	-2.30%	165,175	-32.23%	42,480	25.72%
IDEA 94-142 FLOW-TH	10	930	TTL	371,531	380,646	377,054	356,095	0.95%	544,050	-52.78%	395,255	72.65%
ADM OUTREACH	10	931	TTL	14,792	30,708	31,615	12,561	-2.87%	31,615	-151.68%	27,778	87.86%
TEACHER QUALITY	10	932	TTL	44,633	42,895	41,412	41,370	3.58%	41,412	-0.10%	10,608	25.62%
FED ADULT ED	10	944	TTL	72,792	68,843	75,317	75,317	-8.60%	75,317	0.00%	72,539	96.31%
LEARN SERVE	10	945	TTL	6,914	42	-	-	-	-	-	0	0.00%
EL/CIVICS	10	946	TTL	-	-	-	-	-	-	-	0	0.00%
LIPLEPS	10	950	TTL	26,607	28,843	21,608	18,780	33.48%	21,608	-15.06%	19,971	92.43%
BILINGUAL - IEP	10	951	TTL	-	-	2,516	2,336.00	-100.00%	2,516	-7.71%	3,015	119.84%
O&M FUND	20	0	TTL	2,769,832	2,846,275	3,112,016	2,542,962	-8.54%	3,058,977	-20.29%	2,805,202	91.70%
DEBT SVC FND	30	0	TTL	3,047,357	2,791,580	3,021,830	3,050,202	-7.62%	3,048,905	0.04%	3,050,130	100.04%
TRANSPORTATION	40	0	TTL	1,090,700	1,166,286	1,412,000	1,311,851	-17.40%	1,361,000	-3.75%	1,271,828	93.45%
SCIENCE	40	4	TTL	128	57	-	(1,372)	-	-	100.00%	(9)	0.00%
ENGLISH	40	6	TTL	(36)	-	-	-	-	-	0.00%	0	0.00%
FOREIGN EXCH	40	7	TTL	935	311	-	686	-	-	100.00%	135	0.00%
MUSIC	40	10	TTL	844	117	-	-	-	-	0.00%	308	0.00%
PHYSICAL DEV	40	11	TTL	-	30	-	-	-	-	0.00%	0	0.00%
SOCIAL STUDIES	40	13	TTL	91	395	-	227	-	205	9.53%	(1)	-0.31%
SPECIAL ED	40	22	TTL	45,797	-	-	-	-	-	0.00%	-	0.00%
BUSINESS ED	40	30	TTL	-	-	-	-	-	-	0.00%	(105)	0.00%
FACS	40	32	TTL	-	-	-	-	-	-	0.00%	181	0.00%
PHOTOGRAPHY	40	36	TTL	758	-	-	-	-	-	0.00%	0	0.00%
ATH/INTERSCH	40	100	TTL	94,015	75,661	-	69,012	0.00%	70,000	-1.43%	73,381	104.83%
PEP BUS	40	104	TTL	2,137	5,410	-	5,903	0.00%	10,000	-69.42%	2,555	25.55%
IMRF	50	0	TTL	439,464	434,665	459,004	472,385	-5.30%	481,828	-2.00%	463,758	96.25%
SOC SEC & MEDCAR	51	0	TTL	426,116	426,171	436,995	454,114	-2.48%	462,190	-1.78%	462,637	100.10%
CAPITAL PROJECTS	65	0	TTL	306,288	723,098	3,052,000	3,345,450	-76.31%	3,705,500	-10.76%	2,966,525	80.06%
W/C	70	0	TTL	-	-	-	-	-	-	-	2,322	0.00%
TORT FUND	80	0	TTL	274,764	282,098	302,850	212,927	-6.85%	306,150	-43.78%	256,821	83.89%
TOTALS				\$ 29,647,269	\$ 30,832,477	\$ 34,748,264	\$ 34,185,663	-9.06%	\$ 36,084,629	3.28%	\$ 34,233,265	94.87%

**COMMUNITY HIGH SCHOOL
DISTRICT 94**
REVENUE AND EXPENDITURE REPORT
LOCAL, STATE, AND FEDERAL GRANTS
Ending June 30, 2016

Percentage of Fiscal Year:
100.00%

NAME	SOURCE	CODE	DEPT	AMENDED BUDGET	PRIOR YEAR REVENUE	FY 16 REVENUE	EXPENDITURES	ENCUMBERED	BALANCE	% UNREALIZED REVENUE
Adult Ed Summer School & Computer L	Local	132300	29	\$ 2,000	\$ -	\$ 8,972	\$ 3,960	\$ -	\$ 5,012	-349%
Education Foundation/Leadership Mini	Local	199990	74/918	\$ -	\$ -	\$ 2,382	\$ 2,382	\$ -	\$ -	100%
Adult Ed Citizenship	Local	199998	28	\$ 10,500	\$ 300	\$ -	\$ -	\$ -	\$ -	100%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 45,969	\$ -	\$ 45,667	\$ 45,731	\$ -	\$ (64)	1%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 95,534	\$ 26,512	\$ 25,693	\$ 97,819	\$ -	\$ (72,126)	73%
Adult Ed State Basic 3-1	State	340000	902	\$ 84,683	\$ 7,057	\$ -	\$ 800	\$ -	\$ (800)	100%
Adult Ed Performance	State	340100	905	\$ 25,129	\$ 2,094	\$ -	\$ 3,367	\$ -	\$ (3,367)	100%
State Library Grant	State	380000	925	\$ 1,568	\$ -	\$ 1,177	\$ 1,476	\$ -	\$ (300)	25%
Title 1 Low Income NCLB	Federal	430000	908	\$ 279,464	\$ 163,320	\$ 169,877	\$ 340,496	\$ -	\$ (170,619)	39%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 544,050	\$ 68,179	\$ 323,223	\$ 395,255	\$ -	\$ (72,032)	41%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 34,179	\$ -	\$ 31,628	\$ 31,319	\$ -	\$ 309	7%
Tech Prep Perkins Mini Grant	Federal	477000	939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 75,317	\$ -	\$ 50,680	\$ 72,539	\$ -	\$ (21,859)	33%
Learn & Serve Grant	Federal	491000	945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Adult Ed EI Civics	Federal	480500	946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 165,175	\$ 36,149	\$ 13,638	\$ 37,647	\$ -	\$ (24,009)	92%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 31,615	\$ -	\$ 20,727	\$ 26,538	\$ -	\$ (5,811)	34%
Bilingual - IEP	Federal	490500	951	\$ 3,805	\$ -	\$ 3,015	\$ 3,015	\$ -	\$ (0)	21%
Title III LIPLEPS	Federal	490900	950	\$ 28,408	\$ 6,321	\$ 12,174	\$ 19,971	\$ -	\$ (7,797)	57%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 41,412	\$ 6,160	\$ 6,466	\$ 10,608	\$ -	\$ (4,142)	84%
TOTAL				\$ 1,468,808	\$ 316,092	\$ 715,319	\$ 1,092,923	\$ -	\$ (377,604)	51.3%

** Special Ed Grants

COMMUNITY HIGH SCHOOL

DISTRICT 94

LOCAL, STATE, FEDERAL GRANTS

Ending June 30, 2016

Percent of Fiscal Year

100.00%

June 2016

GRANT REVENUE

NAME	SOURCE	CODE	DEPT	DIST. BUDGET	AMENDED*	PRYR LATE REVENUE	FY16 REVENUE	\$ UNREALIZED	% UNREALIZED	% REALIZED
Adult Ed Summer School & Computer	Local	132300	29	\$ 2,200	\$ 2,000	\$ -	\$ 8,972	\$ (6,972)	-349%	449%
Education Foundation/Leadership M	Local	199990	74/918	\$ -	\$ -	\$ -	\$ 2,382	\$ (2,382)	0%	0%
Adult Ed Citizenship	Local	199998	28	\$ 10,500	\$ 10,500	\$ 300	\$ -	\$ 10,500	100%	0%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 45,969	\$ 45,969	\$ -	\$ 45,667	\$ 302	1%	99%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 95,534	\$ 95,534	\$ 26,512	\$ 25,693	\$ 69,841	73%	27%
Adult Ed State Basic 3-1	State	340000	902	\$ 84,683	\$ 84,683	\$ 7,057	\$ -	\$ 84,683	100%	0%
Adult Ed Performance	State	340100	905	\$ 25,129	\$ 25,129	\$ 2,094	\$ -	\$ 25,129	100%	0%
State Library Grant	State	380000	925	\$ 1,568	\$ 1,568	\$ -	\$ 1,177	\$ 391	25%	75%
Title 1 Low Income NCLB	Federal	430000	908	\$ 279,464	\$ 279,464	\$ 163,320	\$ 169,877	\$ 109,587	39%	61%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 377,054	\$ 544,050	\$ 68,179	\$ 323,223	\$ 220,827	41%	59%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 34,179	\$ 34,179	\$ -	\$ 31,628	\$ 2,551	7%	93%
Tech Prep Mini Perkins Grant	Federal	477000	939	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 75,317	\$ 75,317	\$ -	\$ 50,680	\$ 24,637	33%	67%
Learn and Serve Grant	Federal	491000	945	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
Adult Ed El Civics	Federal	480500	946	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 165,175	\$ 165,175	\$ 36,149	\$ 13,638	\$ 151,537	92%	8%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 31,615	\$ 31,615	\$ -	\$ 20,727	\$ 10,888	34%	66%
Bilingual IEP	Federal	490500	951	\$ 2,516	\$ 3,805	\$ -	\$ 3,015	\$ -	0%	79%
Title III LIPLEPS	Federal	490900	950	\$ 21,608	\$ 28,408	\$ 6,321	\$ 12,174	\$ 16,234	57%	43%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 41,412	\$ 41,412	\$ 6,160	\$ 6,466	\$ 34,946	84%	16%
TOTAL				\$ 1,293,923	\$ 1,468,808	\$ 316,092	\$ 715,319	\$ 753,488	51.3%	48.7%

* Amended Revenue activity may occur throughout FY15/16 impacting expenditure activity

GRANT EXPENDITURES

NAME	SOURCE	CODE	DEPT	DIST. BUDGET	AMENDED BUDG	EXPENDITURE	ENCUMBERED	BUDGET BALANCE	% UNENCUMBERED	% ENCUMBERED
Adult Ed Summer School & Computer	Local	132300	29	\$ 2,200	\$ 1,100	3,960	\$ -	\$ (2,860)	0%	0%
Education Foundation/Leadership M	Local	199990	74/918	\$ -	\$ -	2,382	\$ -	\$ (2,382)	0%	0%
Adult Ed Citizenship	Local	199998	28	\$ 10,500	\$ 10,500	-	\$ -	\$ 10,500	100%	0%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 45,969	\$ 45,969	45,731	\$ -	\$ 238	1%	99%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 95,534	\$ 95,534	97,819	\$ -	\$ (2,285)	-2%	102%
Adult Ed State Basic 3-1	State	340000	902	\$ 84,683	\$ 84,683	800	\$ -	\$ 83,883	99%	1%
Adult Ed Performance	State	340100	905	\$ 25,129	\$ 25,129	3,367	\$ -	\$ 21,762	87%	13%
State Library Grant	State	380000	925	\$ 1,568	\$ 1,568	1,476	\$ -	\$ 92	6%	94%
Title 1 Low Income NCLB	Federal	430000	908	\$ 279,464	\$ 279,464	340,496	\$ -	\$ (61,032)	-22%	122%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 377,054	\$ 544,050	395,255	\$ -	\$ 148,795	27%	73%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 34,179	\$ 34,179	31,319	\$ -	\$ 3,860	0%	92%
Tech Prep Mini Perkins Grant	Federal	477000	939	\$ -	\$ -	-	\$ -	\$ -	0%	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 75,317	\$ 75,317	72,539	\$ -	\$ 2,778	4%	96%
Learn and Serve Grant	Federal	491000	945	\$ -	\$ -	-	\$ -	\$ -	0%	0%
Adult Ed El Civics	Federal	480500	946	\$ -	\$ -	-	\$ -	\$ -	0%	0%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 165,175	\$ 165,175	37,647	\$ -	\$ 127,528	77%	23%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 31,615	\$ 31,615	26,538	\$ -	\$ 5,077	16%	84%
Bilingual IEP	Federal	490500	951	\$ 2,516	\$ 3,805	3,015	\$ -	\$ 790	21%	79%
Title III LIPLEPS	Federal	490900	950	\$ 21,608	\$ 28,408	19,971	\$ -	\$ 8,437	30%	70%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 41,412	\$ 41,412	10,608	\$ -	\$ 30,804	74%	26%
TOTAL				\$ 1,293,923	\$ 1,467,908	\$ 1,092,923	\$ -	\$ 372,124	25%	74%

** Special Ed Grants

**COMMUNITY HIGH SCHOOL
DISTRICT 94
PETTY CASH FUND
JUNE 30, 2016**

This listing represents payments from the High School Cash Fund for June 30, 2016. Reimbursement for the following paid from this fund is hereby requested from the Board of Education of Community High School District 94, West Chicago, Illinois at its regular meeting on July 19, 2016.

<u>DATE PAID</u>	<u>PAID TO</u>	<u>FOR</u>	<u>AMOUNT</u>
Jun 03, 2016	Suzanne Owens	Brunch - Table Cover	\$23.94
Jun 24, 2016	Cheryl Glunt	Postage	22.95
		Total	<u>\$ 46.89</u>

Director of Business Services

July 14, 2016
Date

LOC	LOC	June 2015-16 Beginning Balance	June 2015-16 Debits	June 2015-16 Credits	June 2015-16 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
505	CHESS	1,286.69CR	195.29		195.29	1,091.40CR
506	SPED RECYC/SHRD	1,571.68CR				1,571.68CR
507	BEST BUDDIES	6,005.27CR				6,005.27CR
508	CRTE ENT	541.24CR				541.24CR
511	ART COLLECTION	196.62CR				196.62CR
513	INTL CLUB	2,492.93CR				2,492.93CR
514	CHRONICLE	1,131.29CR				1,131.29CR
515	CHEERLEADING	4,788.77CR				4,788.77CR
516	DANCE PROD	2,711.97CR				2,711.97CR
517	SPEECH	3,148.54CR	35.45	35.45		3,148.54CR
518	FBLA	597.03CR	1,106.44	737.44	369.00	228.03CR
520	GERMAN CLUB	261.35CR				261.35CR
521	FICA-SKILLS	298.83CR		90.00	-90.00	388.83CR
523	MATH TEAM	693.19CR				693.19CR
524	HORTICULTURE	4,102.60CR		75.00	-75.00	4,177.60CR
526	PEP CLUB	995.61CR	79.90		79.90	915.71CR
527	POMS	805.98CR	5,073.30	8,690.31	-3,617.01	4,422.99CR
528	SNOWBALL	3,002.93CR	556.04	285.44	270.60	2,732.33CR
529	SADD	1,662.78CR				1,662.78CR
530	EXCHANGE	3,429.81CR	339.89	1,266.95	-927.06	4,356.87CR
531	SPANISH CLUB	3,775.04CR				3,775.04CR
533	STUDENT COUNCIL	7,305.91CR	2,000.00		2,000.00	5,305.91CR
534	SUNDRY	1,651.40CR				1,651.40CR
535	THESPIANS	12,744.53CR	12,135.45	4,745.65	7,389.80	5,354.73CR
536	VOCATIONAL SIGN	1,836.54CR				1,836.54CR
537	YEARBOOK	6,116.56CR	176.22		176.22	5,940.34CR
538	BAND-JAZZ	761.66CR	148.00	634.00	-486.00	1,247.66CR
539	CHORAL-CHOIR	5,743.42CR	205.00	1,290.00	-1,085.00	6,828.42CR
540	ORCHESTRA	4,609.04CR	422.00	814.00	-392.00	5,001.04CR
541	INTERACT CLUB	5,788.27CR				5,788.27CR
542	ANL	2,013.73CR				2,013.73CR
543	WEGO CARES	939.97CR				939.97CR
544	SCHOLASTIC BOWL	507.50CR				507.50CR
545	PHOTGRAPHY	58.01CR				58.01CR
547	NHS	1,381.22CR				1,381.22CR
548	GSA	129.82CR		30.00	-30.00	159.82CR
549	CREATIVE WRITNG	779.79CR				779.79CR
551	TRANSITION CTR	3,291.69CR				3,291.69CR

LOC	LOC	June 2015-16 Beginning Balance	June 2015-16 Debits	June 2015-16 Credits	June 2015-16 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
552	TRI M	1,434.91CR				1,434.91CR
553	HAGGERTY FORD	8,809.92CR		1,000.00	-1,000.00	9,809.92CR
554	OLA'AS	751.77CR				751.77CR
555	COMPASS	2.82CR				2.82CR
560	WEGO 2 AFR	32.52CR				32.52CR
561	SLC9 2 AFRICA	2,282.74CR	237.00		237.00	2,045.74CR
562	PRESCHOOL	1,775.36CR	858.71		858.71	916.65CR
563	Teen Mom	119.87CR				119.87CR
564	HUMANITIES/SSS	5,950.00CR				5,950.00CR
566	ROAR	1,903.38CR	248.05		248.05	1,655.33CR
570	ADAMS EXPRESS	56.07CR				56.07CR
572	SPORTSFEST	1,790.45CR				1,790.45CR
573	TARGET	3,940.75CR				3,940.75CR
576	OUT/BD AT RISK	0.57CR				0.57CR
580	LOUIS RANSOM AR	499.00CR		295.00	-295.00	794.00CR
582	STEP PROJECT	735.84CR				735.84CR
583	STEPPERS	2,132.07CR				2,132.07CR
584	GREEN CLUB	503.26CR				503.26CR
585	FRENCH CLUB	483.05CR				483.05CR
586	LRC BOOK CLUB	544.60CR				544.60CR
587	LIFESMARTS	994.23CR				994.23CR
589	CONSUMER ED	67.84CR				67.84CR
591	TECHNOLOGY	5.50CR				5.50CR
592	HABITAT FOR HUM	25.92CR				25.92CR
600	ATHLETIC TRAINR	1,661.84CR				1,661.84CR
601	BADMINTON	842.66CR	750.00	300.00	450.00	392.66CR
602	BASEBALL	8,232.75CR	1,068.84		1,068.84	7,163.91CR
603	BOY'S BB	10,154.64CR	800.00		800.00	9,354.64CR
604	BOY'S CROSS CTY	161.18CR				161.18CR
605	BOY'S SOCCER	785.22CR				785.22CR
606	BOY'S TENNIS	25.33CR				25.33CR
607	BOY'S TRACK	1,614.51CR				1,614.51CR
608	GIRL'S FDR BB	1,114.47CR	605.40		605.40	509.07CR
609	FOOTBALL	1,027.22CR				1,027.22CR
610	GIRL'S BASKETBL	1,566.34CR	200.00		200.00	1,366.34CR
611	GIRL'S CROSS CT	688.57CR				688.57CR
612	GIRL'S SOCCER	8,743.23CR	675.00		675.00	8,068.23CR
613	GIRL'S TENNIS	2,651.32CR				2,651.32CR

LOC	LOC	June 2015-16 Beginning Balance	June 2015-16 Debits	June 2015-16 Credits	June 2015-16 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
614	GIRL'S TRACK	1,837.66CR				1,837.66CR
615	BOYS GOLF	1,354.58CR	165.90		165.90	1,188.68CR
616	MUSIC	2,889.17CR	70.00		70.00	2,819.17CR
617	SOFTBALL	3,093.58CR	157.06		157.06	2,936.52CR
618	BOYS SWIM TEAM	917.55CR				917.55CR
619	VOLLEYBALL	120.25CR		701.81	-701.81	822.06CR
620	GIRL'S FDR VB	2,354.15CR				2,354.15CR
621	WRESTLING	2,714.93CR				2,714.93CR
622	ATHLETIC DIR	66.85CR				66.85CR
623	GIRLS SWIM TEAM	53.76CR				53.76CR
624	GIRLS GOLF	484.67CR	27.44		27.44	457.23CR
---	*STUDENT ACTIVI	189,158.08CR	28,336.38	20,991.05	7,345.33	181,812.75CR
<hr/>						
	Grand Equity To	189,158.08CR	28,336.38	20,991.05	7,345.33	181,812.75CR

Number of Accounts: 87

***** End of report *****

Community High School District 94

Vendor List Update

June 30, 2016

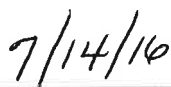
Kleenslate

Antonio Shapiama

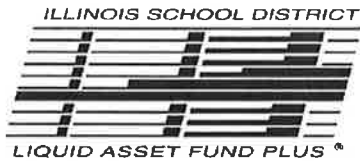
Theatrical Rights Worldwide



Gordon Cole, Director of Business Services



Date



10242-101
COMMUNITY HIGH SCHOOL DIST 94 / INVESTED FUNDS
DOUGLAS DOMERACKI
326 JOLIET STREET

Activity Statement

FRI, Liquid Class, Max Class (Combined)

PMA Financial Network, Inc.
 2135 CityGate Lane
 7th Floor
 Naperville, Illinois 60563
 Telephone : (630) 657-6400
 Facsimile : (630) 718-8701
<http://gps.pmanetwork.com/>

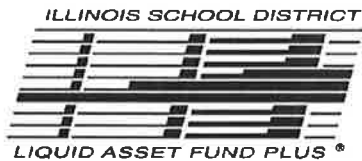
E_S 242		WEST CHICAGO, IL 60185-						06/01/16 to 06/30/16	
CD	224970	06/01/16	06/01/16	04/12/17	FINANCIAL FEDERAL BANK	\$249,980.95	\$248,800.00	0.550	\$248,800.00
CD	224971	06/01/16	06/01/16	04/12/17	BOFI FEDERAL BANK	\$249,980.95	\$248,800.00	0.550	\$248,800.00
CD	224972	06/01/16	06/01/16	04/12/17	BANK 7	\$249,987.87	\$248,900.00	0.506	\$248,900.00
TS	226450	06/17/16	06/17/16	04/25/17	ISDLAF+ TERM SERIES - 20170425AA02	\$502,094.25	\$500,000.00	0.490	\$500,000.00
CD	226383	06/16/16	06/16/16	05/12/17	FIRST NB OF MCGREGOR	\$249,919.83	\$248,700.00	0.543	\$248,700.00
CD	226384	06/16/16	06/16/16	05/12/17	ALLIANT CREDIT UNION	\$249,949.97	\$248,800.00	0.511	\$248,800.00
CD	226385	06/16/16	06/16/16	05/12/17	BANK OF CHINA	\$249,948.11	\$248,800.00	0.510	\$248,800.00
CD	226386	06/16/16	06/16/16	05/12/17	BREMER BANK, NA	\$249,916.89	\$248,700.00	0.541	\$248,700.00
TS	226455	06/17/16	06/17/16	05/25/17	ISDLAF+ TERM SERIES - 20170525AA02	\$100,468.50	\$100,000.00	0.500	\$100,000.00
CD	224967	06/01/16	06/01/16	05/26/17	CFG COMMUNITY BANK	\$150,947.92	\$150,000.00	0.643	\$150,000.00
CD	224968	06/01/16	06/01/16	05/26/17	PRUDENTIAL SAVINGS BANK	\$150,872.00	\$150,000.00	0.591	\$150,000.00
CD	209939	05/28/15	05/28/15	05/30/17	BANK OF THE WEST	\$249,922.59	\$245,900.00	0.815	\$245,900.00
CD	224959	06/01/16	06/01/16	06/01/17	CIT BANK / ONEWEST BANK, NA	\$249,983.88	\$247,700.00	0.922	\$247,700.00
CD	224960	06/01/16	06/01/16	06/01/17	WAYNE COUNTY BANK	\$249,995.97	\$248,400.00	0.643	\$248,400.00
CD	224961	06/01/16	06/01/16	06/01/17	FIELDPOINT PRIVATE BANK & TRUST	\$249,995.07	\$248,380.00	0.650	\$248,380.00
CD	224962	06/01/16	06/01/16	06/01/17	BANK OF THE OZARKS	\$249,990.77	\$248,390.00	0.644	\$248,390.00
CD	224963	06/01/16	06/01/16	06/01/17	MAINSTREET BANK	\$249,997.21	\$248,400.00	0.643	\$248,400.00
CD	224964	06/01/16	06/01/16	06/01/17	PREMIER BANK	\$249,993.61	\$248,500.00	0.601	\$248,500.00
CD	224965	06/01/16	06/01/16	06/01/17	NORTHSTAR BANK	\$249,973.60	\$248,500.00	0.593	\$248,500.00
CD	224966	06/01/16	06/01/16	06/01/17	LANDMARK COMMUNITY BANK	\$249,968.80	\$248,500.00	0.591	\$248,500.00
DTC	34743	05/28/15	06/03/15	06/05/17	0.85% - Capital One Bank (usa), National Association Certificate of Deposit	\$248,000.00	\$248,487.12	0.751	\$248,409.20
CD	226379	06/16/16	06/16/16	06/16/17	MODERN BANK, NATIONAL ASSOCIATION	\$249,962.88	\$248,100.00	0.751	\$248,100.00
CD	226380	06/16/16	06/16/16	06/16/17	AFFILIATED BANK	\$249,914.94	\$248,200.00	0.691	\$248,200.00
CD	226381	06/16/16	06/16/16	06/16/17	SONABANK	\$249,938.89	\$248,200.00	0.701	\$248,200.00
CD	226382	06/16/16	06/16/16	06/16/17	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,915.08	\$248,300.00	0.650	\$248,300.00
DTC	34745	05/28/15	06/03/15	06/04/18	1.45% - American Express Centurion Bank Certificate of Deposit	\$248,000.00	\$248,699.12	1.354	\$250,177.44
DTC	34744	05/28/15	06/05/15	06/05/18	1.35% - Compass Bank Certificate of Deposit	\$248,000.00	\$248,700.65	1.254	\$249,143.28

Totals for Period: \$16,441,791.21 \$16,393,070.92 \$16,394,604.49

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CDR, CD, DTC, TS, CP, & SEC desk.

Time and Dollar Weighted Portfolio Yield: 0.636 % Weighted Ave. Portfolio Maturity: 244.77 Days

CD: 42.76% DTC: 7.58%
 TS: 38.13% MM: 11.53% CP: 0.00% SEC: 0.00%



10242-202
COMMUNITY HIGH SCHOOL DIST 94 / SITE & CONSTRUCTION II
DOUGLAS DOMERACKI
326 JOLIET STREET

E_S 2504

WEST CHICAGO, IL 60185-

Activity Statement

FRI, Liquid Class, Max Class (Combined)

PMA Financial Network, Inc.
 2135 CityGate Lane
 7th Floor
 Naperville, Illinois 60563
 Telephone . (630) 657-6400
 Facsimile . (630) 718-8701
<http://gps.pmanetwork.com/>

06/01/16 to 06/30/16

Investment Portfolio

As of 06/30/16

Current Portfolio

Desk	Trans	Trade	Settlement	Maturity	Provider/Instrument Name	Face Amount	Cost	Rate	Market Value
MMA			06/30/16		ISDLAF+ MAX Account	\$2,669,973.68	\$2,669,973.68	0.270	\$2,669,973.68
SDA			06/30/16		Savings Deposit Account - BANK OF CHINA (ICS)	\$3,885,768.60	\$3,885,768.60	0.200	\$3,885,768.60
Totals for Period:						\$6,555,742.28	\$6,555,742.28		\$6,555,742.28

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CDR, CD, DTC, TS, CP, & SEC desk.

Time and Dollar Weighted Portfolio Yield: 0.000 % Weighted Ave. Portfolio Maturity: 0.00 Days

CD: 0.00%

MM: 100.00%

CP: 0.00% SEC: 0.00%



Welcome

Reports

Transfers and Payments

Administration

Activity - deposit
accountsBalances - deposit
accounts

Quick Links:

Statements &
documents

Activity - Deposit Accounts

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Report created: 07/05/2016 11:40:23 AM (ET)
 Account: 071903929 • *5336 • Checking • Money Market • Available \$253,526.47
 Date range: 6/1/2016 to 6/30/2016
 Transaction types: All transactions
 Detail option: Includes transaction detail

[Search completed transactions](#) | [14 day view](#)Download as: **CSV file** 071903929 • *5336 • Checking • Money Market • Available \$253,526.47 [Make a transfer](#)

Post Date	Reference	Additional Reference	Image	Description	Debit	Credit	Calculated Balance
06/03/2016				INTEREST CREDIT		\$92.35	\$1,203,156.23
06/10/2016				INTEREST CREDIT		\$95.99	\$1,203,252.22
06/17/2016				INTEREST CREDIT		\$101.30	\$1,203,353.52
06/24/2016				INTEREST CREDIT		\$101.71	\$1,203,455.23
06/29/2016	997000629113928			AUTOMATIC TRANSFER DEBIT REF 1811139L FUNDS TRANSFER TO DEP XXXXX4754 FROM TO OPERATING FROM MM COVER 6 30 16	\$950,000.00		\$253,455.23
06/30/2016 Totals					\$950,000.00	\$391.35	

[How Do I...](#)[Terms](#)[FAQs](#)



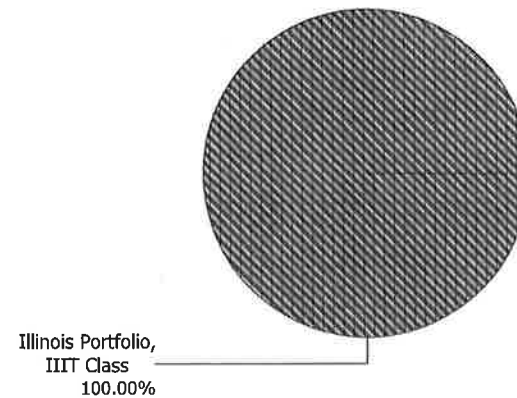
Account Statement - Transaction Summary

For the Month Ending **June 30, 2016**

BOARD OF EDUCATION COMM HIGH SD - GENERAL FUND - 450077

Illinois Portfolio, IIIT Class	
Opening Market Value	54.57
Purchases	0.02
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$54.59
Cash Dividends and Income	0.02

Asset Summary		
	June 30, 2016	May 31, 2016
Illinois Portfolio, IIIT Class	54.59	54.57
Total	\$54.59	\$54.57
Asset Allocation		



**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**July 19, 2016
7:00 p.m.
Board of Education Meeting**

**SECTION B -
Board Meeting Attachments**

Received 7/8/2016
Response Due 7/15/2016

Cheryl Glunt

From: David Blatchley
Sent: Monday, July 11, 2016 11:21 AM
To: 'Griffin, Jake'
Cc: Cheryl Glunt
Subject: RE: Daily Herald FOIA request July 8, 2016

Jake,

In response to your FOIA request received on 7/8/16, District 94 did not make any tuition reimbursement payments for the fiscal year ending June 30, 2016.

Thank you!

David Blatchley
Director of Human Resources
Community High School District 94
157 W. Washington | West Chicago, IL 60185
☎: 630-876-6216 | 📠: 630-876-6217
✉: dblatchley@d94.org

From: Griffin, Jake [<mailto:jgriffin@dailyherald.com>]
Sent: Friday, July 08, 2016 2:55 PM
To: scarney@d125.org; klobitz@wths.net; akdsmith@sd129.org; Foia Requests; gkell@winfield34.org; jcorbett@wdsd7.org; kuechelbonnie@dist156.org
Subject: Daily Herald FOIA request July 8, 2016

July 8, 2016

To Whom It May Concern:

Under the provisions of the Illinois Freedom of Information Act, Illinois Revised Statutes Ch. 116, Par. 201, I am requesting the following information:

- Total dollar amount of tuition reimbursements, including names of educators and amounts individually received, made by the district to education association employees in fiscal year ending June 30, 2016, or documents sufficient to show that amount.

I prefer the information in electronic format and emailed to the address listed below. Please call if you are unable to grant this aspect of the request.

I am requesting that you waive any fees for providing this information, in accordance with the law, which allows for waiver of fees when release of the information is in the public interest. Please notify me by telephone if any fees will be charged.

I would appreciate it if you would handle this request as quickly as possible, and I look forward to hearing from you within five working days, as required by law. Thank you for your assistance. If you have any questions, please call me at 847-427-4602. My FAX is 847-427-1301. My email is jgriffin@dailyherald.com.

Donations 2015-2016

Date	Name	Business	Donations
7/24/2015		Wildcat Booster Club	\$4700 donation to purchase monitors to be placed in hallways
9/3/2015	Don Zabelin		\$2000 donation to Adult Education Program
9/17/2015		County Fam Bagels	2 dozen bagels each Friday from September 18 through October 17, 2015 to benefit the Cross Country Team
11/27/2015	Helen Zmrhal		\$1000 donation to Adult Education Program
12/8/2015	George Strecker		\$4000 donation to the Humanity Scholarship Fund
12/9/2015	Mary Hafertepe		\$500 donation to Adult Education Program
12/9/2015	Pat Horton		\$250 donation to Adult Education Program
12/9/2015	Raymond & Deborah Walsh		\$105 donation to Adult Education Program
12/9/2015	Kathryn McKee		\$100 donation to Adult Education Program
12/9/2015	Amy Wagner		\$50 donation to Adult Education Program
2/1/2016	Adriana & Moises Alarcon		\$400 donation to Boys' Soccer
3/8/2016	Robert Maxson		Two Chicago Bulls tickets valued at \$120
3/7/2016	Adriana & Moises Alarcon		\$400 donation to Boys' Soccer
4/20/2016	Clarence & Barbara Hughes		\$25 donation to Maggie Haas' Back Pack Program
5/23/2016	Ronald & Marietta Hansen		\$100 donation to Costa Rica trip

8102 Comprehensive Attendance

It is the expectation of Administration and staff of Community High School that every student will be punctual and present each class period of each day. Regular daily attendance by staff and students is important for student success. While some students may be able to pass tests and achieve good grades despite absences, one visit to any classroom in our school will verify the number and range of activities in progress. The student who is absent misses these activities and no amount of effort can recreate them. Students with irregular attendance patterns, whether excused or unexcused, may find it difficult to be successful in specific classes and may be subject to a loss of graduation credits. As a result, it is extremely important that the parent(s)/guardian(s) assure(s) the student's academic growth and success by emphasizing the need for the student to be punctual and in attendance each day.

1. Excused Absences

According to Section 26-2a. of the *Illinois School Code*, the only legal reasons why a student may be absent from school are as follows:

- Illness
- Death in the immediate family
- Observation of a religious holiday
- Family emergency
- Circumstances that cause reasonable concern to the parent(s)/guardian(s) for the safety or health of the student
- Other situations beyond the control of the student as approved by the principal

Determination of whether or not an absence is excused is ultimately the right of the school.

2. Reporting Student Absences

In order for a full-day absence to be considered excused, the student's parent/guardian is required to make a telephone call to the Attendance Office before 10:00 a.m. on the day of the absence. **The number to call is 630-876-6336.** Voicemail is available to leave messages. The parent/guardian will be asked to provide the following information:

- Student Name
- Student ID Number
- Date of Absence
- Reason for Absence

Failure to call by 10:00 a.m. will result in an unexcused designation and will stay as such if not rectified.

3. Late Arrival and Early Dismissal

The parent/guardian must call the attendance line at 630-876-6336 to report late arrivals, early dismissals, and appointments that will require the student to miss a portion of the day. If leaving a message you will be asked to provide the following information:

Late Arrival	Early Dismissal	Appointment
Name	Name	Name

ID Number	ID Number	ID Number
Reason for Late Arrival	Reason for Early Dismissal	Reason for leaving
Time student will Arrive	Time student will depart	Time student will leave and return

4. Schoolwork Missed Due to Absence

Regular school attendance is essential for academic success. The most common cause of academic failure is excessive absence. There is no substitute for attending class.

To the extent possible, all schoolwork missed by a student due to absence with valid cause must be made up by the student. It is the responsibility of the student to make arrangements with his/her teacher(s) to make up work missed. On the first day a student returns to class after an absence ~~or In-School Suspension~~ s/he must contact his/her teacher(s) with respect to arrangements for making up work, and all assignments must be turned in within five school (5) days of returning to school. The Principal may extend the five school day deadline at his/her discretion. A student shall be afforded the opportunity to earn full credit for make-up work successfully completed within this timeframe. Any work not completed and turned in by this time will be given a zero with no additional chance of makeup. Excessive absences (whether excused or unexcused) may result in additional interventions. Please see the section below for more details.

Students will not be allowed make-up work for unexcused absences. The Principal or his/her designee shall have final discretion to determine whether or not an absence is considered unexcused.

Students identified as truant or unexcused will not be allowed into class the day following the absence in question without a pass from the Deans' Office verifying they have seen the Dean or Deans' Specialist.

~~School work missed due to unexcused absences or trancies cannot be made up. Students will receive a zero for all work missed for absences of this nature. Students may not make up work missed due to Out-of-School Suspensions. This is considered a part of the consequence of the suspension and not a result of the absence.~~

5. Excessive Absences

An excused absence attendance cap has been created to deal with students who are excessively absent. Any student who has accumulated (7) or more period absences from a course during one quarter will be considered excessively absent. Those students missing (7) or more class periods will receive an unexcused absence and will not be permitted to make-up any schoolwork, tests, or quizzes for the days(s) missed.

Absences which count against the attendance cap and may result in violating the Excessive Absence Policy are:

- Illness not verified by doctor's excuse
- Trancies/Unexcused absences
- Pre-Arranged absences (Vacation)
- Early Dismissals /Late Arrivals not excused by doctor's excuse or court verification

Absences which will not count against the attendance cap are:

- Field Trips
- Academic Competitions
- Athletic Early Dismissals
- All Suspensions
- Religious Holidays
- Absences due to chronic/ and or serious illness verified by doctor's note
- Death in the family(with verification)
- Student with Counselor/Nurse/Dean
- Medical Appointments with verification
- Court proceedings with verification

Any absence of ten (10) consecutive days or more that is confirmed by medical certification is eligible for homebound services and will not count against the attendance cap.

In all other cases it is the student's responsibility to provide all necessary documentation within three days of an absence or the absence will count against the attendance cap regardless of excuse.

<i>Total Absence in a Quarter</i>	<i>Disciplinary Action</i>	<i>Support</i>
1 st	Excused = None	
2 nd	Excused = None	
3 rd	Excused = None	
4 th	Excused = None	Student Conference w/Counselor (could include referral for student or family counseling and/or community services) Notification (unexcused)
5 th	Excused = None	Notification (Unexcused)
6 th	Excused = None	Notification (unexcused)
7 and beyond	All absences without verification will be considered unexcused	Student notified by teacher they may not make-up school work, tests, quizzes, etc.

Unexcused Absences

Unexcused absences are those absences which include, but are not limited to:

- Illnesses not called into the Attendance Office
- Oversleeping
- Missing the bus
- Vehicle failure
- Work
- Any absence over 6 without verification

Students will not be allowed make-up work for unexcused absences. The Principal or his/her designee shall have final discretion to determine whether or not an absence is considered unexcused. ~~After the fourth unexcused~~

~~absence a student conference will be held to discuss the absences and to identify appropriate support services and make them available to students.~~

Students identified as truant or unexcused will not be allowed into class the day following the absence in question without a pass from the Deans' Office verifying they have seen the Dean.

7. Truancies

According to section 26-2a. of the *Illinois School Code* a truant is defined as “a child who is absent without valid cause for a school day or any portion thereof”.

Students who are truant will receive no credit (a zero) on all work missed. ~~They will also face the following consequences:~~

Truancy	Disciplinary Action	Support
1st	Tue./Wed.School	Attendance Letter Home
2nd	Tue./Wed.School	Attendance Letter Home
3rd	Suspension Police Sanction	Parent conference to identify appropriate support services and make them available to students.
4th	Suspension Police Ticket and counselor contact	Meeting with Dean/Parent
5th	Police Ticket	Potential Student Review

~~**Any all-day truancy will result in a Suspension**~~

8. Chronic Truancies

Any student who is truant (absent without valid cause) for 5% or more of the previous 180 days of regular attendance shall be deemed a chronic truant. Any student who is truant 20% or more of the previous 180 days may be dropped from school for the remainder of the semester if they are 17 years or older and resistant to the appropriate support services identified by the District. Students under the age of 17 may face expulsion or assignment to an alternative school if they are resistant to the appropriate support services identified by the District.

9. Tardiness

Promptness to class is expected. Students are to be in the classroom prior to the start of the period. Car problems, oversleeping, etc. are not acceptable reasons for being tardy or absent. A phone call or written note will not excuse a student in these circumstances. Tardiness will be considered on a semester basis.

Teachers are not to allow students into class without a pass from the tardy supervisor.

Tardy	Disciplinary	Support
1-4	Warning	Conference with Specialist
5	Tuesday/Wednesday School	Letter Home
6/7	Warning	Conference with Specialist
8	Tuesday/Wednesday School	Letter Home
9/10	Warning	Conference with Specialist
11	Tuesday/Wednesday School	Letter Home
12/13	Warning	Conference with Specialist
14	Suspension	Parent Conference
15	Loss of Extra-Curricular Attendance	Student/Specialist Conference

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Adopted: June 5, 2007
Revised: August 6, 2013
Replaces: ¶8102 – Excused Absence; ¶8103 – Schoolwork Missed Due to Absence and
¶8104 – Truancy (all adopted September 17, 2002)
Reference:

8200 STUDENT DISCIPLINE BEHAVIOR

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The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure.

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When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

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1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form
 - g. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession
4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
 5. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction
 6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search
 7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores
 8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct
 9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time
 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property
 11. Entering school property or a school facility without proper authorization
 12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity
 13. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants
 14. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member

15. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing
17. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school
18. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident

The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be

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used. The student must be supervised by the detaining teacher or the Building Principal or designee.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
10. Suspension of bus riding privileges in accordance with Board policy.
11. Out-of-school suspension from school and all school activities in accordance with Board policy. A student who has been suspended may also be restricted from being on school grounds and at school activities
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

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2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

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Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.

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Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian.

School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons

Comment [d1]: Press Policy Adoption

8201 Bus Conduct

The Board of Education recognizes its responsibility to insure that all transportation provided for students by the school District is provided in a safe manner.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy,
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

~~Therefore, a set of procedures for student school bus riders that is designed to facilitate their safe transportation shall be developed and shall be made known to all students. The Superintendent and the Principal are authorized to suspend a student for gross disobedience or misconduct on a school bus. All such suspensions shall conform to the provisions of Section 10-22.6 of the Illinois School Code.~~

Adopted: September 17, 2002

Revised:

Replaces: JCDAD - Bus Conduct
Reference: *See Also* Series 4000 - Transportation ¶4301 - ¶4308; ¶ 8201P - Rules and Regulations for School Bus Riders

8203 Student Suspension & Expulsion Procedures

~~1. General~~

~~A. An authorized administrator (Principal, Assistant Principal, or Dean) may suspend a student in school or suspend a student from school or from riding the school bus. The Board of Education may expel a student.~~

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~~B. Prior to removing any student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable effort to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from school or the school bus, as well as the safety of other students and staff.~~

In-School Suspensions

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

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Out-of-School Suspensions

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

- 1) A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
- 2) A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- 3) An attempted phone call to the student's parent(s)/guardian(s)
- 4) A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall
 - a) Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b) Include information about an opportunity to make up work missed during the suspension for equivalent academic credit
 - c) Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend
 - d) Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e) Depending upon the length of the out-of-school suspension, include the following applicable information:

- i) For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose
 - (1) A threat to school safety, or
 - (2) A disruption to other students' learning opportunities
 - ii) For a suspension of 4 or more school days, an explanation:
 - (1) That other appropriate and available behavioral and disciplinary interventions have been exhausted
 - (2) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - (3) That the student's continuing presence in school would either:
 - (a) Pose a threat to the safety of other students, staff, or members of the school community, or
 - (b) Substantially disrupt, impede, or interfere with the operation of the school
 - iii) For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5) A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee
- 6) Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically ~~detail~~ address items (a) ~~and~~ - (e) in number 4, above as necessary.

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2. Definitions

~~A. A *suspension* is a temporary exclusion of a student from school and/or from riding the school bus for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.~~

~~B. An *expulsion* is the exclusion of a student from school for a definite period of time in excess of ten (10) school days, not to exceed two (2) calendar years.~~

~~C. The term *school personnel* includes teachers, administrators, members of the Board of Education, and all other school District employees.~~

~~D. The term *related personnel* includes school bus drivers, DAOES, teachers and aides, teachers and aides employed by SASSED, and all other personnel who provide instruction and/or direct services to District 94 students through a contractual arrangement with the Board or as a result of a joint or intergovernmental agreement to which District 94 is a party.~~

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~~E. A child with disabilities is a student who has been determined eligible for a special education instructional program or support services pursuant to Article 14 of the Illinois School Code.~~

~~F. The Special Education Rules and Regulations are the State of Illinois Rules and Regulations to Govern the Organization and Administration of Special Education.~~

~~G. The Illinois School Code refers to the Illinois Statutes governing boards of education as found in 105 ILCS 5/1-1 et seq of the Illinois Compiled Statutes.~~

~~3. Suspension Procedures~~

~~A. Pre-Suspension Conference:~~

~~1) The authorized administrator shall confer with any student who is under consideration for suspension or in-school suspension prior to taking such disciplinary action.~~

~~2) Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is a child with disabilities. If so, the authorized administrator shall also follow the procedures set forth in Section 7 hereof.~~

~~3) The student shall be advised of the reasons for the proposed suspension and a summary of the evidence in support of those reasons. The student shall also be afforded an opportunity to respond.~~

~~4) The authorized administrator conferring with the student shall make a written record of the conference.~~

~~5) The authorized administrator, after following the above pre-suspension procedures, may subsequently determine whether to suspend the student in accordance with the notification requirements set forth below.~~

~~6) When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, related personnel, and other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without holding a pre-suspension conference, as set forth above. In such event, written notice sent by certified mail, return receipt requested, shall be given to the parents. The notice shall request that the student attend a post-suspension conference as soon as practicable after the notice is received. A time for this post-suspension conference will be stipulated in the notice. Failure to attend the scheduled conference shall constitute a waiver of such conference. Regardless of the student's attendance at the~~

~~post-suspension conference, the parents shall be advised by written notice of any subsequent disciplinary decision.~~

~~*B. Suspension Notification*~~

- ~~1) If the pre-suspension or post-suspension conference results in a decision to suspend, the parents of the student shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested, or personal delivery.~~
- ~~2) The notice to the parents shall include:~~
 - ~~a) A statement of the reasons for the suspension, including any school rule which has been violated;~~
 - ~~b) The date(s) and duration of the suspension;~~
 - ~~c) A statement of the parents' right to request a review of the suspension by the Board of Education or its appointed hearing officer.~~
 - ~~d) A statement that the failure to request such written review within five (5) days after receipt of the notice, or eight (8) days after date of the mailing, whichever is earlier, shall be deemed a waiver of the right to a review hearing with the Board of Education or its appointed hearing officer.~~
 - ~~e) A statement of the right to be represented at the suspension review hearing by an attorney or other representative, at their expense.~~
- ~~3) A request to review the suspension may be oral or in writing, directed to the authorized administrator's office. Upon receipt of such request, the authorized administrator shall schedule the hearing, notify the parents of its time and place, and provide the parents with a copy of the suspension hearing procedures. If the parents, in requesting a review of the suspension, assert that the student is a child with disabilities, then the authorized administrator shall follow the procedures set forth in Section 8.~~
- ~~4) The Principal shall be notified of all student suspensions by the authorized administrator.~~
- ~~5) The Board of Education shall be given a summary of the notice, including the reason for the suspension and the suspension length.~~

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should

be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:

- a. Include the time, date, and place for the hearing
 - b. Briefly describe what will happen during the hearing
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s)
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
 4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 5. Upon expulsion, the District may refer the student to appropriate and available support services

~~4. Expulsion Procedures~~

~~A. Prior to any recommendation for expulsion, the authorized administrator shall ascertain whether the student is a child with disabilities. If so, the procedures set forth in Section 8 hereof shall be followed. If the expulsion is preceded by a suspension, the suspension procedures set forth in Section 3 hereof shall also be followed.~~

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~~B. Expulsion Notification~~

~~1) The Superintendent shall send a letter by certified mail, return receipt requested or personal delivery, to the parents of the student notifying them of the expulsion hearing.~~

~~2) The expulsion notice to the parents shall include:~~

- ~~a) A statement of the reasons for the proposed expulsion, including any school rule which has been violated;~~
- ~~b) the potential maximum duration of the expulsion;~~
- ~~c) the time and place of the expulsion hearing;~~
- ~~d) a statement of the right to be represented at the expulsion hearing by an attorney or other representative at their expense; and~~
- ~~e) a copy of the expulsion hearing procedures.~~

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~~5. Procedures for a Suspension Review Hearing or Expulsion Hearing by the Hearing Officer~~

~~A. Hearing Structure~~

~~1) A suspension review hearing or expulsion hearing shall be conducted by the Board of Education or a hearing officer appointed by the Board.~~

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~~2) All student discipline hearings before the Board of Education shall be held in closed session.~~

~~3) The student and his/her parents may attend the hearing and may be represented by an attorney or other representative. If the parents or student do not attend, but the authorized administrator has proof of notice given and received, the Board or the Board appointed hearing officer may proceed with the hearing.~~

~~4) The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.~~

~~5) If the student is a child with disabilities, or it is asserted during a hearing that s/he may be a child with disabilities, the hearing officer shall follow the procedures set forth in Section 8 hereof.~~

~~B. Hearing Procedures~~

~~1) The hearing shall be conducted as follows:~~

~~a) At the commencement of the hearing, either party may request the exclusion of witnesses from the hearing room until testimony is rendered.~~

~~b) The authorized administrator and the student or his/her representative may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate disciplinary action.~~

~~c) The authorized administrator shall first present his/her evidence, including proof of compliance with Section 8 of this policy, if applicable. The student may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator. However, the name of a witness may be deleted from the copy of written evidence provided to the student when the authorized administrator determines that an imminent fear of reprisal exists.~~

~~d) The student may then present evidence to refute the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.~~

~~e) The Board or the Board-appointed hearing officer may, at any time, direct questions to the parties or their witnesses.~~

~~f) The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate disciplinary action.~~

~~2) The Board or the Board-appointed hearing officer may receive all relevant oral or written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues.~~

~~3) If the authorized administrator determines that any of his/her witnesses would be subject to physical or mental harassment or that an imminent fear of reprisal exists, the authorized administrator need not present the witness at the hearing, but may present as evidence a written summary prepared by the absent witness of his/her testimony. The summary shall include the reason for the absence of the witness and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the authorized administrator may also present a written statement in which the identity of the witness has been concealed.~~

~~C. Hearing Report~~

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~~1) If the hearing is before a Board-appointed hearing officer, s/he shall prepare a report summarizing the oral and written evidence presented at the hearing.~~

~~2) The report will also address the following two (2) issues:~~

- ~~a) The validity of the charges of gross disobedience or misconduct; and~~
- ~~b) The appropriateness of the disciplinary measure, if the charges are to be upheld.~~

~~6. Procedures for Review of the Report of the Hearing Officer by the Board of Education~~

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~~A. *Review Structure*~~

~~1) After reviewing the Board-appointed hearing officer's report, the Board of Education may take such action as it deems appropriate, including affirming, modifying, or overruling the suspension or proposed expulsion, or conditioning re-entry of the student to school.~~

~~2) An expulsion may be effective immediately or as specified by the Board of Education.~~

~~3) If the Board of Education finds that a suspension or expulsion was unjustified, the student's records shall be expunged of all notations regarding the suspension or proposed expulsion and any related student absence for disciplinary reasons shall be marked "excused"; further, the student shall be afforded an opportunity to make up all lost educational opportunities including, but not limited to, tests and other class work.~~

~~4) The decision of the Board of Education shall be final.~~

~~5) Written notification of the Board's decision with respect to a suspension review or expulsion review shall be mailed to the parents.~~

~~B. *Review Procedures*~~

~~1) All student discipline reviews before the Board of Education shall be held in closed session.~~

~~2) The student and his/her parents may attend the review and may be represented by an attorney or other representative. If the parents or student do not attend, the Board of Education may proceed with the review.~~

- ~~3) The review may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.~~
- ~~4) The Board of Education may, at any time, direct questions to the hearing officer, the authorized administrator, or the parties, for the purpose of clarifying the hearing officer's report.~~
- ~~5) The Board of Education will not receive any oral or written evidence not given to the hearing officer at the hearing. It will review all of the evidence presented at the hearing to the hearing officer without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues.~~
- ~~6) The Board of Education shall not consider the student's academic or disciplinary records in determining the validity of the charges of gross disobedience or misconduct. The Board of Education may review a student's records, however, in determining the appropriate discipline.~~

~~If the board upholds the hearing officer's decision, no additional action need be taken.~~

~~If the board chooses to change the terms of the discipline, action is to be taken in open session.~~

7. Alternative School Placement

A. General

- 1) Under 105 ILCS 5/13A-3, a system of alternative school programs is created for a student who is determined to be subject to suspension or expulsion, as provided by the *Illinois School Code*.

B. Specific Procedures

- 1) A student who is found to be eligible for suspension or expulsion through the District's discipline process may be immediately and administratively transferred to an alternative program.
- 2) As soon as possible a meeting shall be scheduled between representatives from the District and the alternative school to develop an alternative education plan for the student. The student's parent(s) shall be invited and the student may be invited.
- 3) The alternative education plan shall include, but not be limited to, all of the following:

- a) The duration of the plan including a date after which the student's eligibility to return to the regular education program will be considered. A written objection to the return may be filed by the parent(s) of the returning student with the Principal of the alternative school, who may forward it to the Regional Superintendent.
 - b) The specific academic and behavioral components of the plan.
 - c) The method and timeframe for reviewing the student's progress.
- 4) The Board of Education shall be informed of the proposed transfer in writing and, preferably, at a meeting. In the event a meeting is not possible, a written report shall be forwarded to the Board of Education.
 - 5) Prior to returning the student to the regular education program, the Board of Education shall receive a report – either orally or in writing – of the conditions involved in the return.
 - 6) The home District, if necessary, shall pay transportation costs.

8. Special Education Procedures

A. *General*

- 1) A child with disabilities who violates school policies or rules of conduct shall be disciplined pursuant to the Board's student disciplinary policies and procedures and in accordance with the requirements of State and federal law. All behavioral interventions for students with disabilities shall be utilized in accordance with federal and State law and such students' individualized education program ("IEP").

B. *Procedures*

1) Violations of School Policies or Rules of Conduct

The following procedures will be utilized when students engage in conduct which violates school policies or rules of conduct:

- a) Appropriate behavioral interventions will be selected, which may include up to 10 school days of suspension, placement in an interim alternative educational setting or another setting, and/or expulsion. The determination of appropriate behavioral interventions will be governed by applicable provisions, if any, of the student's IEP.
- b) When the behavioral intervention contemplated is expulsion, school personnel shall conduct a review of the relationship, if any, between the student's disability and the behavior in question. If the behavior is determined to be related to the student's disability, the recommendation for expulsion must be rescinded.

- c) Students will continue to receive a free appropriate public education, as specified in their IEPs, during any period of expulsion.

2) Students Who Commit Weapons or Drug Offenses

The following procedures will be utilized when students engage in weapons or drug offenses:

- a) Appropriate behavioral interventions will be selected which may include suspension for up to 10 school days, placement in an interim alternative educational setting for up to 45 days, and/or expulsion.
- b) When the behavioral intervention contemplated is placement in an interim alternative educational setting for up to 45 days and/or expulsion, school personnel shall:

ACTION	TIMELINE FOR ACTION
a) Notify the parents of (i) the decision to suspend the student and/or place him or her in an interim alternative educational setting, and (ii) all applicable procedural safeguards; and	a) Not later than the date on which the decision is made to suspend the student and/or place him/her in an interim alternative educational setting.
b) If the student is to be placed in an interim alternative educational setting for up to 45 days, determine, with the parent(s)/guardian(s), the appropriate interim alternative educational setting; and	b) Prior to placing the student in the interim alternative educational setting.
c) With the parent(s)/guardian(s), conduct a review of the relationship, if any, between the student's disability and the behavior in question. If the behavior is determined to be related to the student's disability, rescind the recommendation for expulsion; and	c) Immediately, if possible, but not more than 10 school days after the decision is made to suspend and/or place the student in an interim alternative educational setting.
d) With the parent(s)/guardian(s), review and modify, as necessary, the student's behavior management plan to address the behavior in question, or if no behavior management plan exists, conduct a functional behavior analysis and develop a behavior management plan to address the behavior in question.	d) Not later than 10 days after suspending the student and/or placing him/her in an interim alternative educational setting.

- c) Students will continue to receive a free appropriate public education, as specified in their IEPs during any period of expulsion.
- 3) Students Whose Behavior is Substantially Likely to Result in Injury to the Student or Others.

The following procedures will be utilized when students engage in behaviors which are substantially likely to result in injury to such students or others.

- a) Appropriate behavioral interventions will be selected, which may include suspension for up to 10 school days, placement in an interim alternative educational setting for up to 45 days, and/or expulsion, if the behavior is unrelated to the student's disability.
- b) When the behavioral intervention contemplated is placement in an interim alternative educational setting for up to 45 days and/or expulsion, school personnel shall:

ACTION	TIMELINE FOR ACTION
a) Notify the parents of (i) the decision to suspend the student or seek his/her placement in an interim alternative educational setting, and (ii) all applicable procedural safeguards; and	a) Not later than the date on which the decision is made to suspend the student or seek his/her placement in an interim alternative educational setting.
b) If school personnel wish to place the student in an interim alternative educational setting for up to 45 days, the Superintendent's will request an expedited due process hearing before an Illinois due process hearing officer or seek an injunction in federal or State court to seek the student's placement in such setting; and	b) As soon as possible after behavior in question.
c) With the parent(s)/guardian(s), conduct a review of the relationship, if any, between the student's disability and the behavior in question. If the behavior is determined to be related to the student's disability, rescind the recommendation for expulsion (if any); and	c) Immediately, if possible, but no more than 10 school days after the decision is made to suspend and/or seek placement of the student in an interim alternative educational setting.
d) With the parents/guardians, review and modify, as necessary, the student's behavior management plan	d) Not later than 10 days after suspending the student or seeking his/her placement in an interim

to address the behavior in question, or if no behavior management plan exists, conduct a functional behavior analysis and develop a behavior management plan to address the behavior in question.	alternative educational setting.
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- c) Students will continue to receive a free appropriate public education, as specified in their IEPs, during any period of expulsion.

Adopted: September 17, 2002

Revised: August 6, 2013

Replaces: JDD – Discipline - Suspension; 8001 – Student Suspension & Expulsion Procedures (adopted February 15, 2000)

Reference:

COMMUNITY HIGH SCHOOL District 94

MEMO

TO: Board of Education, Supt. Domeracki

FROM: Gordon Cole

RE: Food Service Management

DATE: 7-14-2016

Food Service Management – The District issued a lengthy, comprehensive RFP for food service management. It has been approximately 10 years since it was formally bid. Responses were received from Aramark and Quest. Review of the proposals focused primarily on financial returns to the District. Both companies were considered capable and issues such as menu, staffing, marketing, etc. were very similar. The structure, which we have operated under for the past 4 years, requires the provider to pay the District a commission of gross sales with a minimum annual guarantee. The attached exhibit shows the pricing submitted by both as well as conditions which could have a material effect on final returns.

The proposed agreement is for a 5 year term with adjustments to the guaranteed minimum to be determined in the third year.

The contract will be forwarded to the Board members on Monday.

This was discussed at the Finance Committee with the committee recommending proceeding with Quest.

ARAMARK**QUEST**

	% of Sales	Estimated return	Minimum Guarantee		% of Sales	Estimated return	Minimum Guarantee
2016-17	4.50%	35,695	35,695	2016-17	4%	41,800.00	35,000.00
2017-18	4.50%	37,480	35,695	2017-18	4%	43,200.00	37,000.00
2018-19	4.50%	39,354	35,695	2018-19	4%	44,600.00	40,000.00
equipment enhancement						7,500.00	7,500.00
TOTAL		112,529	107,085			137,100.00	119,500.00
Difference						24,571.00	12,415.00

conditions:

Free/reduced lunch - 39,929 meals last year. Approximately \$3.00 per meal - 964 eligible students

Will cover the same as 2015-16. if exceeds,
district shall bear cost.

Agrees to cover an increase of 5%.

Full service days

Based on 174 attendance days
Will reduce guaranteed minimum
proportionally if less

Based on 165 meal service days

Students - based on estimate of 2113

Will reduce guaranteed minimum
proportionally if less

Will reduce guaranteed minimum
proportionally if more than 5% less

Menus, pricing, wages, staffing's, etc. were all very similar.

COMMUNITY HIGH SCHOOL District 94

MEMO

TO: Board of Education, Supt. Domeracki

FROM: Gordon Cole

RE: Honey Maintenance Agreement

DATE: 7-14-2016

In the spring of 2010, the District purchased a new building control system from Honeywell. This computer based system manages all of the air handlers and temperature controls throughout the building. The system consists of a main computer terminal with the control software which is located in the maintenance office. There are approximately 40 controllers which tie back to the main unit. Most of the building utilizes pneumatic air pressure to manage the nearly 3,000 control points. During the remodeling last summer and this summer, these areas were upgraded to digital controls.

We have had a service contract since at least 2010 which is a mix of software programming and support and equipment maintenance and upgrades.

This proposal changes some of the focus. In prior years we had a programmer here 8 hours a month, we are now proposing to cut that in half. The equipment maintenance remains the same and software and computer upgrades are now included. The cost for the first year is \$22,516 with an annual escalator of .7%. This is a three year agreement.

Honeywell Proposal

Honeywell Building Solutions

Service Agreement

Project Name: **Community High School District 94 - Automation Maintenance**

Proposal Number: **911095352-2**

Date: **June 17, 2016**

Agreement Number: 40099135

(Rev. 04/11)

(PROVIDER)

**Honeywell Building Solutions
95 E Algonquin Rd
Des Plaines, IL 60017**

(CUSTOMER)

**Community High School District 94
326 Joliet St
West Chicago, IL 60185**

**Service Location Name: Community High School District 94
Service Location Address: 326 Joliet St
West Chicago, IL 60185**

Scope of Work

Honeywell HBS shall provide the following equipment and services ("the Work") in accordance with the attached work scope documents and terms and conditions, which form a part of this Agreement.

- | | |
|---|--|
| <input type="checkbox"/> Preferred Temperature Control Services | <input type="checkbox"/> Honeywell Energy Analysis Reporting |
| <input type="checkbox"/> Flex Temperature Control Services | <input type="checkbox"/> Air Filter Services |
| <input type="checkbox"/> Preferred Automation Maintenance Services | <input type="checkbox"/> Water Treatment Services |
| <input checked="" type="checkbox"/> Flex Automation Services | <input type="checkbox"/> Critical Parts Stocking |
| <input type="checkbox"/> Preferred Fire Alarm Maintenance Services | <input type="checkbox"/> Emergency Generator Services |
| <input type="checkbox"/> Fire Alarm Test and Inspect Services | <input type="checkbox"/> Thermography Services |
| <input type="checkbox"/> Preferred Security System Inspect Services | <input type="checkbox"/> In Suite Services |
| <input type="checkbox"/> Flex Security System Services | <input type="checkbox"/> Remote Monitoring/Radionics |
| <input type="checkbox"/> Preferred Mechanical Maintenance Services | <input type="checkbox"/> Indoor Air Quality Auditing Services |
| <input type="checkbox"/> Flex Mechanical Maintenance Services | <input type="checkbox"/> Service Management Software |
| <input type="checkbox"/> ServiceNet™ Remote Monitoring and Control Services | <input type="checkbox"/> FM Worksite |
| <input checked="" type="checkbox"/> EBI Services | <input type="checkbox"/> Honeywell Online Service |
| <input type="checkbox"/> Site Services | <input checked="" type="checkbox"/> Other/Special Provisions <u>Controller Replacement</u> |
| <input type="checkbox"/> Advanced Support | <input type="checkbox"/> Honeywell Users Group |

Contract Term

3 (three) years from the Effective Date with **annual escalation of 0.7% per year.**

Customer____ Honeywell____

(INITIALS)

Contract Effective Date: **July 1, 2016**

Price for Year 1: **Twenty-Two Thousand Five Hundred Sixteen** dollars, **(\$22,516)**, (plus applicable taxes).

Payment Terms: **Annual**

☐ Sales Tax will be invoiced separately ☐ Use Tax is included in the Price ☒ This sale is tax exempt

Renewal: The Contract Term will automatically be renewed for consecutive terms of one year unless terminated by either party by the delivery of written notice to the other at least sixty (60) days prior to the end of such term, or unless terminated as provided herein.

Submitted by HBS: (signature) _____

Name: Adam Leffel, LEED AP

Title: Senior Account Manager

Date: June 17, 2016

This proposal is valid for 30 days.

Acceptance

This proposal and the pages attached shall become an Agreement in accordance with Article 13 below and only upon signature below by an authorized representative of Honeywell and Customer.

Accepted by:

HONEYWELL INTERNATIONAL INC.

Signature: _____

Name: _____

Title: _____

Date: _____

CUSTOMER: Community High School District 94

Signature: _____

Name: _____

Title: _____

Date: _____

Honeywell Terms and Conditions

1. WORKING HOURS

Unless otherwise stated, all labor and services under this Agreement will be performed during the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday, excluding federal holidays. If for any reason Customer requests Honeywell to furnish any labor or services outside of the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday (or on federal holidays), any overtime or additional expenses, such as repairs or material costs not included in this Agreement, will be billed to and paid by Customer.

2. TAXES

2.1 Customer agrees to pay the amount of any new or increased taxes or governmental charges upon labor or the production, shipment, sale, installation, or use of equipment or software which become effective after the date of this Agreement. If Customer claims any such taxes do not apply to transactions covered by this Agreement, Customer shall provide Honeywell with a tax exemption certificate acceptable to the applicable taxing authorities.

2.2 Tax-Related Cooperation. Customer agrees to execute any documents and to provide additional reasonable cooperation to Honeywell related to Honeywell tax filings under Internal Revenue Code Section 179D. Honeywell will be designated the sole Section 179D beneficiary.

3. PROPRIETARY INFORMATION

3.1 All proprietary information (as defined herein) obtained by Customer from Honeywell in connection with this Agreement will remain the property of Honeywell, and Customer will not divulge such information to any third party without prior written consent of Honeywell. The term "proprietary information" means written information (or oral information reduced to writing), or information in machine-readable form, including but not limited to software supplied to Customer which Honeywell deems proprietary or confidential and characterizes as proprietary at the time of disclosure to Customer by marking or labeling the same "Proprietary", "Confidential", or "Sensitive". The Customer shall incur no obligations hereunder with respect to proprietary information which: (a) was in the Customer's possession or was known to the Customer prior to its receipt from Honeywell; (b) is independently developed by the Customer without the utilization of such confidential information of Honeywell; (c) is or becomes public knowledge through no fault of the Customer; (d) is or becomes available to the Customer from a source other than Honeywell; (e) is or becomes available on an unrestricted basis to a third party from Honeywell or from someone acting under its control; (f) is received by Customer after notification to Honeywell that the Customer will not accept any further information.

3.2 Customer agrees that Honeywell may use nonproprietary information pertaining to the Agreement, and the work performed under the Agreement, for press releases, case studies, data analysis, promotional purposes, and other similar documents or statements to be publicly released, as long as Honeywell submits any such document or statement to Customer for its approval, which will not be unreasonably withheld. Honeywell may, during and after the term of this Agreement, compile and use, and disseminate in anonymous and aggregated form, all data and information related to building optimization and energy usage obtained in connection with this Agreement. The rights and obligations in this Section 3 shall survive termination of this Agreement.

4. INSURANCE OBLIGATIONS

Honeywell shall, at its own expense, carry and maintain in force at all times from the effective date of the Contract through final completion of the work the following insurance. It is agreed, however, that Honeywell has the right to insure or self-insure any of the insurance coverages listed below:

(a) Commercial General Liability Insurance to include contractual liability, products/completed operations liability with a combined single limit of USD \$5,000,000 per occurrence. Such policy will be written on an occurrence form basis;

(b) If automobiles are used in the execution of the Contract, Automobile Liability Insurance with a minimum combined single limit of USD \$5,000,000 per occurrence. Coverage will include all owned, leased, non-owned and hired vehicles.

(c) Where applicable, "All Risk" Property Insurance, including Builder's Risk insurance, for physical damage to property which is assumed in the Contract.

(d) Workers' Compensation Insurance Coverage A - Statutory limits and Coverage B-Employer's Liability Insurance with limits of USD \$1,000,000 for bodily injury each accident or disease.

Prior to the commencement of the Contract, Honeywell will furnish evidence of said insurance coverage in the form of a Memorandum of Insurance which is accessible at: <http://www51.honeywell.com/moi/liability-n2/ds-united.html>. All insurance required in this Article will be written by companies with a rating of no less than "A-, XII" by A.M. Best or equivalent rating agency. Honeywell will endeavor to provide a thirty (30) day notice of cancellation or non-renewal to the Customer. In the event that a self-insured program is implemented, Honeywell will provide adequate proof of financial responsibility.

5. HAZARDOUS SUBSTANCES, MOLD AND UNSAFE WORKING CONDITIONS

5.1 Customer has not observed or received notice from any source (formal or informal) of (a) Hazardous Substances or Mold, either airborne or on or within the walls, floors, ceilings, heating, ventilation and air conditioning systems, plumbing systems, structure, and other components of the Site, or within furniture, fixtures, equipment, containers or pipelines in a Site; or (b) conditions that, to Customer's knowledge, might cause or promote accumulation, concentration, growth or dispersion of Hazardous Substances or Mold on or within such locations.

5.2 Honeywell is not responsible for determining whether the Covered Equipment or the temperature, humidity and ventilation settings used by Customer, are appropriate for Customer and the Site except as specifically provided in an attached Work Scope Document.

5.3 If any such materials, situations or conditions, whether disclosed or not, are in fact discovered by Honeywell or others and provide an unsafe condition for the performance of the work or Services, the discovery of the condition shall constitute a cause beyond Honeywell's reasonable control and Honeywell shall have the right to cease the work or Services until the area has been made safe by Customer or Customer's representative, at Customer's expense. Honeywell shall have the right to terminate this Agreement if Customer has not fully remediated the unsafe condition within sixty (60) days of discovery.

5.4 Customer represents that Customer has not retained Honeywell to discover, inspect, investigate, identify, prevent or remediate Hazardous Substances or Mold or conditions caused by Hazardous Substances or Mold.

5.5 TO THE FULLEST EXTENT ALLOWED BY LAW, CUSTOMER SHALL INDEMNIFY AND HOLD HONEYWELL HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS AND COSTS OF WHATEVER NATURE, INCLUDING BUT NOT LIMITED TO, CONSULTANTS' AND ATTORNEYS' FEES, DAMAGES FOR BODILY INJURY AND PROPERTY DAMAGE, FINES, PENALTIES, CLEANUP COSTS AND COSTS ASSOCIATED WITH DELAY OR WORK STOPPAGE, THAT IN ANY WAY RESULTS FROM OR ARISES UNDER THE BREACH OF THE REPRESENTATIONS AND WARRANTIES IN THIS SECTION, THE EXISTENCE OF MOLD OR A HAZARDOUS SUBSTANCE AT A SITE, OR THE OCCURRENCE OR EXISTENCE OF THE SITUATIONS OR CONDITIONS DESCRIBED IN THIS SECTION, WHETHER OR NOT CUSTOMER PROVIDES HONEYWELL ADVANCE NOTICE OF THE EXISTENCE OR OCCURRENCE AND REGARDLESS OF WHEN THE HAZARDOUS SUBSTANCE OR OCCURRENCE IS DISCOVERED OR OCCURS. THIS INDEMNIFICATION SHALL SURVIVE TERMINATION OF THIS AGREEMENT FOR WHATEVER REASON.

5.6 Customer is responsible for the containment of any and all refrigerant stored on or about the premises. Customer accepts all responsibility for and agrees to indemnify Honeywell against any and all claims, damages, or causes of action that arise out of the storage, consumption, loss and/or disposal of refrigerant, except to the extent Honeywell has brought refrigerant onsite and is directly and solely negligent for its mishandling.

6. WARRANTY AND LIMITATION OF LIABILITY

6.1 Honeywell will replace or repair any product Honeywell provides under this Agreement that fails within the warranty period (one) 1 year because of defective workmanship or materials, except to the extent the failure results from Customer negligence, or from fire, lightning, water damage, or any other cause beyond the control of

Honeywell. This warranty applies to all products Honeywell provides under this Agreement, whether or not manufactured by Honeywell. The warranty is effective as of the date of Customer acceptance of the product or the date Customer begins beneficial use of the product, whichever occurs first.

6.2 THE WARRANTIES SET FORTH HEREIN ARE EXCLUSIVE, AND HONEYWELL EXPRESSLY DISCLAIMS AND CUSTOMER EXPRESSLY WAIVES ALL OTHER WARRANTIES, WHETHER WRITTEN OR ORAL, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF WORKMANSHIP, CONSTRUCTION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SERVICES, EQUIPMENT, AND MATERIALS PROVIDED HEREUNDER. HONEYWELL SHALL NOT BE LIABLE FOR ANY PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, ADVERSE HEALTH EFFECT OR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES, ARISING FROM, OR RELATING TO, THIS LIMITED WARRANTY OR ITS BREACH.

6.3 Honeywell makes no representation or warranty, express, implied or otherwise, regarding Hazardous Substances or Mold. Honeywell shall have no duty, obligation or liability, all of which Customer expressly waives, for any damage or claim, whether known or unknown, including but not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse health effect or any special, consequential, punitive, exemplary or other damages, regardless of whether such damages may be caused by or otherwise associated with defects in the Services, in whole or in part due to or arising from any investigation, testing, analysis, monitoring, cleaning, removal, disposal, abatement, remediation, decontamination, repair, replacement, relocation, loss of use of building, or equipment and systems, or personal injury, death or disease in any way associated with Hazardous Substances or Mold.

7. INDEMNITY

Honeywell agrees to indemnify and hold Customer and its agents and employees harmless from all claims for bodily injury and property damages to the extent such claims result from or arise under Honeywell's negligent actions or willful misconduct in its performance of the Work required under this Agreement, provided that such indemnity obligation is valid only to the extent (i) Customer gives Honeywell immediate notice in writing of any such claims and permits Honeywell, through counsel of its choice and Honeywell's sole cost and expense, to answer the claims and defend any related suit and (ii) Customer gives Honeywell all needed information, assistance and authority, at Honeywell's expense, to enable Honeywell to defend such suit. Honeywell is not responsible for any settlement without its written consent. Honeywell is not liable for loss or damage caused by the negligence of Customer or any other party or such party's employees or agents. This obligation shall survive termination of this Agreement. Notwithstanding the foregoing, Customer agrees that Honeywell will not be responsible for any damages caused by Mold or any other fungus or biological material or agent, including but not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse health effect or any special, consequential, punitive, exemplary or other damages, regardless of whether such damages may be caused by or otherwise associated with defects in the Services.

8. LIMITATION OF LIABILITY

8.1 IN NO EVENT SHALL HONEYWELL BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES, WHETHER ARISING OUT OF OR AS A RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, MOLD, MOISTURE, INDOOR AIR QUALITY, OR OTHERWISE, ARISING FROM, RELATING TO, OR CONNECTED WITH THE SERVICES, EQUIPMENT, MATERIALS, OR ANY GOODS PROVIDED HEREUNDER.

8.2 NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, IF A PORTION OF THE SERVICES INVOLVES THE INSTALLATION AND/OR MAINTENANCE OF SYSTEMS ASSOCIATED WITH SECURITY AND/OR THE DETECTION OF AND/OR REDUCTION OF RISK OF LOSS ASSOCIATED WITH FIRE, HONEYWELL'S TOTAL LIABILITY ARISING OUT OF OR AS A RESULT OF ITS PERFORMANCE UNDER THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF THIS AGREEMENT.

9. EXCUSABLE DELAYS

Honeywell is not liable for damages caused by delay or interruption in Services due to fire, flood, corrosive substances in the air, strike, lockout, dispute with workmen, inability to obtain material or services, commotion, war, acts of God, the presence of Hazardous Substances or Mold, or any other cause beyond Honeywell's reasonable control. Should any part of the system or any Equipment be damaged by fire, water, lightning, acts of God, the presence of Hazardous Substances or Mold, third parties or any other cause beyond the control of Honeywell, any repairs or replacement will be paid for by Customer. In the event of any such delay, date of shipment or performance will be extended by a period equal to the time lost by reason of such delay, and Honeywell will be entitled to recover from Customer its reasonable costs, overhead, and profit arising from such delay.

10. PATENT INDEMNITY

10.1 Honeywell shall, at its expense, defend or, at its option, settle any suit that may be instituted against Customer for alleged infringement of any United States patents related to the hardware or software manufactured and provided by Honeywell under this Agreement ("the equipment"), provided that a) such alleged infringement consists only in the use of such equipment by itself and not as part of, or in combination with, any other devices, parts or software not provided by Honeywell hereunder, b) Customer gives Honeywell immediate notice in writing of any such suit and permits Honeywell, through counsel of its choice, to answer the charge of infringement and defend such suit, and c) Customer gives Honeywell all needed information, assistance and authority, at Honeywell's expense, to enable Honeywell to defend such suit.

10.2 If such a suit has occurred, or in Honeywell's opinion is likely to occur, Honeywell may, at its election and expense: a) obtain for Customer the right to continue using such equipment; b) replace, correct or modify it so that it is not infringing; or if neither a) or b) is not reasonable then c) remove such equipment and grant Customer a credit therefore, as depreciated.

10.3 In the case of a final award of damages in any such suit, Honeywell will pay such award. Honeywell will not, however, be responsible for any settlement made without its written consent.

10.4 THIS ARTICLE STATES HONEYWELL'S TOTAL LIABILITY AND CUSTOMER'S SOLE REMEDY FOR ANY ACTUAL OR ALLEGED INFRINGEMENT OF ANY PATENT BY THE HARDWARE MANUFACTURED AND PROVIDED BY Honeywell HEREUNDER.

11. SOFTWARE LICENSE

All software provided in connection with this Agreement shall be licensed and not sold. The end user of the software will be required to sign a license agreement with provisions limiting use of the software to the equipment provided under these specifications, limiting copying, preserving confidentiality, and prohibiting transfer to a third party. Licenses of this type are standard for computer-based equipment of the type covered by this Agreement. Customer shall be expected to grant Honeywell access to the end user for purposes of obtaining the necessary software license.

12. DISPUTE RESOLUTION

With the exception of any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of fire and/or security systems, the Parties agree that any controversy or claim between Honeywell and Customer arising out of or relating to this Agreement, or the breach thereof, will be settled by arbitration in a neutral venue, conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. Any award rendered by the arbitrator will be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of systems associated with security and/or the detection of, and/or reduction of risk of loss associated with fire will be resolved in a court of competent jurisdiction.

13. ACCEPTANCE

This proposal and the pages attached shall become an Agreement upon signature above by Honeywell and Customer. The terms and conditions are expressly limited to the provisions hereof, including Honeywell's General Terms and Conditions attached hereto, notwithstanding receipt of, or acknowledgment by, Honeywell of any purchase order, specification, or other document issued by Customer. Any additional or different terms set forth or referenced in Customer's purchase order are hereby objected to by Honeywell and shall be deemed a material alteration of these terms and shall not be a part of any resulting order.

14. MISCELLANEOUS

14.1 This Agreement represents the entire Agreement between Customer and Honeywell for the Work described herein and supersedes all prior negotiations, representations or Agreements between the Parties related to the work described herein.

14.2 None of the provisions of this Agreement shall be modified, altered, changed or voided by any subsequent Purchase Order or other document unilaterally issued by Customer that relates to the subject matter of this Agreement. This Agreement may be amended only by written instrument signed by both Parties.

14.3 This Agreement is governed by the law of the State where the work is to be performed.

14.4 Any provision or part of this Agreement held to be void or unenforceable under any laws or regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Honeywell and Customer, who agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

14.5 Customer may not assign its rights or delegate its obligations under this Agreement, in whole or in part, without the prior written consent of Honeywell. Honeywell may assign its right to receive payment to a third party.

15. COVERAGE

15.1 Customer agrees to provide access to all Equipment covered by this Agreement. Honeywell will be free to start and stop all primary equipment incidental to the operation of the mechanical, control, automation, and life safety system(s) as arranged with Customer's representative.

15.2 It is understood that the repair, replacement, and emergency service provisions apply only to the Equipment included in the attached List of Covered Equipment. Repair or replacement of non-maintainable parts of the system such as, but not limited to, ductwork, piping, shell and tube (for boilers, evaporators, condensers, and chillers), unit cabinets, boiler refractory material, heat exchangers, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, is not included under this Agreement. Costs to repair or replace such non-maintainable parts will be the sole responsibility of Customer.

15.3 Honeywell will not reload software, nor make repairs or replacements necessitated by reason of negligence or misuse of the Equipment by persons other than Honeywell or its employees, or caused by lightning, electrical storm, or other violent weather or by any other cause beyond Honeywell's control. Honeywell will provide such services at Customer's request and at an additional charge. Customer is entitled to receive Honeywell's then current preferred-Customer labor rates for such services.

15.4 Honeywell may install diagnostic devices and/or software at Honeywell's expense to enhance system operation and support. Upon termination of this Agreement, Honeywell may remove these devices and return the system to its original operation. Customer agrees to provide, at its sole expense, connection to the switched telephone network for the diagnostic devices and/or software.

15.5 Honeywell will review the Services delivered under this Agreement on an annual basis, unless otherwise noted.

15.6 This Agreement assumes that the systems and/or Equipment included in the attached List of Covered Equipment are in maintainable condition. If repairs are necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval. Should these charges be declined, those non-maintainable items will be eliminated from coverage under this Agreement and the price adjusted accordingly.

15.7 In the event that the system or any equipment component thereof is altered, modified, changed or moved, this Agreement may be immediately adjusted or terminated, at Honeywell's sole option. Honeywell is not responsible for any damages resulting from such alterations, modifications, changes or movement.

15.8 Honeywell is not responsible for maintaining a supply of, furnishing and/or replacing lost or needed chlorofluorocarbon (CFC) based refrigerants not otherwise required under this Agreement. Customer is solely responsible for the cost of material and labor of any such refrigerant not otherwise provided for under this Agreement at current market rates.

15.9 Maintenance, repairs, and replacement of Equipment parts and components are limited to restoring to proper working condition. Honeywell is not obligated to provide replacement software, equipment, components and/or parts that represent a significant betterment or capital improvement to Customer's system(s) hereunder.

15.10 Unless otherwise specified, Customer retains all responsibility for maintaining LANs, WANs, leased lines and/or other communication mediums incidental or essential to the operation of the system(s) or Equipment found included in the attached List of Covered Equipment.

15.11 Customer will promptly notify Honeywell of any malfunction in the system(s) or Equipment covered under this Agreement that comes to Customer's attention.

16. TERMS OF PAYMENT

16.1 Subject to Honeywell's approval of Customer's credit, Customer will pay or cause to be paid to Honeywell the full price for the Services as specified on the first page of this Agreement. Honeywell will submit invoices to Customer accordance with the Payment Terms identified on Page 1, in advance for Services to be performed during the subsequent billing period, and payment shall be due within twenty (20) days after Customer's receipt of each such invoice. Payments for Services past due more than five (5) days shall accrue interest from the due date to the date of payment at the rate of one and one-half percent (1.5%) per month, compounded monthly, or the highest legal rate then allowed. Customer will pay all attorney and/or collection fees incurred by Honeywell in collecting any past due amounts.

16.2 **Price Adjustment**. Honeywell may annually adjust the amounts charged for the Services provided.

17. TERMINATION

17.1 Customer may terminate this Agreement for cause if Honeywell defaults in the performance of any material term of this Agreement, or fails or neglects to carry forward the Services in accordance with this Agreement, after giving Honeywell written notice of its intent to terminate. If, within thirty (30) days following receipt of such notice, Honeywell fails to cure or perform its obligations, Customer may, by written notice to Honeywell, terminate this Agreement.

17.2 Honeywell may terminate this Agreement for cause (including, but not limited to, Customer's failure to make payments as agreed herein) after giving Customer written notice of its intent to terminate. If, within thirty (30) days following receipt of such notice, Customer fails to make the payments then due, or otherwise fails to cure or perform its obligations, Honeywell may, by written notice to Customer, terminate this Agreement and recover from Customer payment for Services performed and for losses sustained for materials, tools, construction equipment and machinery, including but not limited to, reasonable overhead, profit and applicable damages.

17.3 **Cancellation** - This Agreement may be canceled at Honeywell's option in the event Honeywell equipment on Customer's premises is destroyed or substantially damaged. Likewise, this Agreement may be canceled at Customer's option in the event Customer's premises are destroyed. In the event of such cancellation, neither party shall be liable for damages or subject to any penalty, except that Customer will remain liable for Services rendered to the date of cancellation.

18. DEFINITIONS

18.1 "Hazardous substance" includes all of the following, whether naturally occurring or manufactured, in quantities, conditions or concentrations that have, are alleged to have, or are believed to have an adverse effect on human health, habitability of a Site, or the environment: (a) any dangerous, hazardous or toxic pollutant, contaminant, chemical, material or substance defined as hazardous or toxic or as a pollutant or contaminant under state or federal law, and (b) any petroleum product, nuclear fuel or material, carcinogen, asbestos, urea formaldehyde, foamed-in-place insulation, polychlorinated biphenyl (PCBs), and (c) any other chemical or biological material or organism, that has, is alleged to have, or is believed to have an adverse effect on human health, habitability of a Site, or the environment.

18.2 "Mold" means any type or form of fungus or biological material or agent, including mold, mildew, moisture, yeast and mushrooms, and any mycotoxins, spores, scents, or by-products produced or released by any of the foregoing. This includes any related or any such conditions caused by third parties.

18.3 "Covered Equipment" means the equipment covered by the Services to be performed by Honeywell under this Agreement, and is limited to the equipment included in the respective work scope attachments.

18.4 "Services" means those services and obligations to be undertaken by Honeywell in support of, or to maintain, the Covered Equipment, as more fully detailed in the attached work scope document(s), which are incorporated herein.

Flex Automation Services

1.1 Scope – HONEYWELL will maintain and inspect the building automation hardware and software listed below:

List of Covered Equipment:

Quantity	Description	Model Number	Location
30	Controllers	XL50	School
11	Controllers	XL100	School
3	Controller Interface Boards		Maintenance
1	Dell Computer	Dell Operator Station	Maintenance
2	BNA	Building Network Adapter	Maintenance
1	EBI Software	Version R430	Maintenance

1.2 Preventative Maintenance – Includes on site technician for one (1x) day, every other month (total = 48 hours). Each monthly inspection call will be coordinated with the owner and scheduled by a computer-scheduled service report detailing the tasks to perform, the skill levels required, and the special tools and instrumentation required to inspect the systems for optimum system performance, both from a hardware and software perspective. Typical activities include:

- Checking software schedules against occupancy schedules
- Inspecting hardware operator - machine interface and field panels for proper operation.
- Review false alarm activity
- Review trend logs
- Random sampling of temperature sensors to identify need to calibrate
- Automation technician will coordinate with Honeywell mechanical maintenance services representative to either correct the issues found in the field as covered under this agreement or identify necessary repairs requires for CHS 94
- EBI database back-up
- Install software patches and fixes within the R430 version software currently running on EBI.

1.3 Coverage – This Agreement includes all travel, and living expenses to perform the inspection services described above for the Equipment and Software. The costs for labor and travel for repair work, emergency service, and any replacement materials are not included in this Agreement. If emergency service is required, CUSTOMER will receive a priority response and will be billed at a preferred maintenance labor rate. If necessary equipment repairs are approved, CUSTOMER will be billed on a Time-and-Material (T&M) basis, with labor costs reflecting the preferred rate.

1.4 Performance Review – A review of the Services provided within this Agreement will be performed by HONEYWELL on an annual basis if requested by CUSTOMER. HONEYWELL and CUSTOMER will discuss work performed since the last review, answer questions pertaining to Service delivery, and identify opportunities to further improve performance of the Equipment.

1.5 Honeywell ServicePortal – HONEYWELL will provide customer access to an Internet-based application that will allow the CUSTOMER to securely submit non-emergency service requests online; view status of all service calls, whether scheduled, open or closed; view appointments and task detail of work performed on contracted service calls; and view contract and equipment coverage details (12 month history and includes only service performed per the HONEYWELL contract). Functionality enhancements or deletions are at the discretion of HONEYWELL.

Special Provisions

These Special Provisions are incorporated herein by reference and made a part of the Honeywell International Inc., Honeywell Building Solutions – Services Agreement No. **40099135**.

1. Included in this contract, are the replacement of two (2x) controllers per year, model #XL50 and/or #XL100, including installation and programming. The controllers may be used to replace defective units or if not units are defective during the contract term, the Honeywell technician will either work with the Customer to replace two existing obsolete controllers or we will leave on site two controllers for the customer's use at a later date to be installed and programmed by a Honeywell technician as long as a service contract is in effect.

EBI Services (EBI Life Cycle Management)

1.1 Scope:

Honeywell will provide software and hardware enhancement and support for Customer's Enterprise Building Integrator (EBI) system, which consists of Honeywell Security Manager, Honeywell Building Manager, Honeywell Life Safety Manager, Honeywell Digital Video Manager, Honeywell Asset Locator, and Honeywell Energy Manager. The services are more specifically described below.

List of Covered Software

Drawing number(s) and date(s) (if applicable)				
Quantity	Software	Version	Product Description	Location
1	EBI	R430	Building Manager	Maintenance

(If software embedded in network hardware is to be covered, include it in the List of Covered Software.)

List of Covered Hardware

Quantity	Description	Model Number	Location	Refresh Option
1	Dell Workstation		Maintenance	Yes

1.2 Software Enhancement and Support

For software included in the List of Covered Software and originally installed by Honeywell, Honeywell will, on a scheduled basis, (a) evaluate the condition of the software, (b) apply any available updates and upgrades that are applicable to the software (but for third-party software only after it has been qualified by Honeywell) and that have not been previously applied, (c) perform a system back-up, and (d) save the back-up files.

For the same software, Honeywell will apply critical software updates as they become available (but for third-party software only after it has been qualified by Honeywell). Critical software updates are updates that correct a problem that substantially compromises the overall system operation or security.

Customer shall not install any software on systems covered by this addendum without Honeywell's written approval. This addendum does not include any services on software installed by others, and Honeywell will not be liable for any damage to any such software installed without Honeywell's written approval that results from these services.

1.3 Hardware Support

For hardware included in the List of Included Hardware and originally furnished by Honeywell, Honeywell will, on a periodic basis, evaluate the performance of the hardware and recommend any enhancements needed to allow the software to perform as specified. If the Refresh Option is selected, Honeywell will replace the listed hardware with new hardware that satisfies the requirements of the upgraded or updated software on or about the two-year anniversary of the initiation of these EBI Software Enhancement and Support Services and on or about any succeeding two-year anniversary, for as long as these services remain in effect.

1.4 Performance Review

At Customer's request, Honeywell will, on an annual basis, provide a review of the services provided under this addendum. As part of this review, Honeywell will discuss services provided since the last review, answer questions pertaining to the services, and discuss opportunities to improve performance.

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**June 21, 2016
7:00 p.m.
Board of Education Meeting**

**SECTION C
MINUTES**

- | | |
|---------------------------------------|----------------|
| 1. Regular Board of Education Meeting | June 21, 2016 |
| 2. Finance Committee Meeting | March 10, 2016 |
| 3. Education Committee Meeting | April 7, 2016 |
| 4. Communications Committee Meeting | June 21, 2016 |
| 5. Education Committee Meeting | June 30, 2016 |
| 6. Finance Committee Meeting | July 7, 2016 |

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
June 21, 2016 – 7:00 P.M.**

**WEST CHICAGO COMMUNITY HIGH SCHOOL
DISTRICT ADMINISTRATIVE OFFICE
157 W. WASHINGTON STREET
WEST CHICAGO, IL 60185**

OPENING ACTIVITIES

1. Call to Order at 7:01 p.m.
2. Rich Nagel led the Board and meeting attendees in the Pledge of Allegiance.
3. Ms. Yackey read the Mission Statement:
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call – Present were: Ms. Doremus, Mr. Gunderson, Mr. Kotche, Mr. Nagel.
Mr. Saake was present via teleconference due to work-related obligations.
Absent were: Mr. Campos.
5. Also in attendance: Dr. Domeracki, Mr. Cole, Mr. Blatchley and Dr. Cheng
6. Additions to the Agenda:
None

STUDENT RECOGNITION: (Att. §B - pp. 2 - 3)

The following students were recognized as Athletes of the Season:

- Barbara Richert
- Justin Thiede

PUBLIC PARTICIPATION:

There was no public participation

CONSENT AGENDA (Roll Call)

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading “Recommended Action”.

1. Items Removed from Consent Agenda for Separate Action:
Minutes of the May 17, 2016 Board of Education Meeting
Filing of the February 16, 2016 Human Resources Committee Meeting
Student Discipline Policies ¶8102, ¶8200, ¶8201, ¶8203

2. Consent Agenda Action for All Items Except those Listed in 1. Above.

RECOMMENDED MOTION: That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.

MOTION: Mr. Gunderson
SECOND: Mr. Kotche
VOTE: Unanimous Approval on Roll Call Vote 6 - 0

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

1. **Filing of Minutes - (Att. §C - pp. 9 - 47)**
Communications Committee Meeting February 16, 2016
2. **Approval of Financials — (Att. §A – pp. 1 – 49)**
 - a. Approve Current Expenditures
RECOMMENDED MOTION: That the Board of Education approve the expenditures from May 12, 2016 to June 16, 2016.
 - b. Imprest Fund Statement
 - c. Treasurer's Report
 - d. Statement of Position/Financial Report
 - e. Statement of Revenue/Expenditures YTD Ending May 31, 2016
 - f. 3-Year Budget/Actual Report
 - g. Grant Reports
 - h. Petty Cash Fund Report
 - i. Student Activity Account Fund Balance
 - j. New Vendors Monthly Report
 - k. Quarterly Financial Reports
3. **Board Policy ¶5013P – Leasing and Renting – Rules and Regulations**
RECOMMENDED MOTION: That the Board of Education approved changes to Policy ¶5013P – Leasing and Renting – rules and Regulations at second reading as shown on Att. §B - pp. 29 – 33.

CONSENT AGENDA APPROVAL

ITEMS REMOVED FROM CONSENT AGENDA:

1. **Filing of Minutes - (Att. §C - pp. 48 – 58)**
Human Resources Committee Meeting February 16, 2016
This item was removed and is pending committee approval.
2. **Student Discipline Policies ¶8102, ¶8200, ¶8201, ¶8203 - (Att. §B - pp. 4 - 28)**
This item was tabled and will be brought back to the July 19, 2016 Board meeting for approval on 2nd reading.
3. **Approval of Minutes — (Att. §C – pp. 1 – 8)**
Board of Education Meeting – May 17, 2016
Closed Session Special Board of Education Meeting – At Table May 17, 2016
RECOMMENDED MOTION: That the Board of Education approve the minutes of the meetings of May 17, 2016 as listed above.
MOTION: Mr. Saake
SECOND: Mr. Gunderson
VOTE: Ayes: Doremus, Gunderson, Kotche, Nagel, Saake

Nays: None
Abstain: Yackey
Motion Passed: 5 – 0, 1 Abstain

ADMINISTRATIVE REPORTS AND INFORMATION:

1. Superintendent's Report

Dr. Domeracki updated the Board on the following topics:

- There had been 1 FOIA request.
- He had attended Peter Roskam's Roundtable discussion June 20th.
- The application to continue E-Learning Days in 2016-17 had been received.
- Chris Voelz, class of 1966, has been chosen as a Distinguished Alumni. A reception in her honor will be held at the high school November 15, 2016.
- Dr. Domeracki hosted a meeting with CUSD200 administrators to discuss an Ombudsman Plus collaboration.
- An application for JSC Music Initiative Grant will net \$25,000 which will be used to purchase new instruments.
- Registration is now open for the annual IASB-IASA-IASBO Joint Conference which will be held November 18 – 20, 2016.
- The marching band will once again participate in Railroad Days.
- Board members interested in touring the construction site should contact Dr. Domeracki to schedule a tour.
- A closed session minute review will be held prior to the July 19th board meeting.

2. Director of Business Services Report:

Mr. Cole reported that all 3 phases of the summer construction project were well underway. He stated that 95% of demolition has been done and no substantial problems had been found.

3. Director of Human Resources Report:

Mr. Blatchley reported that a PERA boot camp for new staff was held June 8. He stated that interviewing and hiring for the upcoming school year continues. Mr. Blatchley gave a brief update on the Fair Labor Act and its relatively small impact on Community High School District 94.

4. Principal's Report:

Dr. Cheng reported on the following topics:

- He had attended a conference on restorative justice June 8th. He reported that the school is already restorative oriented.
- The date for graduation has been set with College of DuPage and will be held June 8, 2017.
- The collection of Chromebooks from seniors was a seamless process.
- Only 4 students had turned in their Chromebooks for storage over the summer months.
- Summer school enrollment has doubled this year, possibly due to a longer period between the end of school and the beginning of summer school.

5. Committee Reports:

Dr. Domeracki reported the Communications Committee met just prior to the Board meeting.

Mr. Blatchley reported the Human Resources Committee met just prior to the Board meeting.

Dr. Cheng reported the Education Committee is scheduled to meet June 30th.

8. Future Dates:

a. Special Board of Education Meeting – July 19, 2016

b. Regular Monthly Board of Education Meeting – August 16, 2016

9. Open Comment:

Board members discussed the distribution of the student planner. The student planner is currently distributed to all students, and includes the handbook. The possibility of only distributing the handbook in the future was discussed.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

1. Personnel Reports – (Roll Call)

RECOMMENDED MOTION:

That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table on Att. §D – pp. 1 – 4.

MOTION: Ms. Yackey

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 6 - 0

2. Separation of Employment – (Roll Call)

RECOMMENDED MOTION:

That the Board of Education accept the resignation of Suzanne Owens, Executive Assistant to the Business/Human Resources departments, effective June 30, 2016

MOTION: Mr. Saake

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 6 - 0

3. Prevailing Wage – (Roll Call)

Annually, the State requires districts to pay a wage of no less than the general prevailing hourly rate paid for similar jobs by all public bodies. The law covers nearly all projects under the control of the District regardless of the source of funds. The District has annually adopted the Schedule of Prevailing Wages.

RECOMMENDED MOTION:

That the Board of Education adopt the DuPage County Prevailing Wage for July 2015 and approve the Resolution, Certification and Notice of Adoption as shown on Att. §B - pp. 83 - 83.

MOTION: Mr. Kotche

SECOND: Ms. Yackey

VOTE: Ayes: Kotche, Yackey
Nays: Doremus, Gunderson, Saake
Abstain: Nagel
Motion Failed: 2 – 3, 1 Abstain

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

RECOMMENDED MOTION:

That the Board of

Education meeting be adjourned at 9:05 p.m.

MOTION: Ms. Yackey

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Voice Vote 6 – 0

ATTEST:

Gary R. Saake, President

Ruben Campos, Secretary

**Community High School District 94
157 West Washington Street,
West Chicago, IL 60185**

FINANCE COMMITTEE

March 10, 2016 4:00 P.M.

District Office

CONFERENCE ROOM

AGENDA

- 1. Finance Committee Minutes**
- 2. 2016 capital project – Cafeteria**
- 3. 2016 capital project – Pool**
- 4. Student Fees**
- 5. Chromebooks**
- 6. Sectioning – FTE's**

COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois

Minutes of the FINANCE COMMITTEE meeting held on March 10, 2016 at 157 West Washington Street, West Chicago, Illinois, from 4:01 p.m. to 5:42 p.m.

CALL TO ORDER – The meeting was called to order at 4:00 p.m.

ROLL CALL - In attendance at the meeting were: Gary Saake, Kevin Kotche, and Ruben Campos
Others Present: Dr. Domeracki, Gordon Cole, Dave Blatchley, Moses Cheng

1. **Review of February 23, 2016 Finance committee minutes.** Motion by Saake, second by Compos to approve for submittal to full Board for filing.
2. **Cafeteria renovation project.** Committee reviewed the bids which were received on March 8th. Staff is recommending the base bid and alternate 1 which total \$173,000. Alternate 2 which covers the main cafeteria is for \$173,000 and is not recommended at this time. Committee agreed to move to full Board with base and alternate 1.
3. **Pool renovation project.** The project was described. Bids are due on the 14th. results and recommendations will be brought to full Board on the 15th.
4. **Student Fees.** An error was identified on the proposed rate sheet and will be corrected for full Board approval. Only changes reflect reduction in some fees relating to locker locks and a reduction in yearbook pricing due to lower publishing cost.
5. **Chromebook disposition.** The procedure for year-end disposition of chromebooks has previously been discussed with the committee. There was a question regarding those that wanted the district to hold for the summer. Dr. Domeracki explained that the tech staff would check for functionality and condition and would repair if necessary. Charges would then either be part of warranty, covered under insurance or billed to student.
6. **Sectioning.** Dr. Cheng reviewed the suctioning process with the end result showing the need for 2 additional FTE. This number could change as the process continues but not by much. These would be a number of individual sections scattered across the various disciplines. Much discussion was held with the committee agreeing that these positions are necessary. The addition of two new FTE's will be part of the personnel report on the 15th.
7. **Adjournment.** Motion by Saake, second by Compos to adjourn at 5:42pm

COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois

Minutes of the FINANCE COMMITTEE meeting held on February 23, 2016 at 157 West Washington Street, West Chicago, Illinois, from 4:00 p.m. to. 5:40 p.m.

CALL TO ORDER – The meeting was called to order at 4:00 p.m.

ROLL CALL - In attendance at the meeting were: Gary Saake, Kevin Kotche, and Ruben Campos
Others Present: Dr. Domeracki, Gordon Cole, Dave Blatchley

1. **Chiller Condenser Repairs** – An issue with the large 600 ton chiller condenser was brought to the attention of the committee. The condenser unit consists of 423 copper tubes which separates the cooling water supply from the refrigerant. The tubes have been tested since 2009 and have shown steady degradation. The recent test showed 8 tubes with 50% degradation. None of these tubes appeared on the prior year's test results. The concern is that if a tube were to begin leaking, when the water and refrigerant mix it turns to acid. In turn, the acid begins to destroy the aluminum components within the entire unit potentially causing upwards of \$600,000 in damage. The solution is to replace the entire set of tubes. The condenser was installed in 1998-99. The need to replace the tubes is not a surprise, just the timing. They are on our schedule for 2018. Trane, the equipment manufacture has proposed replacement for approximately \$65,000. Funding would come out of the Operations and Maintenance Fund. Repairs would commence immediately after approval and would be completed within 10 days of the shipment of the new tubes. After some discussion, Committee recommended taking to full Board.
2. **Roof Maintenance Contract.** – Over the past two years, the district has spent over \$23,000 repairing and maintaining the roof through Combined roofing and Olsson Roofing. Olsson is the current vendor. Typically the district uses the contractor from the last bid roof overhaul to conduct minor repairs. Olsson has proposed a one year maintenance agreement to cover the entire roof for a cost of \$4,800. There are three major roof section which will need replacing in the 2018-2020 time frame. Committee agreed that this is worthwhile. Administration will proceed.
3. **Pool Operation Costs** – A summary of operating costs and revenues was provided. The net operating cost is just shy of \$60,000 per year. A 5 year average of revenues was \$28,400. Total annual expenses are \$88,000 including amortized capital expenditures. These numbers do not include gas and electric. A discussion was held regarding fees charged to outside users and the need to review and update these fees. A number of questions were asked; administration will research and report back to the committee. A brief overview and discussion of the proposed project was held. This is primarily an upgrade to the chemical infusion system, replacement of the above ground 1978 piping and installation of new sewer line.
4. **Chromebooks** – A fact sheet regarding the chromebooks was distributed. The focus was on the status of the insurance program and the number of repairs that have been made. Committee agreed that the program should continue with no change in the fee. A discussion ensued concerning the disposition of chromebooks turned in by seniors and the summertime status. Building administration is recommending

that students be allowed to keep them over the summer. This is being done by some other schools with success. A question was raised what we will do if someone does not want to keep it over the summer and should we charge a fee for this service. It was agreed that no fee should be charged. The chromebooks that are turned in will be refurbished by our tech staff and be ready for issuing to incoming freshmen.

5. **Student Fees** – A brief review of proposed student fees for 2016-17 was held. A revision to general registration fee will be necessary to remove the cost of locks for all classes except freshmen. Also the yearbook rates may change due to lower cost of publication cost.
6. **Rental Policy** – Policy 5013 and 5013P were distributed. This was to bring these policies to the committees attention. The rates are quite dated and the language has been difficult to administer. Administration will review and bring back proposed changes at a later date.
7. **Construction Oversight** – With the depth and complexity of the science/math project this summer, Administration is requesting a temporary position to assist in detailed plan review and construction observation. Total hours will be in the range of 5 to 10 per week depending on the week. The request is for \$30 per hour. Committee agreed.
8. Next meeting – Committee schedule next meeting for March 10 at 4pm.
9. Committee adjourned at 5:40pm.

COMMUNITY HIGH SCHOOL

District 94

MEMO

TO: Board of Education

FROM: Gordon Cole

RE: Cafeteria Enhancement Project

DATE: 3-10-19

This project consists of a base bid and two alternates. The base consists of replacing the serving area floor with an epoxy finish, replacing the lights and ceiling and painting. Alternate 1 covers the area immediately outside of the serving area. It also consists of new flooring, ceiling and lighting. Alternate 2 consists of new ceiling and lighting in the remainder of the commons area.

Bids were received on March 8th with 6 contractors submitting bids. The low bidder is ATP Enterprise Group. The base bid is for \$139,000 and alternate 1 is for \$34,000. Alternate 2 is for \$173,000.

It is our recommendation to proceed with the Base and Alternate 1. The cost of alternate 2 is prohibitive at this time.

Attached is a letter of recommendation from our architect as well as the bid tabs.



March 9, 2016

Mr. Gordon Cole
Community High School District 94
157 West Washington Street
West Chicago, Illinois 60185

Re: W Chicago Community High School
Cafeteria and Serving Line Remodeling
Bid Recommendation

Dear Gordon,

On March 8, bids were received for the Cafeteria and Serving Line Remodeling project. The Base Bid work includes the complete renovation of the existing Serving Line and Snack Line areas – epoxy resin flooring, painting walls, new ceilings, lighting and two new swinging doors to the Snack Line to replace the coiling doors. Also included in the Base Bid is the new ceiling and lighting in the hallway portion of the cafeteria immediately outside of the serving lines and re-painting the entire Cafeteria. Alternate 1 is the new flooring in the hallway portion of the cafeteria. Alternate 2 is the remaining ceiling and lighting area in the Cafeteria.

Six contractors submitted bids. The lowest bidder is *ATP Enterprise Group* with a Base Bid of \$139,000. It was determined that Alternate 2 will definitely not be completed so with Alternate 1 included *ATP Enterprise Group* is still the low bidder. We have reviewed the scope of work with them and although they missed painting the cafeteria in their bid and did not acknowledge Addendum 2 they are willing to honor their Bid (and still paint the cafeteria).

Our recommendation is to accept *ATP Enterprise Group* Base Bid and Alternate No 1 for a total of \$173,000. If you have any questions or need any additional information, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "William Templin".

William Templin, AIA

Enclosure

Cafeteria & Serving Line Remodeling at West Chicago High School District 94
 Project #2015.20
 March 8, 2016 at 2:00 p.m.



BID TAB

Contractor	Bid Bond	Add #1	Add #2	Base Bid	Alt #1	Alt #2	Total Base Bid + Alt 1
Builders Land, Inc.	✓	✓	✓	\$173,900	\$16,128	\$156,887	\$190,028
ATP Enterprise Group	✓	✓		\$139,000	\$34,000	\$273,000	\$173,000
K.M. Holley Const. Co.	✓	✓	✓	\$213,670	\$24,755	\$225,269	\$238,425
Manusos General Contracting	✓	✓	✓	\$222,000	\$31,367	\$255,250	\$253,367
Expedia Construction	✓	✓	✓	\$173,000	\$21,000	\$211,000	\$194,000
The Dubs Co.				No Bid			
L.J. Morse Const.	✓	✓	✓	\$190,880	\$17,100	\$227,890	\$207,980

Alternate No. 1: New flooring in the Hallway area of the Cafeteria as noted on the drawings (including demolition of existing flooring).

Alternate No. 2: New ceilings, light fixtures, mechanical diffusers and reinstallation of all existing fire alarm and technology devices in new ceiling in Cafeteria area as noted on drawings (including demolition of existing ceilings and lights).

COMMUNITY HIGH SCHOOL

District 94

MEMO

TO: Board of Education

FROM: Gordon Cole

RE: Pool Repair Project

DATE: 3-10-19

This project consists of replacing the above ground piping between the filter and the heat exchanger. This pipe is original from 1978. In the past 2 years we have a couple of failures. A redundant pump will be installed. The chemical infusion system and controls will be modernized and old piping will be demoed. In addition a new sewer line will be installed from the filter room out to Joliet street. The project has been reduced in scope since originally discussed. A stand alone boiler will not be part of the project. The cost savings would be marginal with virtually no payback potential. There would have to be a new 3 inch gas line installed. The current line within the building does not have the capacity to handle the size boiler that it would have to be.

FEE SCHEDULE 2016-17

				Per Student	Family Maximum
REQUIRED FEES:					
REGISTRATION & FEES					
Includes registration, course fees, student activity pass, chromebook rental.					
New for 2015-16 regular and PE locker locks.					
FRESHMAN				273	546
Also Includes Physical Education T-shirt and 2 locker locks					
SOPH, JR., SENIOR		267	534	255	522
Drivers Education - Behind the Wheel Fee				300	
Athletic / Activity Participation Fee					
Athletics	Per student per sport - subject to Family Maximum			100	300
Activities	Per student per activity - subject to Family Maximum				
IHSA Sponsored	Chess, Speech, Cheer, Poms, ISHA Drama & Scholastic Bowl			100	300
Graduation Fee				20	
OPTIONAL FEES:					
Chromebook Insurance					
\$50 Deductible				30	
Parking Fee - All Lots - Per Semester				100	
Cap & Gown (estimated)	payable to vendor			25	
Yearbook					
At registration	Prior to December 31		55	45	
After January 1			65	55	
After Yearbook Delivery			75	65	
Physical Education T-Shirt (replacement)				6	
Locker Padlock (replacement)				6	
Transcript Fees				5	
Express Transcript Fees				20	
EVENT FEES:					
Athletic Event Admissions (Upstate Eight or ISHA will supercede)					
Student				3	
Adult				5	
Annual Athletic Family Pass				50	
Drama Productions:					
Student				5	
Adult				8	
Season Subscription					
Student				9	
Adult				15	

From: Joe Neilon
Sent: Wednesday, February 24, 2016 10:00 AM
To: Douglas Domeracki
Subject: What is a refurbished Chromebook

Here is our plan,

We will collect all of the outgoing senior Chromebooks. Our techs (Mike, Josh, Doug) and possibly a few TSI students will check each Chromebook for functionality and condition. If there are any broken parts of severely scratched screens, we will replace them. These parts will be charged to the students who turned them in. We will then clean them as best as we can.

The Chromebooks will be in perfect working order, but there will be light wear and tear, scratches, and other minor defects from use that we will not be repairing.

Please send tech requests to tech@d94.org
Joe Neilon
Director of Technology
West Chicago Community High School
326 Joliet Street
West Chicago, IL 60185
Voice: 630-876-6393
Fax: 630-876-6217
E-mail: jneilon@d94.org
Website: www.d94.org

Community High School District 94
West Chicago, IL 60185

Education/Programs Committee Meeting

April 7, 2016 - 7:30 a.m.
Counseling Conference Room
West Chicago Community High School

AGENDA

1. Approval of Feb. 11, 2016 meeting minutes
2. “Where Are We Heading” document discussion
3. Course audit
4. Manufacturing pathway
5. Other

Community High School District 94
West Chicago, IL 60185
Education/Programs Committee Meeting

April 7, 2016 - 7:30 a.m.
Counseling Conference Room
West Chicago Community High School

Minutes

In Attendance: Kathe Doremus, Dirk Gunderson, Renee Yackey, Allister Scott, Moses Cheng

1. Approval of Feb. 11, 2016 meeting minutes:
Motion: Dirk Gunderson, 2nd: Renee Yackey. Minutes approved
2. "Where Are We Heading" document discussion
Dr. Domeracki's "Where Are We Heading" document and items in the Education category were reviewed. The committee discussed what process and procedures would be used to decide on which items would be implemented. Moses suggested taking the items and reviewing them at the building level using categories of "Scope of implementation," "Level of Service," and "Urgency" as possible weighting categories. The committee agreed to that process. Future decisions regarding each item will need to include financial costs which will be determined at a later date.
3. Course audit
An open discussion occurred regarding what is the purpose of a course audit, the definition of a course audit, and the end result of a course audit. The Committee agreed that the approach to take would be to review each department's courses as found in the Course Description Handbook and frame them against the question of "What is the best education we can offer our students?" This concept would include the importance of college and career readiness as well as recognizing the differing spectrum of needs among students (i.e. struggling vs high-achieving students). The target would be to have this review completed by December 2016. In the future, this audit will also include financial efficiencies as initially defined by FTE allotment and its use will be for informational purposes.
4. Manufacturing pathway
In light of the Board's discussion regarding future financial challenges and financial efficiencies, the question was raised as to whether or not plans for pursuing a Manufacturing Pathway in partnership with COD and Joliet should continue. This Manufacturing Pathway is projected to include an addition of 1.0 FTE as well as added equipment, curricular, and room needs in approximately 2 years. The Committee determined that this was a very much needed opportunity for students, the school, and the community; that the District will need to commit to this financially in the future; and that the partnering work with Joliet and COD in this project needs to continue to make the pathway a reality.
5. Other

“Where Are We Heading” – Education Category

1.	Off-site transition center: In lieu of expulsion, alternative education experience will be available at this site				
	Clarification/explanation:	<ul style="list-style-type: none"> This is special education specific and NOT related to SB100 or in lieu of expulsion for the general education student. 	Scope of Impact Limited	Service Level Direct	Urgency Low
2.	Academic Resource/Assistance Center: Provides academic services for all students. Possible re-design of the library. Develop an academic tutoring center: At risk center for any student who is performing at the - D/F level, instead of going to a study hall, students are sent here - staffed by licensed teachers to assist students. Mandatory daytime tutoring for core content areas. Students will continue to go there until grade improves.				
	Clarification/explanation:	<ul style="list-style-type: none"> This currently occurs for a limited number of students in a Title I funded program called SRC. If this was expanded through district dollars, SRC would also have to be supported through district dollars otherwise it would be considered “supplanting” and a violation of Title I funding. In the expanded capacity, staffing can occur through stipends or through contractual obligation, assuming that there is a new contract with this provision. Additionally, this is most impactful when every student is assigned a study hall (similar to Advisory). Assistance can then be expanded beyond students who are just receiving a D or F. 	Scope of Impact School wide	Service Level Direct	Urgency High
3.	Philosophy of LRC Services: Evolution of technology and implementation of 1:1 we need to re-evaluate the use of this space so it best serves our students.				
	Clarification/explanation:	<ul style="list-style-type: none"> An evaluation/audit of student use of materials in the LRC is necessary. Results from the evaluation/audit may look different in Yr 2 of 1:1 implementation vs. Yr 4 of 1:1 implementation 	Scope of Impact School wide	Service Level Indirect	Urgency Medium
4.	Academic enrichment & Intervention programs: Summer programs with a focus on all facets of student life to include academics, electives, and recreation				
	Clarification/explanation:	<ul style="list-style-type: none"> Offer more summer classes for intervention, advancement, and/or enrichment to students. 	Scope of Impact	Service Level	Urgency
5.	Upgrade simulators: Driver's education - outdated				
	Clarification/explanation:	<ul style="list-style-type: none"> 	Scope of Impact	Service Level	Urgency
6.	Stand-up desks: Assess furniture needs in the classroom to include furniture designed to accommodate special needs				
	Clarification/explanation:	<ul style="list-style-type: none"> Incorporates the research findings that activity provides greater learning and retention because of increased blood flow and endorphins. Promotes greater health 	Scope of Impact	Service Level	Urgency

“Where Are We Heading” – Education Category

7.	Mini lecture halls: 50-60 ppl for classes and community					
	Clarification/explanation:	<ul style="list-style-type: none"> To provide greater flexibility for presentations, guest speakers, professional development, etc. 	Scope of Impact	Service Level	Urgency	
8.	Redesign schedule: Redesign to accommodate 2 tier intervention: Enrichment as well as remediation. Consider mandatory study hall opposite lunch period. Bring back advisory.					
	Clarification/explanation:	<ul style="list-style-type: none"> Same as #2 Academic Resource/Assistance Center Requires new contract language 	Scope of Impact	Service Level	Urgency	
9.	Partnership in community - Job Training / skill development: provide students who are not college-bound the opportunity to learn skills beyond high school					
	Clarification/explanation:	<ul style="list-style-type: none"> 	Scope of Impact	Service Level	Urgency	
10.	Seal of biliteracy: Dual language competency acknowledgment					
	Clarification/explanation:	<ul style="list-style-type: none"> 	Scope of Impact	Service Level	Urgency	
11.	Magnet (pathways) for the elective strands: Structure magnet/pathways focused on career paths. Creates a school within a school model					
	Clarification/explanation:	<ul style="list-style-type: none"> Pathways are a commonly used framework for colleges to strategically align courses for students. This could be used to make course selection for students more intentionally driven towards college and career attainment. 	Scope of Impact	Service Level	Urgency	
12.	Expand internships and mentor opportunities: Provide students with practical experiences, find and create these within the community					
	Clarification/explanation:	<ul style="list-style-type: none"> 	Scope of Impact	Service Level	Urgency	
13.	Credit recovery options: Examine alternative ways students can engage in credit recovery such as Virtual school throughout school year and during the summer. Blended instructional models.					
	Clarification/explanation:	<ul style="list-style-type: none"> 	Scope of Impact	Service Level	Urgency	

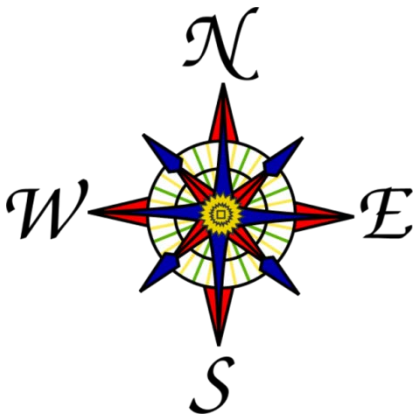
“Where Are We Heading” – Education Category

14.	Freshmen transition/mentoring program: Allow for a smooth transition from 8th grade into high school. Partner incoming freshman students with Sophomore through Senior students					
	Clarification/explanation:	<ul style="list-style-type: none"> LINK Crew program 		Scope of Impact	Service Level	Urgency
15.	Define capstone courses: Commit to capstone opportunities throughout curriculum. Pathways can assist in defining end-of-sequence/capstone courses					
	Clarification/explanation:	<ul style="list-style-type: none"> 		Scope of Impact	Service Level	Urgency
16.	More opportunity for top students: Example: AP - research & study, AP "type" study halls					
	Clarification/explanation:	<ul style="list-style-type: none"> 		Scope of Impact	Service Level	Urgency
17.	Computer science programs: Develop and implement a Computer Science program. STEM is a beneficial skills for students					
	Clarification/explanation:	<ul style="list-style-type: none"> 		Scope of Impact	Service Level	Urgency
18.	Assess services offered to minorities: Evaluate how the school can better serve minority parents, community, and students					
	Clarification/explanation:	<ul style="list-style-type: none"> 		Scope of Impact	Service Level	Urgency
19.	Broadcast studio: Expansion of electives and opportunities for students					
	Clarification/explanation:	<ul style="list-style-type: none"> 		Scope of Impact	Service Level	Urgency

“Where Are We Heading” – Education Category

20.	Digital literacy course @ Freshmen level: create foundation course in use of technology that will help students succeed in later years in high school. Consider offering this course in summer as part of an enrichment experience within the Bridge program or as a stand-alone program				
	Clarification/explanation:	<ul style="list-style-type: none">	Scope of Impact	Service Level	Urgency
21.	Expand Summer Bridge program: With intent of adding digital literacy to the program. Consider larger enrollments and open to all students.				
	Clarification/explanation:	<ul style="list-style-type: none">	Scope of Impact	Service Level	Urgency
22.	Re-design student schedule: Reduce split classes				
	Clarification/explanation:	<ul style="list-style-type: none">Presumes even number of lunch periods which means all students would have a study hall opposite their lunch periods.	Scope of Impact	Service Level	Urgency
23.	Manufacturing program: Bringing electives back to the school instead of sending them to TCD				
	Clarification/explanation:	<ul style="list-style-type: none">	Scope of Impact	Service Level	Urgency

COMMUNITY HIGH SCHOOL
DISTRICT 94



WHERE ARE WE HEADING?

DR. DOUG DOMERACKI, ED.D.

SUPERINTENDENT

Beginning in the summer of 2013 the Board of Education evaluated how meetings were held and decisions were being processed. Through the analysis of past practice and a determination to move purposefully forward, the board decided to establish committees. The intent of the committee format was to:

- Utilize the skills and interest of board members thereby allowing them to delve deeper into topics and bring forth well-vetted recommendations to the full Board of Education.
- Share in the responsibilities of the board, creating a flattened leadership structure.
- Created operational efficiencies for the full board by delegating work to committees.
- Created a mechanism for new board members to examine issues on a deeper level and gain confidence working with other board members and school personnel.

The committee structure has changed the paradigm of the board organization, creating opportunities for guidance to help the full board function and achieve its stated goals. The board established six (6) standing committees:

1. Communications
2. Education
3. Facilities
4. Finance
5. Personnel
6. Policy

Following the new organizational structure, a series of meetings were held where long-range projects were identified and brought to both the full board and committees for discussion. Evolving from this process were high priority needs that have been addressed over the last two and one half years. Every committee took on challenges and made substantial changes including but not limited to:

1. Communications: New website, expanded community outreach, E-news bulletin, expansion of the Communication Specialist role, staff bulleting, Communication Plan, marketing materials, curricular news, regular newspaper articles, increased media presence, broad recognition for our efforts through INSPRA.
2. Education: Review, adoption, and implementation of a 1:1 program, expansion of the AP program, ACT for all juniors, thorough updating and explanation of testing landscape, E-Learning, and PERA.
3. Facilities: Extensive facility work including Family and Consumer Science Kitchens, Pre-school classroom and lab, extensive washroom remodeling, development of student personnel services offices including a College and Career Center, Student Activity Center, outdoor eating atrium, District Office, Nurses Office.

4. Finance: Finance was charged with funding and maintenance of the district financial resources, adoption of the PMA finance model.
5. Personnel: Engaged in a task analysis, established a model of expansion of student services to include a Director of Guidance and an additional counseling position, adoption of the Global Compliance Training, PERA, and regular staffing decisions.
6. Policy: Continuous evaluation of board policy requirements and re-writes.

Through the committee initiative comprehensive organization, planning, and implementation took place. These efforts allowed the organization to focus the energy and efforts of all stakeholders around an agreed upon set of outcomes. In essence the accomplishments over the last two years exemplifies a successful strategic plan. As the larger issues culminate this summer with the construction of a new science wing, and ultimately the way instruction is delivered, we need to assess where we aspire to improve.

While setting the stage for this document, I met with all administrative and management leaders in the district to ask for input around their department needs, instructional vision, facility improvements, and staffing conditions. This input has been aligned to the board committee structure and can serve as a template for each of the committees to review, modify, personalize, and prioritize for future planning.

Developing a comprehensive strategic plan requires the time and commitment of many of the most experienced people in our district including the Board of Education. Effective strategic planning helps to set the priorities of the district, has an agreed upon set of goals, maintains the effective decision making process through the committee structure, and allows all stakeholders to be a catalyst of the message. The board and staff need to collectively understand that all stakeholders have passion and vision. All have spent numerous hours cultivating and crafting their ideals and thinking about “what if....” and “what can be...” The support from the Superintendent, Board of Education and Community will help these visions evolve into thoughts and actions that ultimately improve the culture and offerings in our district. The more we can build a culture of exploration and energy, the more our staff will be willing to risk. The attached lists represent possibilities that allow ourselves to be conduits of cause and supporters of a broader vision.

Comprehensive Plan: What Comes Next?

Category	Action Item	Rationale
Communication	Modernize internal communication model	Establish a common set of technologies in classrooms
	Update and create consistency with signage	Signs are out-of-date, we re-designed our visitor entrances and staff have moved
	Renumber building	Number exterior doors instead of using letter, this will allow us to add identifiers to every door in the facility without using a double-lettered system Renumber the building classrooms
	Assess how much the community uses our facilities	Provides justification for a review of building rental policy and basis for a community coordinator.
	Add Wi-Fi and Broadcasting capabilities to Pioneer Park	Softball/baseball use
Education	Off-site Transition Center	In lieu of expulsion, alternative education experience will be available at this site
	Academic Resource/Assistance Center	Provides academic services for all students. Possible re-design of the library. Develop an academic tutoring center: At risk center for any student who is performing at the - D/F level, instead of going to a study hall, students are sent here - staffed by licensed teachers to assist students. Mandatory daytime tutoring for core content areas. Students will continue to go there until grade improves.
	Philosophy of LRC services	Evolution of technology and implementation of 1:1 we need to re-evaluate the use of this space so it best serves our students
	Academic enrichment & Intervention programs	Summer programs with a focus on all facets of student life to include academics, electives, and recreation
	Upgrade simulators	Driver's education - outdated
	Stand-up desks	Assess furniture needs in the classroom to include furniture designed to accommodate special needs
	Mini lecture halls	50-60 ppl for classes and community
	Redesign schedule	Redesign to accommodate 2 tier intervention: Enrichment as well as remediation. Consider mandatory study hall opposite lunch period. Bring back advisory.
	Partnership in community - Job Training / skill development	provide students who are not college-bound the opportunity to learn skills beyond high school
	Seal of biliteracy	Dual language competency acknowledgment
	Magnet (pathways) for the elective strands	Structure magnet/pathways focused on career paths. Creates a school within a school model
	Expand internships and mentor opportunities	Provide students with practical experiences, find and create these within the community
	Credit recovery options	Examine alternative ways students can engage in credit recovery such as Virtual school throughout school year and during the summer. Blended instructional models
	Freshmen transition/mentoring program	Allow for a smooth transition from 8th grade into high school. Partner incoming freshman students with Sophomore through Senior students
	Define capstone courses	Commit to capstone opportunities throughout curriculum. Pathways can assist in defining end-of-sequence/capstone courses
	More opportunity for top students	Example: AP - research & study, AP "type" study halls
	Computer science programs	Develop and implement a Computer Science program. STEM is a beneficial skills for students
	Assess services offered to minorities	Evaluate how the school can better serve minority parents, community, and students
	Broadcast studio	Expansion of electives and opportunities for students
	Digital literacy course @ Freshmen level	create foundation course in use of technology that will help students succeed in later years in high school. Consider offering this course in summer as part of an enrichment experience within the Bridge program or as a stand-alone program
	Expand Summer Bridge program	With intent of adding digital literacy to the program. Consider larger enrollments and open to all students.
	Re-design student schedule	Reduce split classes
	Manufacturing program	Bringing electives back to the school instead of sending them to TCD

Category	Action Item	Rationale
Facilities	Pool	Maintenance is high (estimated \$200,000 for repairs), at what point does operating for PE and swim program make sense?
	Upgrade lighting	Upgrades would tremendously show off our facilities, consider adding ability to adjust height of lights and/or dimming lights
	Curtains in the field house / flooring	upgrade for efficiency for PE and athletics, would save time for staff and custodial crew, resurfacing, expand flooring into hallway
	Basket controls	upgrade for efficiency for PE and athletics, would save time for staff and custodial crew (safety straps)
	Ceiling Netting	Add netting to prevent balls from hitting lights and keep items from collecting in the ceiling
	PE/athletic/pool locker rooms re-design	Reconfigure/redesign, # of lockers is limited, # of lockers that can be locked are limited for girls, rusting due to pool environment. Redesign to add dehumidification system to the locker rooms to add longevity to lockers. Locker room security - new doors
	Bleachers and press box	The indoor bleachers are in sad shape and need to be replaced. Press box - media access and improved space availability as well as Wi-Fi accessibility.
	Auditorium upgrades	original facility - sound has not been updated since 90s, ticket booth (current use folding table), projector, floor is old/scuffed up, pit for orchestra (would need an elevator), lighting, seating - expand capacity (would need to relocate), cannot host entire class for speaker/assembly
	Performing Arts Center	Band, choir, and drama performances
	HVAC	Revamp to more modernized throughout building. Includes replacing chillers which have surpassed the threshold for replacement and upgrading boiler system to a more efficient system
	LRC redesign	Consider purpose and re-design to meet student and teacher needs - academic support center
	Stadium	Concessions, dressing rooms, meeting rooms, training area
	Track resurface	Update/improve to allow CHSD94 to host sectionals and larger meets
	Tennis Courts	Courts by greenhouse - total rebuild, add 1 court
	Kitchen equipment	Ovens (starting to fail), walk-in coolers (17-18 years old) - repairs are increasing
	Drainage	Assess drainage throughout the school - heavily deteriorated
	Elevator review	Need more handicap accessibility
	Lincoln property turf	Layout and striping practice fields on Lincoln property
	Purchase 6 properties	Northeast corner of our block
	Athletic atrium	make entrance to athletic area more pronounced with an atrium, Hospitality facility
	Bus lane re-design	improve loading/unloading students
	Generator	expand and reconfigure the generator for the building to operate more efficiently, wire generate to all of the tech closest - upgrade to a natural gas generator
	2nd / 3rd floor rooms gutting	Due to age, wear, and tear; upgrade flooring, ceilings in the 1928 portion of the building
	3 - roof sections	Deteriorating and in need of repairs
	flooring in the '98 addition	cracking
	Staff lounge	upgrade/modernize
	Windows in '28 & '55 replacement needed	Upgrade inefficient and aged windows
	District Administrative Center	5 years lease
	Washroom upgrades	plumbing
	Collaboration w/ park district re: ball fields	upgrade/modernize
	Athletic training room - expand/modernize	Larger, newer tables and upgrade equipment
	Pole vault and long jump pits - reconfigure	relocate for better access and safety of athletes and spectators
	Music area re-design	Currently this is a multipurpose room that had risers placed in it but it is not a traditional space for music instruction.

Category	Action Item	Rationale
Finance	Bond expiration	Current bond expires in the fall of 2017
	Long term financial planning	Support those programs and initiatives the board approved to be adopted
Human Resources	Increase staff to lower class sizes	Address class sizes, case loads - we are high. We cannot move student vertically through system because classes are maxed out
	Bilingual staff	Encourage bilingual staff/learning additional languages to support student/family population
	LMS for HR	to track staff development
	Test Coordinator	The time required to coordinate schoolwide testing is best handled by support staff and not the assistant principal
	Security	Add position for better coverage
	Community Coordinator	to manage usage of building by community
	Staffing for pathways (academies)	Makes D94 more attractive to students who don't view WCCHS as having enough options
	Support lower class sizes in electives & capstones	Provides for assurance that these courses will be staffed
	Add additional in-service time w/in the calendar	Additional professional development can provide focus on schoolwide goals and initiatives
	Internal university for staff development	Allows for a focus on professional development to better meet the needs of District 94 staff
	Staff development opportunities outside	send teams, train-the-trainer, return and train the remaining staff: condition of going to outside conference is to return and train @ internal university
Policy	Transfer credits	Summer remediation and enrichment programming
	Graduation requirements	To define expectations for low-middle-high level students, define the floor and ceiling

The thoughts contained within this document are simply ideas and programs collected from both group and individual dialogue. Reviewing the action items will require continued refinement and further vetting to determine the feasibility of these action items. Upon review at the committee level, identification of what becomes a capital project versus a maintenance issue, what becomes an infrastructure item versus a program modification will all need to be discussed and prioritized. Some of the items may be removed, moved, or combined into multiple categories. At the very least, this document communicates a snapshot of where the district staff currently sees need and can be a guide to determine where we go from here

**Community High School District 94
157 W. Washington Street
West Chicago, IL 60185**

Communications Committee Meeting

June 21, 2016

6:00 p.m.

**District Administrative Center
Conference Room**

AGENDA

1. Approval of February 16, 2016 meeting minutes
2. Communication Plan Review
3. Graduate Survey Results
4. Where Are We Heading Review (February 16, 2016)
5. Adjournment

Community High School District 94
157 W. Washington Street
West Chicago, IL 60185

Communication, Outreach and Engagement Committee Meeting

June 21, 2016

6:00 p.m.

District Administrative Center
Conference Room

Minutes

In attendance: Board members Dirk Gunderson, Kevin Kotche, and Renee Yackey; Dr. Doug Domeracki, and Becky Koltz

1. Approval of February 16, 2016 meeting minutes

Motion to approve the February 16, 2016 minutes was made by Renee Yackey; seconded by Dirk Gunderson. Motion carried.

2. Communication Plan Review

The 2015-16 Communication Plan was handed out and reviewed with committee members. Updates to the plan since the last meeting in February were indicated in red text. Committee members were asked to consider communication goals and strategies for the upcoming school year. A discussion ensued regarding the perception that exists about West Chicago Community High School. Suggestions were made to address rumors head on, to learn what key points local private schools are using to recruit students, to survey feeder parents and community members to discover their perceptions of our schools, and to consider a district-wide mailing to help the community better understand the district.

3. Graduate Survey Results

As a result of a 96+% participation rate, sixty-nine pages of information was returned from the survey given electronically to the Class of 2016. Committee members were asked to hone in on what information they would like to see from this data. It was determined that at the next meeting, committee members would like to see the raw percentages from the questions asked, and any themes that may have emerged from the comments. Committee members were asked to think about what questions should be asked in the 1-year follow-up survey that will be given to the Class of 2016 in the spring of 2017.

4. Where Are We Heading Review (February 16, 2016)

The committee reviewed the "Where Are We Heading" document that was created in February, going over the particular action items related to communications. Committee members agreed these action items were appropriate with the addition of the surveys mentioned earlier as well as targeted communications.

6. Adjournment

Meeting adjourned at 6:45p.m.

Community High School District 94
326 Joliet Street
West Chicago, IL 60185

Communication, Outreach and Engagement Committee Meeting

February 16, 2016

6:00 p.m.

West Chicago Community High School
Student Activity Center
Conference Room

Minutes

In attendance: Board members Dirk Gunderson, Kevin Kotche, and Renee Yackey, Dr. Doug Domeracki, and Becky Koltz

1. Cross reference the communication plan and assess input received from community

The detailed report from the April 25, 2015 Community Conversation was reviewed and cross-referenced with the Communication Plan. Communications concerns that the District has addressed were indicated in the report and reviewed with the committee.

2. Update Communications Plan

An updated Communications Plan was provided to the committee, highlighting work that has been done since the last update in October, 2015. There are still parts of the plan that have yet to be worked on but are slated for this year, such as Crisis Communications. With the increase of teacher/coach/student social media use, a need for a staff and student social media policy is most urgent.

3. Review the Staff Newsletter

The new staff newsletter, Cat Chat, debuted 1/7/2016. The most recent edition was provided to the committee for review.

4. Review the District logo

Dr. Domeracki brought to the committee several suggestions for rebranding the District. The logo chosen must be on every school and district publication to maintain a consistent brand. The school, clubs and activities may each have their own separate logo, however, so that the reader has no doubt that printed materials, signage, uniforms, t-shirts and anything else that represents the District belongs to the District, the chosen District logo must be used. The logo chosen is:



5. Graduate Survey

A committee was formed earlier in the school year to review the annual graduate survey and to find a way to garner contact information to be able to survey graduates one year out. The graduate survey has been finalized and was given to committee members for review. It will be administered online during class time to all current seniors in the spring.

6. Adjournment

Meeting adjourned at 6:55 p.m.



2015-2016
Marketing/Communications
Plan

Community High School District 94
West Chicago, IL 60185

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Background

A communications plan is a “working” document. It should be revised and adapted as objectives are accomplished and new communication challenges arise.

The National School Public Relations Association’s (NSPRA) public relations process – research, planning, communication/execution, and evaluation – includes the following components:

1. **Research and assessment**
of activities already in place, as well as needs and expectations
2. **Overall goals**
for the communication effort
3. **Audiences**
to be addressed by the plan’s activities
4. **Key messages**
and information to be presented to those audiences
5. **Strategies**
to achieve desired outcomes or changes in behavior
6. **Objectives**
to define the outcomes
7. **Tactics or activities**
to be implemented to accomplish those outcomes
8. **Person(s) responsible**
for those activities
9. **Evaluation**
of the activities and adjustments made as necessary

Research and Assessment

Current communication vehicles

School Culture Committee

- New touchstone developed
- Mascot (consistent image use)
- Slogan: Working together; Embracing diversity; Giving to our community; Owning our voice

Publications/Presentations

- Community Forums
- D94 Profile
- Programs of Excellence
- School Report Card
- Snapshot
- Student Handbook
- Top 10 Reasons to Choose CHS card
- Paw Print brochure

News/Information Vehicles/Internal Audiences

- Staff
 - All Staff Emails
 - Website - intranet
- Students
 - Daily announcements (also made available for parents on the website)
 - Bulletin Boards
 - Notices posted in Commons
 - Email - **new 1:1**
 - Cell phones?

News/Information Vehicles/External Audiences

- Electronic sign
- Website
 - News/Press Releases
 - BOE – Agendas, Briefs, Minutes
 - Event Calendar
 - Transparency pages
 - Athletic site
 - WeGo Drama site
- Parent emails
- Twitter
 - Activities has a separate Twitter account
- Facebook Page (two accounts – one set up by Andy Glowaty and one set up by Gary Saake)
- Community eNews to parents, students, and community members
- News Media/press releases
- Realtors
- Booster Clubs
 - Athletics
 - Music
- Educational Foundation
- West Chicago Community Calendar (on City of WC website)
- Civic Organizations (Lions Club, Rotary)
- West Chicago Alliance
- City of West Chicago Website/Newsletter
 - Merle Burleigh's blog

Overall Communication Goals

As recommended by NSPRA and PRSA, an effective communications plan has only a few overall goals (3-5). Community High School's overall communication goals are:

1. Strengthen the positive image of Community High School to gain community support and assist with recruiting students who might otherwise attend private schools
2. Engage internal and external stakeholders to take positive action to exhibit pride and trust in the school and district
3. Increase community outreach/relationship building with stakeholder groups
4. Meet the communication needs and expectations of internal audiences so they take pride and ownership in the school and district
5. Met the communication needs and expectations of external audiences so they feel involved and engaged in the school and district
6. Use technology (website, email, Twitter, Facebook, podcasts, YouTube) to ensure timely, efficient and effective communication

Hierarchy of Effective Communications

1. Face to face, 1 on 1
2. Small group (including food encourages participation)
3. Large group (including food encourages participation)
4. Phone
5. Personal letter or note
6. Mass notification systems
7. Computer generated letter (personalized)
8. Direct marketing
9. Affinity newsletter
10. Email, texting, video conferencing, web-ex (interactive)
11. Social media, mobile apps (interactive)
12. Websites, blogs, online surveys, digital interactivity
13. Trade publications and communications
14. Traditional news media
15. Videos, brochures, corporate publications, collateral materials
16. Advertising (print, radio, TV, social media, web)
17. Outdoor advertising – billboards, banners, feathers
18. Gizmos, gadgets, give-aways, freebies, skywriters

The goal is to bring people along a continuum to measurable action or behavior change:

Interest ➡ Awareness ➡ Evaluation ➡ Trial ➡ Adoption (or action)

Audience Identification

Internal Stakeholders

While the overarching goal of a communications plan is to influence external audiences toward support and advocacy, a comprehensive plan must begin with internal stakeholders to be sure they are aware of the organization's policies, programs, messaging, and activities.

Contracted employees, such as food service personnel and bus drivers, are classified as internal staff as they are considered "in the know" by external audiences. They must be fed with accurate information or they will be the purveyors of rumors and untruths. Community High School's internal stakeholder groups are:

- Board of Education members
- Certified Staff
- Administrators
- Support Staff
- Substitute Teachers
- Coaches
- Activity Sponsors
- Students (including student workers)
- Night School teachers and staff (GED and ESL)
- Contracted Staff
 - Security staff
 - Bus Drivers
 - Quest Food Service Staff
 - SASSED Staff
 - Student Teachers

External Stakeholders

- Parents of our students
 - Booster Club members (athletic and music)
- Grandparents of our students
- Foundation members
- Feeder district Board and Administrators
- Feeder district parents (primarily 6th - 8th graders)
- Police, Fire, ESDA, Cert and other first responders
- WeGones and other retired staff
- Alumni
- Community leaders
- Chamber of Commerce and businesses
- Government officials (State and local)
- Park District leaders and board members
- Civic/non-profit organizations/members
- Church/clergy
- Parochial, private and home-school organizers/institutions
 - Parochial, private and home-school parents
- Senior citizens
- Higher learning institutions
- Realtors and real estate developers
- Medical community – Cadence and West Chicago Alliance
- Non-English speaking citizens/families
- Economically disadvantaged citizens/families
- Neighborhood Associations
- Media (print, radio, television, web)

Key Messages

Determining what D94 needs to convey to its audiences and what those audiences want to know.

Suggested messages:

CHS D94 Board of Education, administration, and staff:

- are taking steps to enhance two-way communication with constituents.
- will improve the flow of information to and from those constituents.
- want external constituents to recognize they are committed to their mission of promoting and providing growth experiences in learning, leadership, and living.
- provide an environment that is safe and conducive to learning.
- view diversity as a strength.
- are transparent in the operations of the District and have an open-door policy.
- are preparing students to be college and career ready.
- offer a rigorous curriculum including AP classes and college dual-credit courses.
- offer a full complement of extracurricular sports and activities to engage students.

Strategies

- Develop a culture of communication in the school/district; emphasize a customer service mindset among all staff
- Project a clear, consistent voice throughout all communications channels, both internal and external
- Build relationships with elected officials/community groups in all feeder communities
- Use social media to convey positive messages
- Create new publications/videos to form a clearer understanding of Community High School
- Tout the top 100-200 students and the colleges they are attending
- Recruit and retain students both academically and athletically
- Recognize and promote excellence
- Explore student community outreach
- Parental engagement program(s) – also engage non-English speaking parents
- Capitalize on opportunities to invite the community in to our school
- Crisis Communications
- Update the district's website – include a secure staff intranet
- eNewsletter – divide audiences, increase distribution, promote two-way communication
- Increase newspaper exposure by increasing press releases and building relationships with media staff
- Provide communications reflective of the languages represented
 - Student communications – separate by home language survey
 - Community communications - offer language preference?
- Encourage/promote face-to-face communication as often as possible

Objectives

Objective 1: Create a Culture of Communication at CHS

Objective 1.1

The school system will have a policy on communication

Tactics/Activities

- Work with the Board's Communication, Outreach and Engagement committee
- Conduct research to find model policies for reference
- Evaluate model policies
- Compose draft policy for review by Superintendent and Board committee
- Finalize policy and take to Board policy committee for consideration
- Take to full Board for approval
- Publicize adoption of policy to internal and external stakeholders

Objective 1.2 – Completed and Ongoing

The school system will have a policy on use of student names and photos in district communications

14-15: Opt out reverse permission system developed and implemented. Registrar is responsible for providing Communications Specialist with a list of names of students who have opted out.

Tactics/Activities

- Develop opt out form and include with enrollment and registration packets for 2014-15.
- *14-15: Opt out reverse permission system developed and implemented. Registrar is responsible for providing Communications Specialist with a list of names of students who have opted out.*

Objective 1.3 – Completed and Ongoing

The school system will have a Marketing/Communications Plan

Tactics/Activities

- The Marketing/Communications Plan (Plan) will be written as a comprehensive document
13-14: Initial document written
- After review, the Communication, Outreach and Engagement committee will make changes to the Plan as needed
- The Plan is written and reviewed annually

Objective 1.4 – Completed and Ongoing

Project a clear, consistent voice throughout all communications channels, both internal and external

Tactics/Activities

- All press releases will be written/revised and released by the communications department
13-14: Most press releases written by Communications Specialist – exception: WeGo Drama
- All eNewsletters will be written/revised and released by the communications department
13-14: Community eNewsletter written and released bi-monthly by the Communications Specialist. To retain community member interest, email lists were divided so community members did not receive messages meant for parents only.
- The administration and staff will contribute to the outgoing messages from CHS
13-14: Administrators and staff contributed to outgoing messages via story ideas, quotes, and sample press releases. The superintendent contributed with regular articles in local newspapers.

Objective 1.5

Raise the level of awareness that staff members are ambassadors of the school district and have a direct impact on the positive or negative perception of CHS

Tactics/Activities

- Train staff members to understand they are considered internal experts of the school system
- Train administrators in effective communication strategies to use with staff and the public (spokesperson training)

Objective 2: Focus on Internal Communication

Objective 2.1 – Completed and Ongoing

CHS staff members will receive news and information before parents and the public

Tactics/Activities

- Staff will receive communications in advance of the public via email, memos from the superintendent, and communications from supervisors
13-14: Press releases are sent to staff prior to being sent to the media.
- Create an internal electronic newsletter for staff to be delivered once a month – can feature district news but more personal items as well
15-16: “Chat Chat” staff email newsletter began 2nd semester and is delivered twice a month during the school year.

Objective 3: Targeted Email Messaging

Objective 3.1 – Completed and Ongoing

Identification of communication vehicles to assist in targeting e-messages to parents and community members

Tactics/Activities

- SchoolReach is the communication vehicle used for messages targeted to parents
 - Messages can then be target to any specific group that is in PowerSchool
 - Includes identification of Spanish speakers
 - Messages also sent to staff

13-14: Both informational and emergency (school closing) messages were sent via email through SchoolReach. These messages were not sent to community members as they had been in the past. SchoolReach allowed the targeting of specific groups so the information was pertinent to the audience.

15-16: School Messenger will replace SchoolReach – Training and implementation in August, 2015

- Constant Contact will be the communication vehicle used for messages targeted to community members
 - Messages also sent to staff
 - Messages also sent to parents and students

13-14: The Community eNewsletter launched on 9/3/2014 and 17 issues were sent during the first year. Messages were emailed to community members, parents, students, and staff – in all, over 3000 email addresses (1093 parents, 923 community, 810 students, 327 staff). In addition, a “Board of Education News” email was created to notify all audiences of upcoming Board meetings and included a link to the agenda – 10 issues were sent the first year.

14-15: The eNewsletter became a weekly publication in March, 2015. A total of 24 issues were sent during this school year. All are archived on the District website.

15-16: A total of 39 issues were sent during this school year. All are archived on the District website.

Objective 3.2 – Completed and Ongoing

Parent, student, staff and community member email addresses will be kept in separate databases to enable targeting of messages

13-14: Email databases separated

Tactics/Activities

- PowerSchool houses current parent, student, and staff email addresses.
- Email address are downloaded from PowerSchool and uploaded into Constant Contact monthly for the Community eNewsletter.
- Constant Contact will house current community member email addresses
 - Constant Contact maintains a list of those who have opted out
 - Community members can add their email address to the database via the website or a text message

Objective 3.3 – Completed and Ongoing

The Community eNewsletter will be sent a minimum of 2 times per month to community members, parents, and staff during the school year.

13-14: 17 issues were sent in the first year

14-15: 24 issues were sent in the second year. The eNewsletter became a weekly publication on March 6, 2015.

15-16: 39 issues were sent in the third year.

Tactics/Activities

- News and information will be gathered from the superintendent, other administrators, other staff, press releases, flyers, notices, events and calendars

14-15: Weekly Division Head articles began January 16, 2015.

15-16: Division Head articles were included 38 of the 39 weeks of eNewsletter publication.

- eNewsletter will be formatted to show an introduction to each article, then a link to the balance of the article on our website
- Per superintendent directive
 - Fundraising may be included (i.e. restaurant nights)
 - Links to the Foundation and Booster Club may be included
 - Links to other departments may be included
 - Links to calendars may be included
 - Sales of “things” may not be included
- Create “Sports Shorts” section in eNewsletter to communicate quick sports news

14-15: Added Sports Shorts

Objective 3.4 - Completed and Ongoing

Increase number of eNewsletter email addresses in the community category

Tactics/Activities

- Solicit email addresses from the following groups directly or through administrator visits
 - Feeder district parents (especially 6th, 7th and 8th graders)

14-15: District 33 emailed subscription instructions to all parents
 - School board members from feeder districts
 - Other elected officials from feeder communities

14-15: Email addresses added for the following:

 - City/village administrators
 - City/village aldermen
 - Park board commissioners
 - Members of service clubs
 - Members of community organizations

Objective 3.5 – Completed and Ongoing

Increase opportunities for parents and community members to communicate with the District

- Include a block in the Community eNewsletter that reminds the audience that we would like to hear from them and how to contact us

13-14: Added contact section

14-15: Enlarged contact section

- Find other opportunities for external audiences to communicate with the District

- Facebook

14-15: Likes increased from 950 to 1809

15-16: Likes increased from 1809 to 2528

- Twitter

15-16: Twitter use began this school year – currently at 258 followers.

District-wide there are now 16 Twitter handles including:

Wego Activities, WeGo Athletics, WeGo Chronicle, WeGo Counseling, WeGo Drama, WeGo FBLA, WeGo Info Tech, WeGo LRC, WeGo Pep Club, WeGo Photo, WeGo Poms, WeGo Pride, WeGo Snowball, WeGo Student Council, and WEGOSCIENCE

Objective 4: Maintain the District's Website

Objective 4.1 - Completed and Ongoing

Work with the Technology Department to maintain the district's website

13-14: *Worked with the Technology Director, Joe Neilon, to completely redesign the District's website. Content was migrated to the new site which was launched ahead of targeted February, 2014 completion date.*

14-15: *Ongoing*

Tactics/Activities

- Work with Technology Department to train staff as needed
- Monitor site for content looking for outdated content and consistent formatting
- Update home page event calendar as needed
- Update staff photo directory as needed
- Update home page photos a minimum of 2 times/year
- Create a section of the website to post "In the News" to highlight outside coverage
 - Scan copies of articles/links to articles
- Create a "Who can help me?" page for parents

15-16: *Added a "Who can help me?" section to "For Parents"*

Objective 5: Make WCCHS the School of Choice

Objective 5.1

Promote the positives of WCCHS so that parents and students choose to attend WCCHS rather than private schools for both academics and sports

Tactics/Activities

- Target 6th, 7th and 8th grade parents and students in all feeder districts
 - Send administrators to feeder Middle School events to promote WCCHS
 - Parent-Teacher Conferences in November
 - Other feeder events?
- 13-14: Developed "10 Great Reasons" card publication – administrators went to feeder middle schools during parent-teacher conferences to talk with parents and distribute the cards. Later in the year, the full color "Paw Print" publication was created, and distributed to all current 7th and 8th grade students in the 3 feeder districts.*
- 15-16: Created a handout for 8th grade parents inviting them to sign up for eNews and follow us on Facebook and Twitter. The counselors handed this out in person to each 8th grade parent when they met with them for course selection.*
- Create features on successful current WCCHS students and ask the appropriate feeder district to include them in their newsletters – Call them "Cat Tales"
 - 15-16: Share Student of the Month press releases with appropriate feeders and ask them to include in their publications*
- Invite 6th, 7th and 8th grade feeder parents and students to current WCCHS events
 - Sports
 - 15-16: Provide sports schedules to feeders – provide to feeder coaches of specific sports*
 - Activities and Drama Events
 - 15-16: Share activity press releases with appropriate feeders and ask them to include in their publications.*
- Create events specifically for 6th, 7th and 8th grade feeder students and parents
- Tout the credentials and accomplishments of faculty
 - 13-14: Included in Paw Print brochure (Get to Know WeGo)*
 - 13-14: Included "Wildcat P.R.I.D.E. "staff accomplishments in Community eNewsletter*

Objective 6: Crisis Communication Plan

Objective 6.1

Determine the role of the communications department as a part of the Crisis Response Manual

Tactics/Activities

- Review current Crisis Response Manual
15-16: Review D94 Crisis Response Manual
- Write a Crisis Communication Plan
15-16: Provide draft of Plan to superintendent
- Implement Crisis Communication Plan
- Record and execute parent messages through SchoolReach
13-14: Many school closing messages were sent through SchoolReach using phone and email- Spanish translations done by Antonio DelReal (voice) and Lucy DelReal (written)
- Determine in what instances messages should be sent to student phones/email addresses
- Determine location of “Media Room” for crisis situations that include media presence
- Establish and maintain a clearinghouse for calls and requests from schools, the community, parents, and the media and refer those to the appropriate person or place.

Objective 6.2

Develop a portable communications workstation in case District Office or the school is unavailable

Tactics/Activities

- Locate nearby sources of WI-FI access
14-15: Use the list of free WiFi locations provided to students for Chromebook/homework use
- Laptop with access to District network and communications files in case network is unavailable
14-15: Communications Specialist has both a laptop and Chromebook
- Create “The Book” to be used in case of a technology blackout
15-16: Create the book
- Put together an emergency workstation backpack for use in a power outage or other disaster

Objective 7: Increase Use of Social Media

Objective 7.1

Increase the use of social media such as Facebook, Twitter, and YouTube to increase understanding of CHS

Tactics/Activities

- Superintendent blog
13-14: Created superintendent blog on new website – posting monthly
- Activate Facebook account
13-14: Facebook account access obtained – many events were posted
 - Determine what types of messages should be posted on Facebook
 - Determine if friend posting should be allowed on District page
 - Determine frequency of postings
 - Develop a plan to increase likes/followers*13-14: Likes increased from 782 to 950*
14-15: Likes increased from 950 to 1809
15-16: Likes increased from 1809 to 2528
- Activate Twitter account
15-16: Twitter use began this school year – increased from 200 to 299 followers.
District-wide there are now 16 Twitter handles including:
WeGo Activities, WeGo Athletics, WeGo Chronicle, WeGo Counseling, WeGo Drama, WeGo FBLA, WeGo Info Tech, WeGo LRC, WeGo Pep Club, WeGo Photo, WeGo Poms, WeGo Pride, WeGo Snowball, WeGo Student Council, and WEGOSCIENCE
 - Determine what types of messages should be posted via Twitter
 - Determine frequency of postings
 - Develop a plan to increase followers
- Determine how to use YouTube to promote CHS
15-16: Explore partnership with the Broadcast Communications class

Objective 8: Develop a Consistent Image/brand

Objective 8.1

All flyers, publications, and other external communications will be reviewed by the communications office prior to release

Tactics/Activities

- Develop a process for approval of external communications
- Develop a set of standards for external communications including translation expectations
- Offer distribution assistance
- Develop fill-in-the-blank templates for staff use (who, what, where, when, why)
- Be sure they are appropriately branded

Objective 8.2

District logos will be used consistently and old, outdated logos removed from use

Tactics/Activities

- Review district logos for current relevance
 - 13-14: Communication committee reviewed many of the logos in use*
 - 14-15: Holding for school name change*
 - 15-16: Branding Committee formed to develop a consistent brand – Communication Committee to review*
 - 15-16: New logo selected*
- Advise staff which logos are acceptable for use
- Train staff to resize logos (and all photos/images) by corners only to avoid distortion

Objective 8.3

Identify district colors and use consistently

Tactics/Activities

- Determine district colors
 - 13-14: Pantone: PMS 648/#002b5e*
 - Hex: 1D2951*
 - RGB: 29, 41, 81*
- Use consistently
 - 13-14: In use in district publications and on the website*
 - 15-16: Work with all departments to use correct colors*

Objective 8.4

Develop district-wide communication standards

Tactics/Activities

- Create email signature standards and away message standards
- Create phone message standards (including name and department)
- Create a brand use document and distribute to staff
 - Publish and distribute a document to staff outlining use of district colors, logos, etc.
 - Include language on email away messages
 - Include language on phone away messages
 - Include language on external communication approval process

Objective 9: Increase Parent Involvement

Objective 9.1

Increase parental involvement/engagement to insure student success

Tactics/Activities

- Identify parent involvement/engagement standards/expectations
 - Ask principal and assistant principals for input
14-15: Asked for input – direction not clearly identified
- Work with existing parent committees to help increase their membership
- Identify a Spanish-speaking liaison to assist with recruitment/engagement of parents
- Consider ways to involve 6th, 7th and 8th grade parents early
14-15: District 33 emailed eNews subscription instructions to all parents
15-16: Work with other feeder districts to get their parents to subscribe to eNews – flyer provided at course selection appointments

Objective 10: Create District Publications

Objective 10.1

Create District publications to promote the positives and alter perceptions of CHS

13-14: *Publications created include*

- 10 Great Reasons to be a Community High School Wildcat
- Paw Print Brochure - "Get to Know WeGo"

Tactics/Activities

- Create a card handout highlighting 10 great reason to choose CHS
13-14: *Created 10 Great Reasons to be a Community High School Wildcat*
- Create a *Rumor or Reality* brochure to dispel myths/rumors
- Distribute publications to 6-8th grade parents at feeder middle schools
13-14: *10 Great Reasons to be a Community High School Wildcat distributed by administrators at parent/teacher conferences at all feeder middle schools*
- Distribute publications to community leaders
13-14: *Superintendent and Communications Specialist distributed publications to City of WC, Chamber, service clubs and other organizations*
- Create video and post on website to show what is beyond our doors
15-16: *Work with Broadcast Communication class.*
- Place an article in the Daily Herald annually listing where our graduates are going to college
- Create information sheets on common or difficult to understand topics – print and web
 - School funding
 - Budget
 - Facts about our school
 - FAQs
 - Unique programs/courses
 - School safety/crisis communications
- Reprint of Paw Print Brochure (Get to Know WeGo) must include quotes/testimonials from parents/students
15-16: *"Get to Know WeGo" brochure updated and reprinted. 5,0000 copies are available for distribution.*
- Research and design a table-top banner for travel use
15-16: *Research and design has begun*

Objective 11: Increase Community Outreach

Objective 11.1

Increase community outreach/relationship building with stakeholder groups

Tactics/Activities

- Become a regular contributor with local newspapers
 - Superintendent article in Daily Herald (monthly) 500 words
13-14: Published 6 articles
14-15: Published 9 articles
15-16: Published 9 articles
 - Superintendent article in Liberty Suburban Community Voice column (quarterly) 200-400 words
14-15: Published 5 articles
15-16: Published 3 articles
- Create new email address for PR - PR@d94.org
 - Give to coaches and activity sponsors to promote sports, events and activities
14-15: Provided new email address to coaches through Doug Mullaney
- Develop relationships with merchants by keeping them informed of early release days, late starts, etc.
- Look for opportunities to involve students with community groups and/or community events
- Meet with representatives of external stakeholder groups
13-14: Sent a packet to all realtors with current listings in our attendance area (244). Packet included a letter of introduction from Dr. Domeracki with some statistics about the District, and offered some tools to help them sell their listing. The tools enclosed were the Paw Print Brochure and 10 Reason Cards. Realtors were invited to contact Dr. Domeracki to meet with him or to tour the school.
- Provide a vehicle/opportunities for two-way conversations
13-14: Facebook page offers an opportunity to comment on posts
13-14: Receive comments and questions after eNewsletters go out
14-15: Community Conversation held April 25
15-16: Community Conversation data evaluated
- Submit articles about students related to specific community groups to be included in their newsletters
 - City of West Chicago
 - Feeder Districts
- Develop alumni communications – may be a form of current eNewsletter
- Contact Ramblin’ Ray of US 99.5 – alumni of CHS. Determine how to promote CHS through him and/or the radio station
15-16: Ramblin’ Ray named Distinguished Alumni – awarded in 2015. He continues to promote us on US99.
- Connect with District 33 and other feeders to coordinate communication efforts
13-14: Worked with Gina Steinbrecher at D33 to invite students to the LRCs Dare to Scare, to promote summer reading for incoming freshmen, and to promote our activities in her weekly e-newsletter.
- Create a “Virtual Backpack” portion of the website to post information on community events and activities
13-14: Under “For Community”, the Community Events and Information section has had postings from non-profit organizations such as Cadence Health, WeGo Together for Kids, and Fermilab among many others.
- Create a historical center for artifacts of CHSD 94
 - Find alum or community person interested in preserving history
 - Provide a space to display items donated
 - Work with City Museum
- Investigate and bring forward a graduate follow-up survey
 - Send out a Member Needs Help request through INSPRA
14-15: Research done – project on hold
15-16: Committee formed. Graduate survey revised and put online. Every senior will take it online during a class. Email addresses are being requested to follow up with students in one year.
16-17: Write and administer graduate follow-up survey (Class of 2016)
- Create outlets for communication from departments and key building administrators
14-15: Developed a weekly article schedule for division heads. Created “Community Chat” section in eNews to feature division/department head articles. Created “Sports Shorts” section in eNews.

Evaluation

- Technology
 - Google analytics for website traffic
 - 14-15: Average 70,000 visits per month since inception in 2/2014.*
 - 15-16: Average 53,000 visits per month since 2/2014. Lowest was 20,000 visits in July.*
 - Number of Facebook friends
 - 13-14: Likes increased from 782 to 950*
 - 14-15: Likes increased from 950 to 1809*
 - 15-16: Likes increased from 1809 to 2528*
 - Number of Twitter followers
 - 15-16: Followers increased from 220 to 299*
 - Number of eNewsletter subscribers
 - 13-14: 3093 eNewsletter subscribers*
 - 14-15: 4209 eNewsletter subscribers*
 - 15-16: 4686 eNewsletter subscribers*
- Staff Surveys
- Parent Surveys
 - 15-16: Parent communication survey conducted 12-9-15*
- Student Surveys
 - 15-16: Graduate online survey*
- Community Surveys



West Chicago Community High School Class of 2016 Exit Survey

This annual survey gathers responses from our graduating seniors to help us inform our current practices.

*** Required**

Please indicate what your plans are following graduation from high school: *

- ☐ 4-year University/College
- ☐ 2-year College
- ☐ Business or Trade/Tech School
- ☐ Armed Forces/Military
- ☐ Full-time Employment
- ☐ Other:

If you plan to enter the Armed Forces/Military, please indicate which branch: *

- ☐ Air Force
- ☐ Army
- ☐ Coast Guard
- ☐ Marines
- ☐ Navy
- ☐ I am not planning to enter the Armed Forces

If you plan to continue your education, please indicate the college/school that should receive your FINAL TRANSCRIPT: *

By completing this survey I authorize WCCHS to release my FINAL YEAR-END TRANSCRIPT to the school of my choice listed below. If you do not indicate where to send your final transcript, one WILL NOT be forwarded. There will be a \$5 fee per transcript sent after this time. Final Official transcripts WILL NOT be released if there are any outstanding financial obligations.

- ☐ Aurora University, Aurora, IL
- ☐ Bradley University, Peoria, IL
- ☐ Butler University, Indianapolis, IN
- ☐ College of DuPage, Glen Ellyn, IL
- ☐ DePaul University, Chicago, IL
- ☐ Dominican University, River Forest, IL
- ☐ Eastern Illinois University, Charleston, IL
- ☐ Elmhurst College, Elmhurst, IL
- ☐ Illinois State University, Normal, IL
- ☐ Iowa State University, Ames, IA
- ☐ Lewis University, Romeoville, IL
- ☐ Loyola University, Chicago, IL
- ☐ Marquette University, Milwaukee, WI
- ☐ North Central College, Naperville, IL
- ☐ Northern Illinois University, DeKalb, IL
- ☐ Northwestern University, Evanston, IL
- ☐ Olivet Nazarene University, Bourbonnais, IL
- ☐ Purdue University, West Lafayette, IN
- ☐ Robert Morris University, Aurora, IL
- ☐ Robert Morris University, Chicago, IL
- ☐ Southern Illinois University, Carbondale, IL
- ☐ University of Illinois, Urbana, IL
- ☐ University of Illinois, Chicago, IL
- ☐ University of Iowa, Iowa City, IA
- ☐ Western Illinois University, Macomb, IL
- ☐ Wheaton College, Wheaton, IL
- ☐ Do not send a transcript
- ☐ Other: Please answer the next 3 questions.

If you answered "Other" above, enter the name of the College/University you wish to receive a transcript:

Enter the city where the College/University is located:

Enter the state where the College/University is located:

What is your intended major in college? Enter both majors if you intend to double major. *

Please enter "N/A" if you will not be attending college.

Which of the following MOST influenced you on your course selections during high school. *

Please select as many as apply.

- ☐ One or more high school teachers
- ☐ One or more high school administrators
- ☐ My counselor
- ☐ One or more high school coaches
- ☐ Extracurricular activities
- ☐ Parent, relative or friend
- ☐ Career goal
- ☐ Other:

Please give us your opinion on the following statements: *

	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
WCCHS should put more emphasis on academics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WCCHS should offer more career training programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are there any courses you wish we offered? *

Enter the word "None" if you have no course suggestions

Please rate the school in the following areas: *

Mark N/A if you did not participate in a specific area.

	Excellent	Good	Average	Poor	Failing	N/A
School counseling services for students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Career and						

technical education programs (Business, Family & Consumer Science, Industrial Arts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Athletic programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activity programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Math courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Science courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social Studies courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical Education courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine Arts courses (Music, Art, Drama)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foreign Language courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please rate the following related to your overall school experience: *

A=Strongly Agree, B=Agree, C=Uncertain, D=Disagree, E=Strongly Disagree

	A	B	C	D	E
GRADES assigned by teachers are based on projects as well as tests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This school makes me like to learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teachers and students here really trust each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At this school the teachers tell the students what is expected of them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am proud of this school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At this school, it is very important to get good grades.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This school makes me want to study hard for good grades.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This school gives					

praise for good work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competition among students in this school is very high.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In this school, we hear about what the students do right, not their mistakes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel like I belong in this school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If I had a conflict I feel there were people available to assist me in handling that conflict.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teachers at this school treat students with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In this school, we are encouraged to try new things.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This school has many talented teachers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This school has many talented students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Help was available to me academically, outside of the class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The 1:1 learning environment assisted me in achieving academically.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please rate the following related to Counseling Department and Dean's Office: *

A=Strongly Agree, B=Agree, C=Uncertain, D=Disagree, E=Strongly Disagree

	A	B	C	D	E
My counselor is patient and courteous.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My counselor knows me fairly well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My counselor is good about getting back to me when I leave a message.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If I had a problem, I believe my	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

counselor/dean would treat me fairly.

My counselor/dean/social worker is available to see me most of the time.

☐☐☐☐☐

I feel comfortable going to my counselor/dean/social worker if I need some help.

☐☐☐☐☐

I used the Career Cruising internet program and found it useful.

☐☐☐☐☐

My counselor knows the course offerings in our school curriculum.

☐☐☐☐☐

My counselor knows which courses I need for graduation and my post high school plans.

☐☐☐☐☐

What support do you wish you had during the time you were in high school that you didn't have? *

Type "None" if you do not have a response.

Are you registered to vote? *

☐ Yes

☐ No

☐ I don't know

We plan to send you a survey to complete a year from now. What is an email or phone number that you plan to maintain so we can contact you a year from now? *

Please enter your name. *

Please enter your ID number. *

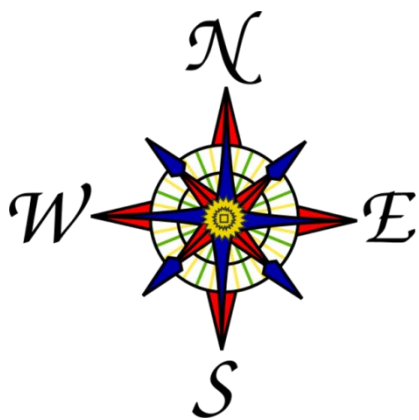
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COMMUNITY HIGH SCHOOL
DISTRICT 94

WHERE ARE WE HEADING?

DR. DOUG DOMERACKI, ED.D.

SUPERINTENDENT

Beginning in the summer of 2013 the Board of Education evaluated how meetings were held and decisions were being processed. Through the analysis of past practice and a determination to move purposefully forward, the board decided to establish committees. The intent of the committee format was to:

- Utilize the skills and interest of board members thereby allowing them to delve deeper into topics and bring forth well-vetted recommendations to the full Board of Education.
- Share in the responsibilities of the board, creating a flattened leadership structure.
- Created operational efficiencies for the full board by delegating work to committees.
- Created a mechanism for new board members to examine issues on a deeper level and gain confidence working with other board members and school personnel.

The committee structure has changed the paradigm of the board organization, creating opportunities for guidance to help the full board function and achieve its stated goals. The board established six (6) standing committees:

1. Communications
2. Education
3. Facilities
4. Finance
5. Personnel
6. Policy

Following the new organizational structure, a series of meetings were held where long-range projects were identified and brought to both the full board and committees for discussion. Evolving from this process were high priority needs that have been addressed over the last two and one half years. Every committee took on challenges and made substantial changes including but not limited to:

1. Communications: New website, expanded community outreach, E-news bulletin, expansion of the Communication Specialist role, staff bulleting, Communication Plan, marketing materials, curricular news, regular newspaper articles, increased media presence, broad recognition for our efforts through INSPRA.
2. Education: Review, adoption, and implementation of a 1:1 program, expansion of the AP program, ACT for all juniors, thorough updating and explanation of testing landscape, E-Learning, and PERA.
3. Facilities: Extensive facility work including Family and Consumer Science Kitchens, Pre-school classroom and lab, extensive washroom remodeling, development of student personnel services offices including a College and Career Center, Student Activity Center, outdoor eating atrium, District Office, Nurses Office.

4. Finance: Finance was charged with funding and maintenance of the district financial resources, adoption of the PMA finance model.
5. Personnel: Engaged in a task analysis, established a model of expansion of student services to include a Director of Guidance and an additional counseling position, adoption of the Global Compliance Training, PERA, and regular staffing decisions.
6. Policy: Continuous evaluation of board policy requirements and re-writes.

Through the committee initiative comprehensive organization, planning, and implementation took place. These efforts allowed the organization to focus the energy and efforts of all stakeholders around an agreed upon set of outcomes. In essence the accomplishments over the last two years exemplifies a successful strategic plan. As the larger issues culminate this summer with the construction of a new science wing, and ultimately the way instruction is delivered, we need to assess where we aspire to improve.

While setting the stage for this document, I met with all administrative and management leaders in the district to ask for input around their department needs, instructional vision, facility improvements, and staffing conditions. This input has been aligned to the board committee structure and can serve as a template for each of the committees to review, modify, personalize, and prioritize for future planning.

Developing a comprehensive strategic plan requires the time and commitment of many of the most experienced people in our district including the Board of Education. Effective strategic planning helps to set the priorities of the district, has an agreed upon set of goals, maintains the effective decision making process through the committee structure, and allows all stakeholders to be a catalyst of the message. The board and staff need to collectively understand that all stakeholders have passion and vision. All have spent numerous hours cultivating and crafting their ideals and thinking about “what if....” and “what can be...” The support from the Superintendent, Board of Education and Community will help these visions evolve into thoughts and actions that ultimately improve the culture and offerings in our district. The more we can build a culture of exploration and energy, the more our staff will be willing to risk. The attached lists represent possibilities that allow ourselves to be conduits of cause and supporters of a broader vision.

Comprehensive Plan: What Comes Next?

Category	Action Item	Rationale
Communication	Modernize internal communication model	Establish a common set of technologies in classrooms
	Update and create consistency with signage	Signs are out-of-date, we re-designed our visitor entrances and staff have moved
	Renumber building	Number exterior doors instead of using letter, this will allow us to add identifiers to every door in the facility without using a double-lettered system Renumber the building classrooms
	Assess how much the community uses our facilities	Provides justification for a review of building rental policy and basis for a community coordinator.
	Add Wi-Fi and Broadcasting capabilities to Pioneer Park	Softball/baseball use
Education	Off-site Transition Center	In lieu of expulsion, alternative education experience will be available at this site
	Academic Resource/Assistance Center	Provides academic services for all students. Possible re-design of the library. Develop an academic tutoring center: At risk center for any student who is performing at the - D/F level, instead of going to a study hall, students are sent here - staffed by licensed teachers to assist students. Mandatory daytime tutoring for core content areas. Students will continue to go there until grade improves.
	Philosophy of LRC services	Evolution of technology and implementation of 1:1 we need to re-evaluate the use of this space so it best serves our students
	Academic enrichment & Intervention programs	Summer programs with a focus on all facets of student life to include academics, electives, and recreation
	Upgrade simulators	Driver's education - outdated
	Stand-up desks	Assess furniture needs in the classroom to include furniture designed to accommodate special needs
	Mini lecture halls	50-60 ppl for classes and community
	Redesign schedule	Redesign to accommodate 2 tier intervention: Enrichment as well as remediation. Consider mandatory study hall opposite lunch period. Bring back advisory.
	Partnership in community - Job Training / skill development	provide students who are not college-bound the opportunity to learn skills beyond high school
	Seal of biliteracy	Dual language competency acknowledgment
	Magnet (pathways) for the elective strands	Structure magnet/pathways focused on career paths. Creates a school within a school model
	Expand internships and mentor opportunities	Provide students with practical experiences, find and create these within the community
	Credit recovery options	Examine alternative ways students can engage in credit recovery such as Virtual school throughout school year and during the summer. Blended instructional models
	Freshmen transition/mentoring program	Allow for a smooth transition from 8th grade into high school. Partner incoming freshman students with Sophomore through Senior students
	Define capstone courses	Commit to capstone opportunities throughout curriculum. Pathways can assist in defining end-of-sequence/capstone courses
	More opportunity for top students	Example: AP - research & study, AP "type" study halls
	Computer science programs	Develop and implement a Computer Science program. STEM is a beneficial skills for students
	Assess services offered to minorities	Evaluate how the school can better serve minority parents, community, and students
	Broadcast studio	Expansion of electives and opportunities for students
	Digital literacy course @ Freshmen level	create foundation course in use of technology that will help students succeed in later years in high school. Consider offering this course in summer as part of an enrichment experience within the Bridge program or as a stand-alone program
	Expand Summer Bridge program	With intent of adding digital literacy to the program. Consider larger enrollments and open to all students.
	Re-design student schedule	Reduce split classes
	Manufacturing program	Bringing electives back to the school instead of sending them to TCD

Category	Action Item	Rationale
Facilities	Pool	Maintenance is high (estimated \$200,000 for repairs), at what point does operating for PE and swim program make sense?
	Upgrade lighting	Upgrades would tremendously show off our facilities, consider adding ability to adjust height of lights and/or dimming lights
	Curtains in the field house / flooring	upgrade for efficiency for PE and athletics, would save time for staff and custodial crew, resurfacing, expand flooring into hallway
	Basket controls	upgrade for efficiency for PE and athletics, would save time for staff and custodial crew (safety straps)
	Ceiling Netting	Add netting to prevent balls from hitting lights and keep items from collecting in the ceiling
	PE/athletic/pool locker rooms re-design	Reconfigure/redesign, # of lockers is limited, # of lockers that can be locked are limited for girls, rusting due to pool environment. Redesign to add dehumidification system to the locker rooms to add longevity to lockers. Locker room security - new doors
	Bleachers and press box	The indoor bleachers are in sad shape and need to be replaced. Press box - media access and improved space availability as well as Wi-Fi accessibility.
	Auditorium upgrades	original facility - sound has not been updated since 90s, ticket booth (current use folding table), projector, floor is old/scuffed up, pit for orchestra (would need an elevator), lighting, seating - expand capacity (would need to relocate), cannot host entire class for speaker/assembly
	Performing Arts Center	Band, choir, and drama performances
	HVAC	Revamp to more modernized throughout building. Includes replacing chillers which have surpassed the threshold for replacement and upgrading boiler system to a more efficient system
	LRC redesign	Consider purpose and re-design to meet student and teacher needs - academic support center
	Stadium	Concessions, dressing rooms, meeting rooms, training area
	Track resurface	Update/improve to allow CHSD94 to host sectionals and larger meets
	Tennis Courts	Courts by greenhouse - total rebuild, add 1 court
	Kitchen equipment	Ovens (starting to fail), walk-in coolers (17-18 years old) - repairs are increasing
	Drainage	Assess drainage throughout the school - heavily deteriorated
	Elevator review	Need more handicap accessibility
	Lincoln property turf	Layout and striping practice fields on Lincoln property
	Purchase 6 properties	Northeast corner of our block
	Athletic atrium	make entrance to athletic area more pronounced with an atrium, Hospitality facility
	Bus lane re-design	improve loading/unloading students
	Generator	expand and reconfigure the generator for the building to operate more efficiently, wire generate to all of the tech closest - upgrade to a natural gas generator
	2nd / 3rd floor rooms gutting	Due to age, wear, and tear; upgrade flooring, ceilings in the 1928 portion of the building
	3 - roof sections	Deteriorating and in need of repairs
	flooring in the '98 addition	cracking
	Staff lounge	upgrade/modernize
	Windows in '28 & '55 replacement needed	Upgrade inefficient and aged windows
	District Administrative Center	5 years lease
	Washroom upgrades	plumbing
	Collaboration w/ park district re: ball fields	upgrade/modernize
	Athletic training room - expand/modernize	Larger, newer tables and upgrade equipment
	Pole vault and long jump pits - reconfigure	relocate for better access and safety of athletes and spectators
	Music area re-design	Currently this is a multipurpose room that had risers placed in it but it is not a traditional space for music instruction.

Category	Action Item	Rationale
Finance	Bond expiration	Current bond expires in the fall of 2017
	Long term financial planning	Support those programs and initiatives the board approved to be adopted
Human Resources	Increase staff to lower class sizes	Address class sizes, case loads - we are high. We cannot move student vertically through system because classes are maxed out
	Bilingual staff	Encourage bilingual staff/learning additional languages to support student/family population
	LMS for HR	to track staff development
	Test Coordinator	The time required to coordinate schoolwide testing is best handled by support staff and not the assistant principal
	Security	Add position for better coverage
	Community Coordinator	to manage usage of building by community
	Staffing for pathways (academies)	Makes D94 more attractive to students who don't view WCCHS as having enough options
	Support lower class sizes in electives & capstones	Provides for assurance that these courses will be staffed
	Add additional in-service time w/in the calendar	Additional professional development can provide focus on schoolwide goals and initiatives
	Internal university for staff development	Allows for a focus on professional development to better meet the needs of District 94 staff
	Staff development opportunities outside	send teams, train-the-trainer, return and train the remaining staff: condition of going to outside conference is to return and train @ internal university
Policy	Transfer credits	Summer remediation and enrichment programming
	Graduation requirements	To define expectations for low-middle-high level students, define the floor and ceiling

The thoughts contained within this document are simply ideas and programs collected from both group and individual dialogue. Reviewing the action items will require continued refinement and further vetting to determine the feasibility of these action items. Upon review at the committee level, identification of what becomes a capital project versus a maintenance issue, what becomes an infrastructure item versus a program modification will all need to be discussed and prioritized. Some of the items may be removed, moved, or combined into multiple categories. At the very least, this document communicates a snapshot of where the district staff currently sees need and can be a guide to determine where we go from here

Community High School District 94
West Chicago, IL 60185

Education/Programs Committee Meeting

June 30, 2016 - 7:30 a.m.
Student Activity Center - Conference Room
West Chicago Community High School

AGENDA

1. Approval of April 7, 2016 meeting minutes
2. Ombudsman Plus
3. Freshman Seminar and Academic Assistance Center Concepts
4. Manufacturing Pathway
5. SAT

Community High School District 94
West Chicago, IL 60185
Education/Programs Committee Meeting

April 7, 2016 - 7:30 a.m.
Counseling Conference Room
West Chicago Community High School

Minutes

In Attendance: Kathe Doremus, Dirk Gunderson, Renee Yackey, Allister Scott, Moses Cheng

1. Approval of Feb. 11, 2016 meeting minutes:
Motion: Dirk Gunderson, 2nd: Renee Yackey. Minutes approved
2. "Where Are We Heading" document discussion
Dr. Domeracki's "Where Are We Heading" document and items in the Education category were reviewed. The committee discussed what process and procedures would be used to decide on which items would be implemented. Moses suggested taking the items and reviewing them at the building level using categories of "Scope of implementation," "Level of Service," and "Urgency" as possible weighting categories. The committee agreed to that process. Future decisions regarding each item will need to include financial costs which will be determined at a later date.
3. Course audit
An open discussion occurred regarding what is the purpose of a course audit, the definition of a course audit, and the end result of a course audit. The Committee agreed that the approach to take would be to review each department's courses as found in the Course Description Handbook and frame them against the question of "What is the best education we can offer our students?" This concept would include the importance of college and career readiness as well as recognizing the differing spectrum of needs among students (i.e. struggling vs high-achieving students). The target would be to have this review completed by December 2016. In the future, this audit will also include financial efficiencies as initially defined by FTE allotment and its use will be for informational purposes.
4. Manufacturing pathway
In light of the Board's discussion regarding future financial challenges and financial efficiencies, the question was raised as to whether or not plans for pursuing a Manufacturing Pathway in partnership with COD and JcSert should continue. This Manufacturing Pathway is projected to include an addition of 1.0 FTE as well as added equipment, curricular, and room needs in approximately 2 years. The Committee determined that this was a very much needed opportunity for students, the school, and the community; that the District will need to commit to this financially in the future; and that the partnering work with JcSert and COD in this project needs to continue to make the pathway a reality.
5. Other

Ombudsman Plus Proposal

Overview of Program:

Chance Light Company develops programs and therapeutic supports for students with a wide range of needs. They have created a program, Ombudsman PLUS, that provides districts the opportunity to partner and create a setting for students in need of a more restrictive and therapeutic setting. Ombudsman Plus provides the school districts an off-campus Program intended to serve students with disabilities, who meet the definition of a disabled student pursuant to the Individuals with Disabilities Education Act ("IDEA"). The Program is designed to serve students who (1) need intensive academic and behavioral services in order to make progress in their educational program, and (2) whose Individualized Education Plan ("IEP") team has determined that a therapeutic day school is the most appropriate placement.

Program Components:

- 6 ½ hour day; 8:00-2:30 p.m.
- 30 students/slots total
- 1 director/principal
- 3 certified teachers
- 2 certified social workers
- 2 paraprofessionals
- Highly structured learning environment
- Positive behavior interventions and supports
- Daily social work services and interventions
- Combination of teacher-led instruction and computer-assisted instructional support

Proposal:

At Community High School District 94, we are committed to inspiring, educating, challenging, and supporting all students to reach their highest level of learning and personal development. Some students need a more intensive environment than is offered at high schools. Finding the right environment for this small portion of students can be a challenge. As a solution to that challenge, Community High School District 94 would enter into a shared Intergovernmental Agreement ("IGA") with Community Unit School District 200 and Ombudsman Plus to create our own private placement facility which will provide a local, cost-effective and higher-quality option to better meet the needs of our students. The program would serve 30 students. CUSD200 would utilize 20 slots for students, while D94 would utilize the other 10 student slots. The cost per student would ultimately be determined after Ombudsman obtains ISBE approval for the Program, including an extended school year, by submitting an application as soon as possible following the execution of the Agreement between CUSD200 and D94. Preliminary figures have been provided to both school districts entering into this agreement with a figure of \$26,500 per student for a regular school term. We would anticipate Board approval for the program this fall with an IGA signed by both districts. Following Board approval, site location and curricular program development will begin, with a start date of Summer 2017.

Benefits of using Ombudsman Plus Program

- Partner districts have input to hiring of staff and input to the design of the Program including the daily processes, to IEP paperwork, to assessment of students and of programming.
- Partner districts determine credit requirements and graduation/promotion for its students in the Program.
- Partner districts determine the criteria for students to enter and exit the program, providing greater oversight of the population of students than currently available to our schools.
- Ombudsman will provide its standards-based curriculum correlated to the Common Core and Illinois State Standards, as the foundation for its academic program, while supplemental instruction would be defined by the partner school districts. Consequently, academic instruction for students is more similar to the rigor of our high school.
- Location of the Program will be within District 94 or District 200's attendance boundaries. This offers a closer private therapeutic day school for our students and less time on bus routes.
- Beyond the initial reduction of costs in the first year, transportation costs will continue to remain lower than current costs as the location of the Program will be local.
- Housing students in one program will reduce the travel time and mileage costs of our Special Education administrators, who will continue to complete required IEP meetings for all students.
- Students will be more accessible to their home community and possibly have more opportunity to transition back to their home school.

Overall:

For this program to be an option for our students, an agreement between District 94, District 200, and Ombudsman Educational Services, Ltd. would need to be approved by the Board of Education. The Ombudsman Plus cost per pupil would be approximately \$26,500 per year, while the cost of students attending other private placements range between \$29,518 and \$47,032 per year. Some of the students and families are quite attached to their current placement and may have reservations regarding transitioning to a new placement. For future students, Ombudsman Plus would be the first program that the district utilizes for students in need of a more restrictive placement. This should reduce the amount of private therapeutic placements and the expenditures in this area.

SAT VS. ACT TEST AND COST

YEAR IN SCHOOL	ACT TEST AND COST	SAT TEST AND COST
8 th	Explore \$16.95 per student	PSAT 8/9 \$10.95 per students + cost of printing booklets in house
9 th	Plan \$16.95 per student	PSAT 8/9 \$10.95 per student
10 th	Retired ACT \$16.95 per student	PSAT 10 \$13.50 per student
11 th	ACT with Writing \$56.50 per student	SAT with Essay \$37.00 per student SAT no Essay \$29.00 per student ISBE working on contract with SAT - still waiting on budget. ISBE funded testing is without essay. Might be option to add on Essay at district cost.

Note: The cost of the ACT and EPAS tests has fluctuated due to the need to purchase new booklets for testing.

**Community High School District 94
157 West Washington Street,
West Chicago, IL 60185**

FINANCE COMMITTEE

July 7, 2016 4:00 P.M.

District Office

CONFERENCE ROOM

AGENDA

- 1. Finance Committee Minutes**
- 2. Food Service Provider**
- 3. Maintenance/Custodian organizational structure**
- 4. Where we go from here**
- 5. Preliminary year-end review**

COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois

Minutes of the FINANCE COMMITTEE meeting held on March 10, 2016 at 157 West Washington Street, West Chicago, Illinois, from 4:01 p.m. to 5:42 p.m.

CALL TO ORDER – The meeting was called to order at 4:00 p.m.

ROLL CALL - In attendance at the meeting were: Gary Saake, Kevin Kotche, and Ruben Campos
Others Present: Dr. Domeracki, Gordon Cole, Dave Blatchley, Moses Cheng

1. **Review of February 23, 2016 Finance committee minutes.** Motion by Saake, second by Compos to approve for submittal to full Board for filing.
2. **Cafeteria renovation project.** Committee reviewed the bids which were received on March 8th. Staff is recommending the base bid and alternate 1 which total \$173,000. Alternate 2 which covers the main cafeteria is for \$173,000 and is not recommended at this time. Committee agreed to move to full Board with base and alternate 1.
3. **Pool renovation project.** The project was described. Bids are due on the 14th. results and recommendations will be brought to full Board on the 15th.
4. **Student Fees.** An error was identified on the proposed rate sheet and will be corrected for full Board approval. Only changes reflect reduction in some fees relating to locker locks and a reduction in yearbook pricing due to lower publishing cost.
5. **Chromebook disposition.** The procedure for year-end disposition of chromebooks has previously been discussed with the committee. There was a question regarding those that wanted the district to hold for the summer. Dr. Domeracki explained that the tech staff would check for functionality and condition and would repair if necessary. Charges would then either be part of warranty, covered under insurance or billed to student.
6. **Sectioning.** Dr. Cheng reviewed the suctioning process with the end result showing the need for 2 additional FTE. This number could change as the process continues but not by much. These would be a number of individual sections scattered across the various disciplines. Much discussion was held with the committee agreeing that these positions are necessary. The addition of two new FTE's will be part of the personnel report on the 15th.
7. **Adjournment.** Motion by Saake, second by Compos to adjourn at 5:42pm

ARAMARK**QUEST**

	% of Sales	Estimated return	Minimum Guarantee		% of Sales	Estimated return	Minimum Guarantee
2016-17	4.50%	35,695	35,695	2016-17	4%	41,800.00	35,000.00
2017-18	4.50%	37,480	35,695	2017-18	4%	43,200.00	37,000.00
2018-19	4.50%	39,354	35,695	2018-19	4%	44,600.00	40,000.00
equipment enhancement						7,500.00	7,500.00
TOTAL		112,529	107,085			137,100.00	119,500.00
Difference						24,571.00	12,415.00

conditions:

Free/reduced lunch - 39,929 meals last year. Approximately \$3.00 per meal - 964 eligible students

Will cover the same as 2015-16. if exceeds,
district shall bear cost.

Agrees to cover an increase of 5%.

Full service days

Based on 174 attendance days
Will reduce guaranteed minimum
proportionally if less

Based on 165 meal service days

Students - based on estimate of 2113

Will reduce guaranteed minimum
proportionally if less

Will reduce guaranteed minimum
proportionally if more than 5% less

Menus, pricing, wages, staffing's, etc. were all very similar.

Recommended Organizational Chart

Director of Business Services

- Gordon Cole's position
- Overall responsible for operation and maintenance of buildings and grounds
- Development and management of budget
- Develop and maintain long range capital plan

Manager of Building Maintenance and Grounds

- New title but is Mike Tang's position
- Supervises maintenance foreman and grounds personnel
- Responsible for management and maintenance of District infrastructure
- Develop and maintain preventative maintenance program
- Develop and maintain plan of work for grounds
- Assists in development and management of budget
- Assists in developing and maintaining long range capital plan

Maintenance Foreman

- New position but mirrors the Custodian Foreman position, which I'm recommending we change to Building Operations Foreman
- Would promote from within and not fill the vacated position
- Supervises mechanics
- Responsible for daily work flow and assignment of work orders
- Assists in developing and maintaining preventative maintenance program

Manager of Building Operations

- New title but is Sergio Espinoza's position
- Supervises Building Operations Foreman and custodial staff
- Responsible for general operations of buildings
- Develop and maintain plan of work program
- Assists in development and management of budget
- Manages fleet

Building Operations Foreman

- New title but is Larry McCarthy's position
- Supervises 2nd and 3rd shift custodians
- Assists in developing and maintaining plan of work program

Community High School District 94 – Job Description

Job Title: Director of Business Services

Summary: It is the responsibility of the Director of Business Services to provide leadership in the operation of all business services, contracted services, data processing, and custodial/maintenance service.

Essential Duties and Responsibilities: (Other duties and responsibilities may be assigned.)

- Develops the annual budget document and tax levy under the leadership of the Superintendent.
- Establishes and supervises a program of accounting and reporting for the financial affairs of the District.
- Develops and administers a program for purchasing supplies and equipment.
- Prepares all bidding documents including notices to bidders, instructions to bidders, specifications and form of proposal.
- Coordinates the District's annual audit program.
- Supervises and directs all business functions relating to the school food service program.
- Monitors price trends, investment rates and market conditions.
- Oversees a data processing program that provides current information on management, evaluation, forecasting financial condition and preparation for, and participation in, collective bargaining.
- Supervises accounting, payroll, and bookkeeping personnel in the business office.
- Works directly with architects and related professional services in plant construction, facility renovation and the sale or purchase of property.
- Administers all custodial service and maintenance programs.
- Conducts regular inspections of the District's facilities to determine custodial, maintenance, replacement, and repair needs.
- Supervises the maintenance of an up-to-date inventory of school property and supervises storage and distribution of supplies and equipment.
- Supervises the District's insurance program.
- Maintains a relationship with the school attorneys to interpret all laws, regulations, statutes, rules, and policies affecting the District's financial affairs.
- Works directly with contractors in negotiating transportation and maintenance contracts.
- Implements the district's policy on investments.
- Develops an annual capital improvement plan in cooperation with other District staff.

Supervisory Responsibilities: Supervisor of Buildings and Grounds, Maintenance Supervisor, Director of Technology, Business Office Supervisor, Duplicating Clerk

Education, Certification, and Experience:

- Illinois State Board of Education Type 75 certificate with Chief School Business Official endorsement preferred (if not held at date of hire, candidate is expected to obtain endorsement within 2 years of date of hire)
- Successful experiences as a CSBO preferred
- Experience or degree in a financial field preferred
- Previous administrative experience preferred

Skills and abilities:

- Must be able to perform all of the duties and responsibilities of the position
- Demonstrated leadership ability
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to deal with difficult situations courteously and tactfully

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb Ladders	S	Kneel	O	Lift/Carry > 50 lbs.	S	Push/Pull > 50 lbs.	S	Talk	F
Climb Stairs	F	Lift/Carry under 10 lbs.	F	Push/Pull under 10 lbs.	O	See	F	Twist	S
Crawl	S	Lift/Carry 10-25 lbs.	O	Push/Pull 10-25 lbs.	S	Squat	S	Walk	F
Hear	F	Lift/Carry 25-50 lbs.	O	Push/Pull 25-50 lbs.	S	Stoop/Bend	O		

Disclaimer: This document is not intended to completely cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Reviewed and Updated: July, 2012

Page 1

Community High School District 94 – Job Description

Job Title: Manager of Building Maintenance and Grounds

Summary: It is the responsibility of the Manager of Building Maintenance and Grounds to provide leadership to the Maintenance Department as well as perform preventative, corrective, and emergency maintenance services for the safety and effective facility use for District 94.

Essential Duties and Responsibilities: (Other duties and responsibilities may be assigned.)

- Supervise, evaluate, orient, and direct maintenance staff members.
- Manage grounds personnel.
- Provide leadership to other staff members in area of responsibility.
- Create and monitor on-call and overtime schedules.
- Interview and recommend employment of department personnel.
- Evaluate employee performance, conduct employee evaluations, provide support for continuous employee performance improvement, and assist in employee remediation process.
- Assist in the record-keeping of departmental personnel issues such as absenteeism, vacations, and other leaves of absence.
- Manage and maintain work order and preventive maintenance software program.
- Receive, prioritize, and assign work orders.
- Assist supervisor in maintenance purchasing and contractor services.
- Inspect and complete preventative maintenance tasks District-wide.
- Create standard procedures and protocols for maintenance duties; implements the same.
- Facilitate periodic maintenance staff meetings.
- Coordinate the use of contractors for necessary services including cost estimating, data gathering, purchasing services, and providing site supervision.
- Assist supervisor with the development and implementation of annual operating and capital budget and development of long-term capital plan.
- Perform on-call coverage as required.
- Recognize and observe safety and good housekeeping precautions; report concerns to supervisor.
- Insure that required inspections are completed in a timely basis and report the same to supervisor.
- Maintain District 94 quality standards for plant operations and maintenance of facilities.

Supervisory Responsibilities: Maintenance Mechanics, Maintenance Foreman, Grounds Personnel

Education, Certification, and Experience:

- Supervisory or team leader experience.
- Knowledge of maintenance construction standards, code laws, and regulations.
- Ability to observe and report potential problems.
- Ability to perform mechanical, electrical, general building and plumbing repairs.
- Ability to read blue prints, schematic diagrams, interpret instructions and prepare specifications.
- High level of analytical ability where problems are complex. Ability to troubleshoot.
- Knowledge of basic math skills related to job tasks.
- Strong knowledge of mechanical/electrical building systems.
- Knowledge of test and diagnostic equipment used in calibration, repair and testing of pneumatic and electric controls.
- Knowledge of software for building automation system that controls building environment.
- Posses knowledge and experience in HVAC, Plant Operations, Stationary Engineering or a related field as evidenced by:
 - A college degree with three years of applicable experience or,
 - Completion of a vocational training program with three years of applicable experience, or
 - Maintenance experience of ten years or more with proven skills in one or more of the above areas.

Skills and abilities:

- Must be able to perform all of the duties and responsibilities of the position
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents
- Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

Disclaimer: This document is not intended to completely cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Reviewed and Updated: March, 2012

Page 1

Community High School District 94 – Job Description

Job Title: Maintenance Foreman

Summary: It is the responsibility of the Maintenance Foreman to supervise mechanics for the safety, maintenance and upkeep of all buildings of Community High School District 94.

Essential Duties and Responsibilities: (Other duties and responsibilities may be assigned.)

- Assist in managing and maintaining work order and preventive maintenance program.
- Identify training needs and implement programs for maintenance personnel.
- Cover or find coverage for employees who are absent.
- Keep an updated inventory of all supplies and equipment.
- Evaluate employee performance, conduct employee evaluations, provide support for continuous employee performance improvement, and assist in employee remediation process.
- Assist in the record keeping of departmental personnel issues such as absenteeism, vacations, and other leaves of absences.
- Review facility conditions, establish goals and standards, assist in the assessment of facility care, and develop corrective actions for continuous improvement in the school.
- Work to help coordinate effectively the activities of all programs with building administration, athletics, student activities, and rental groups.
- Assist in locking and securing building.
- Coordinate the use of contractors when departmental personnel are unable to perform certain duties, including cost estimating, data gathering, purchasing services, and providing site supervision.
- Attend departmental and training meetings.
- Follow appropriate procedures during fire, tornado, and other emergency drills.

Supervisory Responsibilities: Mechanics

Education, Certification, and Experience:

- High School Diploma or its equivalent
- Ability to perform mechanical, electrical, general building, and plumbing repairs.

Skills and abilities:

- Must be able to perform all of the duties and responsibilities of the position
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents
- Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb Ladders	F	Kneel	F	Lift/Carry > 50 lbs.	F	Push/Pull > 50 lbs.	O	Talk	F
Climb Stairs	F	Lift/Carry under 10 lbs.	F	Push/Pull under 10 lbs.	F	See	F	Twist	F
Crawl	S	Lift/Carry 10-25 lbs.	F	Push/Pull 10-25 lbs.	F	Squat	F	Walk	F
Hear	F	Lift/Carry 25-50 lbs.	F	Push/Pull 25-50 lbs.	F	Stoop/Bend	F		

Calendar/Work Schedule and Compensation:

Annual Calendar: 259 Day Calendar

Compensation: ☐ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)
☐ Paid per the Contractual Agreement with the WCHSSSA (hourly)
☐ Paid per the Contractual Agreement with the WCHSSSA (salaried)
☒ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

Reports to: Manager of Building Maintenance and Grounds

Classification: ☐ Administrative
☒ Supervisory
☐ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

Disclaimer: This document is not intended to completely cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Reviewed and Updated: March, 2012

Page 1

Community High School District 94 – Job Description

Job Title: Manager of Building Operations

Summary: It is the responsibility of the Manager of Building Operations to supervise custodial and laundry staff for the safety, maintenance and upkeep of all buildings of Community High School District 94.

Essential Duties and Responsibilities: (Other duties and responsibilities may be assigned.)

- Assign work priorities to custodial and laundry personnel. Ensure prompt and proper completion of tasks.
- Supervise personnel in a manner consistent with District policies.
- Provide leadership to other staff members in area of responsibility.
- Assist with the interview process of departmental personnel.
- Evaluate employee performance, conduct employee evaluations, provide support for continuous employee performance improvement, and assist in employee remediation process.
- Assist in the record keeping of departmental personnel issues such as absenteeism, vacations, and other leaves of absences.
- Review facility conditions, establish goals and standards, assist in the assessment of facility care, and develop corrective actions for continuous improvement in the school.
- Work to help coordinate effectively the activities of all programs with building administration, athletics, student activities, and rental groups.
- Systematically devise programs to deal with emergencies, inform administration of such emergencies, and recommend corrective action to be implemented.
- Coordinate the use of contractors when departmental personnel are unable to perform certain duties, including cost estimating, data gathering, purchasing services, and providing site supervision.
- Maintain equipment and supplies inventories, investigate the use of alternative products, prepare cost estimates for purchased services and materials, and process purchase orders.
- Assist building administrators and central office with the development of school budgets.
- Supervise all shipping and receiving duties.
- Identify training needs and implement programs for departmental personnel.
- Provide information and suggestions to the administration as applicable to facilities operations.
- Assist building administrators in maintaining a safe school environment, including such aspects as fire alarms, security alarms, video cameras, securing building, etc.
- Serve as the District 94 Integrated Pest Management Coordinator.

Supervisory Responsibilities: Custodians, Custodian/Laundry Employees, Custodian Foreman

Education, Certification, and Experience:

- Supervisory or team leader experience preferred
- High school diploma or equivalent
- Knowledge of custodial standards, code laws, and regulations

Skills and abilities:

- Must be able to perform all of the duties and responsibilities of the position
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents
- Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb Ladders	O	Kneel	O	Lift/Carry > 50 lbs.	O	Push/Pull > 50 lbs.	O	Talk	O
Climb Stairs	F	Lift/Carry under 10 lbs.	F	Push/Pull under 10 lbs.	F	See	F	Twist	F
Crawl	S	Lift/Carry 10-25 lbs.	F	Push/Pull 10-25 lbs.	F	Squat	O	Walk	F
Hear	F	Lift/Carry 25-50 lbs.	F	Push/Pull 25-50 lbs.	F	Stoop/Bend	O		

Calendar/Work Schedule and Compensation:

Annual Calendar: 259 Day Calendar

Compensation: ___ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

Disclaimer: This document is not intended to completely cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Reviewed and Updated: March, 2012

Page 1

Community High School District 94 – Job Description

Job Title: Building Operations Foreman

Summary: It is the responsibility of the Building Operations Foreman to supervise second shift custodial staff for the safety, maintenance and upkeep of all buildings of Community High School District 94.

Essential Duties and Responsibilities: (Other duties and responsibilities may be assigned.)

- Identify training needs and implement programs for custodial personnel.
- Cover or find coverage for employees who are absent.
- Keep an updated inventory of all supplies and equipment.
- Evaluate employee performance, conduct employee evaluations, provide support for continuous employee performance improvement, and assist in employee remediation process.
- Assist in the record keeping of departmental personnel issues such as absenteeism, vacations, and other leaves of absences.
- Review facility conditions, establish goals and standards, assist in the assessment of facility care, and develop corrective actions for continuous improvement in the school.
- Work to help coordinate effectively the activities of all programs with building administration, athletics, student activities, and rental groups.
- Assist in locking and securing building.
- Coordinate the use of contractors when departmental personnel are unable to perform certain duties, including cost estimating, data gathering, purchasing services, and providing site supervision.
- Attend departmental and training meetings.
- Follow appropriate procedures during fire, tornado, and other emergency drills.
- Evaluate facilities after events/activities scheduled after school hours/days; informs Manager of Building Operations of final evaluations.
- Assist in managing and maintaining work order and preventive maintenance program.

Supervisory Responsibilities: Custodians

Education, Certification, and Experience:

- High School Diploma or its equivalent
- Knowledge of cleaning supplies, equipment, and techniques

Skills and abilities:

- Must be able to perform all of the duties and responsibilities of the position
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents
- Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb Ladders	F	Kneel	F	Lift/Carry > 50 lbs.	F	Push/Pull > 50 lbs.	O	Talk	F
Climb Stairs	F	Lift/Carry under 10 lbs.	F	Push/Pull under 10 lbs.	F	See	F	Twist	F
Crawl	S	Lift/Carry 10-25 lbs.	F	Push/Pull 10-25 lbs.	F	Squat	F	Walk	F
Hear	F	Lift/Carry 25-50 lbs.	F	Push/Pull 25-50 lbs.	F	Stoop/Bend	F		

Calendar/Work Schedule and Compensation:

Annual Calendar: 259 Day Calendar

Compensation: ☐ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)
☐ Paid per the Contractual Agreement with the WCHSSA (hourly)
☐ Paid per the Contractual Agreement with the WCHSSA (salaried)
☒ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

Reports to: Supervisor – Building & Grounds

Classification: ☐ Administrative
☒ Supervisory

Disclaimer: This document is not intended to completely cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Reviewed and Updated: March, 2012

Page 1

Honeywell Proposal

Honeywell Building Solutions

Service Agreement

Project Name: **Community High School District 94 - Automation Maintenance**
Proposal Number: **911095352-2**
Date: **June 17, 2016**
Agreement Number: 40099135
(Rev. 04/11)

(PROVIDER)

Honeywell Building Solutions
95 E Algonquin Rd
Des Plaines, IL 60017

(CUSTOMER)

Community High School District 94
326 Joliet St
West Chicago, IL 60185

Service Location Name: **Community High School District 94**
Service Location Address: **326 Joliet St**
West Chicago, IL 60185

Scope of Work

Honeywell HBS shall provide the following equipment and services ("the Work") in accordance with the attached work scope documents and terms and conditions, which form a part of this Agreement.

- | | |
|---|--|
| <input type="checkbox"/> Preferred Temperature Control Services | <input type="checkbox"/> Honeywell Energy Analysis Reporting |
| <input type="checkbox"/> Flex Temperature Control Services | <input type="checkbox"/> Air Filter Services |
| <input type="checkbox"/> Preferred Automation Maintenance Services | <input type="checkbox"/> Water Treatment Services |
| <input checked="" type="checkbox"/> Flex Automation Services | <input type="checkbox"/> Critical Parts Stocking |
| <input type="checkbox"/> Preferred Fire Alarm Maintenance Services | <input type="checkbox"/> Emergency Generator Services |
| <input type="checkbox"/> Fire Alarm Test and Inspect Services | <input type="checkbox"/> Thermography Services |
| <input type="checkbox"/> Preferred Security System Inspect Services | <input type="checkbox"/> In Suite Services |
| <input type="checkbox"/> Flex Security System Services | <input type="checkbox"/> Remote Monitoring/Radionics |
| <input type="checkbox"/> Preferred Mechanical Maintenance Services | <input type="checkbox"/> Indoor Air Quality Auditing Services |
| <input type="checkbox"/> Flex Mechanical Maintenance Services | <input type="checkbox"/> Service Management Software |
| <input type="checkbox"/> ServiceNet™ Remote Monitoring and Control Services | <input type="checkbox"/> FM Worksite |
| <input checked="" type="checkbox"/> EBI Services | <input type="checkbox"/> Honeywell Online Service |
| <input type="checkbox"/> Site Services | <input checked="" type="checkbox"/> Other/Special Provisions <u>Controller Replacement</u> |
| <input type="checkbox"/> Advanced Support | <input type="checkbox"/> Honeywell Users Group |

Contract Term

3 (three) years from the Effective Date with annual escalation of 0.7% per year.

Customer Honeywell
(INITIALS)

Contract Effective Date: **July 1, 2016**

Price for Year 1: **Twenty-Two Thousand Five Hundred Sixteen dollars, (\$22,516)**, (plus applicable taxes).

Payment Terms: **Annual**

☐ Sales Tax will be invoiced separately ☐ Use Tax is included in the Price ☒ This sale is tax exempt

Renewal: The Contract Term will automatically be renewed for consecutive terms of one year unless terminated by either party by the delivery of written notice to the other at least sixty (60) days prior to the end of such term, or unless terminated as provided herein.

Submitted by HBS: (signature) 

Name: Adam Leffel, LEED AP

Title: Senior Account Manager

Date: June 17, 2016

This proposal is valid for 30 days.

Community High School District 94 - Automation Maintenance

Honeywell Proposal

911095352-2

Honeywell Building Solutions

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Acceptance

This proposal and the pages attached shall become an Agreement in accordance with Article 13 below and only upon signature below by an authorized representative of Honeywell and Customer.

Accepted by:

HONEYWELL INTERNATIONAL INC.

Signature: _____

Name: _____

Title: _____

Date: _____

CUSTOMER: Community High School District 94

Signature: _____

Name: _____

Title: _____

Date: _____

Honeywell Terms and Conditions

1. WORKING HOURS

Unless otherwise stated, all labor and services under this Agreement will be performed during the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday, excluding federal holidays. If for any reason Customer requests Honeywell to furnish any labor or services outside of the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday (or on federal holidays), any overtime or additional expenses, such as repairs or material costs not included in this Agreement, will be billed to and paid by Customer.

2. TAXES

2.1 Customer agrees to pay the amount of any new or increased taxes or governmental charges upon labor or the production, shipment, sale, installation, or use of equipment or software which become effective after the date of this Agreement. If Customer claims any such taxes do not apply to transactions covered by this Agreement, Customer shall provide Honeywell with a tax exemption certificate acceptable to the applicable taxing authorities.

2.2 Tax-Related Cooperation. Customer agrees to execute any documents and to provide additional reasonable cooperation to Honeywell related to Honeywell tax filings under Internal Revenue Code Section 179D. Honeywell will be designated the sole Section 179D beneficiary.

3. PROPRIETARY INFORMATION

3.1 All proprietary information (as defined herein) obtained by Customer from Honeywell in connection with this Agreement will remain the property of Honeywell, and Customer will not divulge such information to any third party without prior written consent of Honeywell. The term "proprietary information" means written information (or oral information reduced to writing), or information in machine-readable form, including but not limited to software supplied to Customer which Honeywell deems proprietary or confidential and characterizes as proprietary at the time of disclosure to Customer by marking or labeling the same "Proprietary", "Confidential", or "Sensitive". The Customer shall incur no obligations hereunder with respect to proprietary information which: (a) was in the Customer's possession or was known to the Customer prior to its receipt from Honeywell; (b) is independently developed by the Customer without the utilization of such confidential information of Honeywell; (c) is or becomes public knowledge through no fault of the Customer; (d) is or becomes available to the Customer from a source other than Honeywell; (e) is or becomes available on an unrestricted basis to a third party from Honeywell or from someone acting under its control; (f) is received by Customer after notification to Honeywell that the Customer will not accept any further information.

3.2 Customer agrees that Honeywell may use nonproprietary information pertaining to the Agreement, and the work performed under the Agreement, for press releases, case studies, data analysis, promotional purposes, and other similar documents or statements to be publicly released, as long as Honeywell submits any such document or statement to Customer for its approval, which will not be unreasonably withheld. Honeywell may, during and after the term of this Agreement, compile and use, and disseminate in anonymous and aggregated form, all data and information related to building optimization and energy usage obtained in connection with this Agreement. The rights and obligations in this Section 3 shall survive termination of this Agreement.

4. INSURANCE OBLIGATIONS

Honeywell shall, at its own expense, carry and maintain in force at all times from the effective date of the Contract through final completion of the work the following insurance. It is agreed, however, that Honeywell has the right to insure or self-insure any of the insurance coverages listed below:

(a) Commercial General Liability Insurance to include contractual liability, products/completed operations liability with a combined single limit of USD \$5,000,000 per occurrence. Such policy will be written on an occurrence form basis;

(b) If automobiles are used in the execution of the Contract, Automobile Liability Insurance with a minimum combined single limit of USD \$5,000,000 per occurrence. Coverage will include all owned, leased, non-owned and hired vehicles.

(c) Where applicable, "All Risk" Property Insurance, including Builder's Risk insurance, for physical damage to property which is assumed in the Contract.

(d) Workers' Compensation Insurance Coverage A - Statutory limits and Coverage B-Employer's Liability Insurance with limits of USD \$1,000,000 for bodily injury each accident or disease.

Prior to the commencement of the Contract, Honeywell will furnish evidence of said insurance coverage in the form of a Memorandum of Insurance which is accessible at: <http://www51.honeywell.com/moi/liability-n2/ds-united.html>. All insurance required in this Article will be written by companies with a rating of no less than "A-, XII" by A.M. Best or equivalent rating agency. Honeywell will endeavor to provide a thirty (30) day notice of cancellation or non-renewal to the Customer. In the event that a self-insured program is implemented, Honeywell will provide adequate proof of financial responsibility.

5. HAZARDOUS SUBSTANCES, MOLD AND UNSAFE WORKING CONDITIONS

5.1 Customer has not observed or received notice from any source (formal or informal) of (a) Hazardous Substances or Mold, either airborne or on or within the walls, floors, ceilings, heating, ventilation and air conditioning systems, plumbing systems, structure, and other components of the Site, or within furniture, fixtures, equipment, containers or pipelines in a Site; or (b) conditions that, to Customer's knowledge, might cause or promote accumulation, concentration, growth or dispersion of Hazardous Substances or Mold on or within such locations.

5.2 Honeywell is not responsible for determining whether the Covered Equipment or the temperature, humidity and ventilation settings used by Customer, are appropriate for Customer and the Site except as specifically provided in an attached Work Scope Document.

5.3 If any such materials, situations or conditions, whether disclosed or not, are in fact discovered by Honeywell or others and provide an unsafe condition for the performance of the work or Services, the discovery of the condition shall constitute a cause beyond Honeywell's reasonable control and Honeywell shall have the right to cease the work or Services until the area has been made safe by Customer or Customer's representative, at Customer's expense. Honeywell shall have the right to terminate this Agreement if Customer has not fully remediated the unsafe condition within sixty (60) days of discovery.

5.4 Customer represents that Customer has not retained Honeywell to discover, inspect, investigate, identify, prevent or remediate Hazardous Substances or Mold or conditions caused by Hazardous Substances or Mold.

5.5 TO THE FULLEST EXTENT ALLOWED BY LAW, CUSTOMER SHALL INDEMNIFY AND HOLD HONEYWELL HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS AND COSTS OF WHATEVER NATURE, INCLUDING BUT NOT LIMITED TO, CONSULTANTS' AND ATTORNEYS' FEES, DAMAGES FOR BODILY INJURY AND PROPERTY DAMAGE, FINES, PENALTIES, CLEANUP COSTS AND COSTS ASSOCIATED WITH DELAY OR WORK STOPPAGE, THAT IN ANY WAY RESULTS FROM OR ARISES UNDER THE BREACH OF THE REPRESENTATIONS AND WARRANTIES IN THIS SECTION, THE EXISTENCE OF MOLD OR A HAZARDOUS SUBSTANCE AT A SITE, OR THE OCCURRENCE OR EXISTENCE OF THE SITUATIONS OR CONDITIONS DESCRIBED IN THIS SECTION, WHETHER OR NOT CUSTOMER PROVIDES HONEYWELL ADVANCE NOTICE OF THE EXISTENCE OR OCCURRENCE AND REGARDLESS OF WHEN THE HAZARDOUS SUBSTANCE OR OCCURRENCE IS DISCOVERED OR OCCURS. THIS INDEMNIFICATION SHALL SURVIVE TERMINATION OF THIS AGREEMENT FOR WHATEVER REASON.

5.6 Customer is responsible for the containment of any and all refrigerant stored on or about the premises. Customer accepts all responsibility for and agrees to indemnify Honeywell against any and all claims, damages, or causes of action that arise out of the storage, consumption, loss and/or disposal of refrigerant, except to the extent Honeywell has brought refrigerant onsite and is directly and solely negligent for its mishandling.

6. WARRANTY AND LIMITATION OF LIABILITY

6.1 Honeywell will replace or repair any product Honeywell provides under this Agreement that fails within the warranty period (one) 1 year because of defective workmanship or materials, except to the extent the failure results from Customer negligence, or from fire, lightning, water damage, or any other cause beyond the control of

Honeywell. This warranty applies to all products Honeywell provides under this Agreement, whether or not manufactured by Honeywell. The warranty is effective as of the date of Customer acceptance of the product or the date Customer begins beneficial use of the product, whichever occurs first.

6.2 THE WARRANTIES SET FORTH HEREIN ARE EXCLUSIVE, AND HONEYWELL EXPRESSLY DISCLAIMS AND CUSTOMER EXPRESSLY WAIVES ALL OTHER WARRANTIES, WHETHER WRITTEN OR ORAL, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF WORKMANSHIP, CONSTRUCTION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SERVICES, EQUIPMENT, AND MATERIALS PROVIDED HEREUNDER. HONEYWELL SHALL NOT BE LIABLE FOR ANY PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, ADVERSE HEALTH EFFECT OR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES, ARISING FROM, OR RELATING TO, THIS LIMITED WARRANTY OR ITS BREACH.

6.3 Honeywell makes no representation or warranty, express, implied or otherwise, regarding Hazardous Substances or Mold. Honeywell shall have no duty, obligation or liability, all of which Customer expressly waives, for any damage or claim, whether known or unknown, including but not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse health effect or any special, consequential, punitive, exemplary or other damages, regardless of whether such damages may be caused by or otherwise associated with defects in the Services, in whole or in part due to or arising from any investigation, testing, analysis, monitoring, cleaning, removal, disposal, abatement, remediation, decontamination, repair, replacement, relocation, loss of use of building, or equipment and systems, or personal injury, death or disease in any way associated with Hazardous Substances or Mold.

7. INDEMNITY

Honeywell agrees to indemnify and hold Customer and its agents and employees harmless from all claims for bodily injury and property damages to the extent such claims result from or arise under Honeywell's negligent actions or willful misconduct in its performance of the Work required under this Agreement, provided that such indemnity obligation is valid only to the extent (i) Customer gives Honeywell immediate notice in writing of any such claims and permits Honeywell, through counsel of its choice and Honeywell's sole cost and expense, to answer the claims and defend any related suit and (ii) Customer gives Honeywell all needed information, assistance and authority, at Honeywell's expense, to enable Honeywell to defend such suit. Honeywell is not responsible for any settlement without its written consent. Honeywell is not liable for loss or damage caused by the negligence of Customer or any other party or such party's employees or agents. This obligation shall survive termination of this Agreement. Notwithstanding the foregoing, Customer agrees that Honeywell will not be responsible for any damages caused by Mold or any other fungus or biological material or agent, including but not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse health effect or any special, consequential, punitive, exemplary or other damages, regardless of whether such damages may be caused by or otherwise associated with defects in the Services.

8. LIMITATION OF LIABILITY

8.1 IN NO EVENT SHALL HONEYWELL BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES, WHETHER ARISING OUT OF OR AS A RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, MOLD, MOISTURE, INDOOR AIR QUALITY, OR OTHERWISE, ARISING FROM, RELATING TO, OR CONNECTED WITH THE SERVICES, EQUIPMENT, MATERIALS, OR ANY GOODS PROVIDED HEREUNDER.

8.2 NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, IF A PORTION OF THE SERVICES INVOLVES THE INSTALLATION AND/OR MAINTENANCE OF SYSTEMS ASSOCIATED WITH SECURITY AND/OR THE DETECTION OF AND/OR REDUCTION OF RISK OF LOSS ASSOCIATED WITH FIRE, HONEYWELL'S TOTAL LIABILITY ARISING OUT OF OR AS A RESULT OF ITS PERFORMANCE UNDER THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF THIS AGREEMENT.

9. EXCUSABLE DELAYS

Honeywell is not liable for damages caused by delay or interruption in Services due to fire, flood, corrosive substances in the air, strike, lockout, dispute with workmen, inability to obtain material or services, commotion, war, acts of God, the presence of Hazardous Substances or Mold, or any other cause beyond Honeywell's reasonable control. Should any part of the system or any Equipment be damaged by fire, water, lightning, acts of God, the presence of Hazardous Substances or Mold, third parties or any other cause beyond the control of Honeywell, any repairs or replacement will be paid for by Customer. In the event of any such delay, date of shipment or performance will be extended by a period equal to the time lost by reason of such delay, and Honeywell will be entitled to recover from Customer its reasonable costs, overhead, and profit arising from such delay.

10. PATENT INDEMNITY

10.1 Honeywell shall, at its expense, defend or, at its option, settle any suit that may be instituted against Customer for alleged infringement of any United States patents related to the hardware or software manufactured and provided by Honeywell under this Agreement ("the equipment"), provided that a) such alleged infringement consists only in the use of such equipment by itself and not as part of, or in combination with, any other devices, parts or software not provided by Honeywell hereunder, b) Customer gives Honeywell immediate notice in writing of any such suit and permits Honeywell, through counsel of its choice, to answer the charge of infringement and defend such suit, and c) Customer gives Honeywell all needed information, assistance and authority, at Honeywell's expense, to enable Honeywell to defend such suit.

10.2 If such a suit has occurred, or in Honeywell's opinion is likely to occur, Honeywell may, at its election and expense: a) obtain for Customer the right to continue using such equipment; b) replace, correct or modify it so that it is not infringing; or if neither a) or b) is not reasonable then c) remove such equipment and grant Customer a credit therefore, as depreciated.

10.3 In the case of a final award of damages in any such suit, Honeywell will pay such award. Honeywell will not, however, be responsible for any settlement made without its written consent.

10.4 THIS ARTICLE STATES HONEYWELL'S TOTAL LIABILITY AND CUSTOMER'S SOLE REMEDY FOR ANY ACTUAL OR ALLEGED INFRINGEMENT OF ANY PATENT BY THE HARDWARE MANUFACTURED AND PROVIDED BY Honeywell HEREUNDER.

11. SOFTWARE LICENSE

All software provided in connection with this Agreement shall be licensed and not sold. The end user of the software will be required to sign a license agreement with provisions limiting use of the software to the equipment provided under these specifications, limiting copying, preserving confidentiality, and prohibiting transfer to a third party. Licenses of this type are standard for computer-based equipment of the type covered by this Agreement. Customer shall be expected to grant Honeywell access to the end user for purposes of obtaining the necessary software license.

12. DISPUTE RESOLUTION

With the exception of any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of fire and/or security systems, the Parties agree that any controversy or claim between Honeywell and Customer arising out of or relating to this Agreement, or the breach thereof, will be settled by arbitration in a neutral venue, conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. Any award rendered by the arbitrator will be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of systems associated with security and/or the detection of, and/or reduction of risk of loss associated with fire will be resolved in a court of competent jurisdiction.

13. ACCEPTANCE

This proposal and the pages attached shall become an Agreement upon signature above by Honeywell and Customer. The terms and conditions are expressly limited to the provisions hereof, including Honeywell's General Terms and Conditions attached hereto, notwithstanding receipt of, or acknowledgment by, Honeywell of any purchase order, specification, or other document issued by Customer. Any additional or different terms set forth or referenced in Customer's purchase order are hereby objected to by Honeywell and shall be deemed a material alteration of these terms and shall not be a part of any resulting order.

14. MISCELLANEOUS

14.1 This Agreement represents the entire Agreement between Customer and Honeywell for the Work described herein and supersedes all prior negotiations, representations or Agreements between the Parties related to the work described herein.

14.2 None of the provisions of this Agreement shall be modified, altered, changed or voided by any subsequent Purchase Order or other document unilaterally issued by Customer that relates to the subject matter of this Agreement. This Agreement may be amended only by written instrument signed by both Parties.

14.3 This Agreement is governed by the law of the State where the work is to be performed.

14.4 Any provision or part of this Agreement held to be void or unenforceable under any laws or regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Honeywell and Customer, who agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

14.5 Customer may not assign its rights or delegate its obligations under this Agreement, in whole or in part, without the prior written consent of Honeywell. Honeywell may assign its right to receive payment to a third party.

15. COVERAGE

15.1 Customer agrees to provide access to all Equipment covered by this Agreement. Honeywell will be free to start and stop all primary equipment incidental to the operation of the mechanical, control, automation, and life safety system(s) as arranged with Customer's representative.

15.2 It is understood that the repair, replacement, and emergency service provisions apply only to the Equipment included in the attached List of Covered Equipment. Repair or replacement of non-maintainable parts of the system such as, but not limited to, ductwork, piping, shell and tube (for boilers, evaporators, condensers, and chillers), unit cabinets, boiler refractory material, heat exchangers, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, is not included under this Agreement. Costs to repair or replace such non-maintainable parts will be the sole responsibility of Customer.

15.3 Honeywell will not reload software, nor make repairs or replacements necessitated by reason of negligence or misuse of the Equipment by persons other than Honeywell or its employees, or caused by lightning, electrical storm, or other violent weather or by any other cause beyond Honeywell's control. Honeywell will provide such services at Customer's request and at an additional charge. Customer is entitled to receive Honeywell's then current preferred-Customer labor rates for such services.

15.4 Honeywell may install diagnostic devices and/or software at Honeywell's expense to enhance system operation and support. Upon termination of this Agreement, Honeywell may remove these devices and return the system to its original operation. Customer agrees to provide, at its sole expense, connection to the switched telephone network for the diagnostic devices and/or software.

15.5 Honeywell will review the Services delivered under this Agreement on an annual basis, unless otherwise noted.

15.6 This Agreement assumes that the systems and/or Equipment included in the attached List of Covered Equipment are in maintainable condition. If repairs are necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval. Should these charges be declined, those non-maintainable items will be eliminated from coverage under this Agreement and the price adjusted accordingly.

15.7 In the event that the system or any equipment component thereof is altered, modified, changed or moved, this Agreement may be immediately adjusted or terminated, at Honeywell's sole option. Honeywell is not responsible for any damages resulting from such alterations, modifications, changes or movement.

15.8 Honeywell is not responsible for maintaining a supply of, furnishing and/or replacing lost or needed chlorofluorocarbon (CFC) based refrigerants not otherwise required under this Agreement. Customer is solely responsible for the cost of material and labor of any such refrigerant not otherwise provided for under this Agreement at current market rates.

15.9 Maintenance, repairs, and replacement of Equipment parts and components are limited to restoring to proper working condition. Honeywell is not obligated to provide replacement software, equipment, components and/or parts that represent a significant betterment or capital improvement to Customer's system(s) hereunder.

15.10 Unless otherwise specified, Customer retains all responsibility for maintaining LANs, WANs, leased lines and/or other communication mediums incidental or essential to the operation of the system(s) or Equipment found included in the attached List of Covered Equipment.

15.11 Customer will promptly notify Honeywell of any malfunction in the system(s) or Equipment covered under this Agreement that comes to Customer's attention.

16. TERMS OF PAYMENT

16.1 Subject to Honeywell's approval of Customer's credit, Customer will pay or cause to be paid to Honeywell the full price for the Services as specified on the first page of this Agreement. Honeywell will submit invoices to Customer accordance with the Payment Terms identified on Page 1, in advance for Services to be performed during the subsequent billing period, and payment shall be due within twenty (20) days after Customer's receipt of each such invoice. Payments for Services past due more than five (5) days shall accrue interest from the due date to the date of payment at the rate of one and one-half percent (1.5%) per month, compounded monthly, or the highest legal rate then allowed. Customer will pay all attorney and/or collection fees incurred by Honeywell in collecting any past due amounts.

16.2 Price Adjustment. Honeywell may annually adjust the amounts charged for the Services provided.

17. TERMINATION

17.1 Customer may terminate this Agreement for cause if Honeywell defaults in the performance of any material term of this Agreement, or fails or neglects to carry forward the Services in accordance with this Agreement, after giving Honeywell written notice of its intent to terminate. If, within thirty (30) days following receipt of such notice, Honeywell fails to cure or perform its obligations, Customer may, by written notice to Honeywell, terminate this Agreement.

17.2 Honeywell may terminate this Agreement for cause (including, but not limited to, Customer's failure to make payments as agreed herein) after giving Customer written notice of its intent to terminate. If, within thirty (30) days following receipt of such notice, Customer fails to make the payments then due, or otherwise fails to cure or perform its obligations, Honeywell may, by written notice to Customer, terminate this Agreement and recover from Customer payment for Services performed and for losses sustained for materials, tools, construction equipment and machinery, including but not limited to, reasonable overhead, profit and applicable damages.

17.3 Cancellation - This Agreement may be canceled at Honeywell's option in the event Honeywell equipment on Customer's premises is destroyed or substantially damaged. Likewise, this Agreement may be canceled at Customer's option in the event Customer's premises are destroyed. In the event of such cancellation, neither party shall be liable for damages or subject to any penalty, except that Customer will remain liable for Services rendered to the date of cancellation.

18. DEFINITIONS

18.1 "Hazardous substance" includes all of the following, whether naturally occurring or manufactured, in quantities, conditions or concentrations that have, are alleged to have, or are believed to have an adverse effect on human health, habitability of a Site, or the environment: (a) any dangerous, hazardous or toxic pollutant, contaminant, chemical, material or substance defined as hazardous or toxic or as a pollutant or contaminant under state or federal law, and (b) any petroleum product, nuclear fuel or material, carcinogen, asbestos, urea formaldehyde, foamed-in-place insulation, polychlorinated biphenyl (PCBs), and (c) any other chemical or biological material or organism, that has, is alleged to have, or is believed to have an adverse effect on human health, habitability of a Site, or the environment.

18.2 "Mold" means any type or form of fungus or biological material or agent, including mold, mildew, moisture, yeast and mushrooms, and any mycotoxins, spores, scents, or by-products produced or released by any of the foregoing. This includes any related or any such conditions caused by third parties.

18.3 "Covered Equipment" means the equipment covered by the Services to be performed by Honeywell under this Agreement, and is limited to the equipment Included in the respective work scope attachments.

18.4 "Services" means those services and obligations to be undertaken by Honeywell in support of, or to maintain, the Covered Equipment, as more fully detailed in the attached work scope document(s), which are Incorporated herein.

Flex Automation Services

1.1 Scope – HONEYWELL will maintain and inspect the building automation hardware and software listed below:

List of Covered Equipment:

Quantity	Description	Model Number	Location
30	Controllers	XL50	School
11	Controllers	XL100	School
3	Controller Interface Boards		Maintenance
1	Dell Computer	Dell Operator Station	Maintenance
2	BNA	Building Network Adapter	Maintenance
1	EBI Software	Version R430	Maintenance

1.2 Preventative Maintenance – Includes on site technician for one (1x) day, every other month (total = 48 hours). Each monthly inspection call will be coordinated with the owner and scheduled by a computer-scheduled service report detailing the tasks to perform, the skill levels required, and the special tools and instrumentation required to inspect the systems for optimum system performance, both from a hardware and software perspective. Typical activities include:

- Checking software schedules against occupancy schedules
- Inspecting hardware operator - machine interface and field panels for proper operation.
- Review false alarm activity
- Review trend logs
- Random sampling of temperature sensors to identify need to calibrate
- Automation technician will coordinate with Honeywell mechanical maintenance services representative to either correct the issues found in the field as covered under this agreement or identify necessary repairs requires for CHS 94
- EBI database back-up
- Install software patches and fixes within the R430 version software currently running on EBI.

1.3 Coverage – This Agreement includes all travel, and living expenses to perform the inspection services described above for the Equipment and Software. The costs for labor and travel for repair work, emergency service, and any replacement materials are not included in this Agreement. If emergency service is required, CUSTOMER will receive a priority response and will be billed at a preferred maintenance labor rate. If necessary equipment repairs are approved, CUSTOMER will be billed on a Time-and-Material (T&M) basis, with labor costs reflecting the preferred rate.

1.4 Performance Review – A review of the Services provided within this Agreement will be performed by HONEYWELL on an annual basis if requested by CUSTOMER. HONEYWELL and CUSTOMER will discuss work performed since the last review, answer questions pertaining to Service delivery, and identify opportunities to further improve performance of the Equipment.

1.5 Honeywell ServicePortal – HONEYWELL will provide customer access to an Internet-based application that will allow the CUSTOMER to securely submit non-emergency service requests online; view status of all service calls, whether scheduled, open or closed; view appointments and task detail of work performed on contracted service calls; and view contract and equipment coverage details (12 month history and includes only service performed per the HONEYWELL contract). Functionality enhancements or deletions are at the discretion of HONEYWELL.

Special Provisions

These Special Provisions are incorporated herein by reference and made a part of the Honeywell International Inc., Honeywell Building Solutions – Services Agreement No. **40099135**.

1. Included in this contract, are the replacement of two (2x) controllers per year, model #XL50 and/or #XL100, including installation and programming. The controllers may be used to replace defective units or if not units are defective during the contract term, the Honeywell technician will either work with the Customer to replace two existing obsolete controllers or we will leave on site two controllers for the customer's use at a later date to be installed and programmed by a Honeywell technician as long as a service contract is in effect.

EBI Services (EBI Life Cycle Management)

1.1 Scope:

Honeywell will provide software and hardware enhancement and support for Customer's Enterprise Building Integrator (EBI) system, which consists of Honeywell Security Manager, Honeywell Building Manager, Honeywell Life Safety Manager, Honeywell Digital Video Manager, Honeywell Asset Locator, and Honeywell Energy Manager. The services are more specifically described below.

List of Covered Software

Drawing number(s) and date(s) (if applicable)				
Quantity	Software	Version	Product Description	Location
1	EBI	R430	Building Manager	Maintenance

(If software embedded in network hardware is to be covered, include it in the List of Covered Software.)

List of Covered Hardware

Quantity	Description	Model Number	Location	Refresh Option
1	Dell Workstation		Maintenance	Yes

1.2 Software Enhancement and Support

For software included in the List of Covered Software and originally installed by Honeywell, Honeywell will, on a scheduled basis, (a) evaluate the condition of the software, (b) apply any available updates and upgrades that are applicable to the software (but for third-party software only after it has been qualified by Honeywell) and that have not been previously applied, (c) perform a system back-up, and (d) save the back-up files.

For the same software, Honeywell will apply critical software updates as they become available (but for third-party software only after it has been qualified by Honeywell). Critical software updates are updates that correct a problem that substantially compromises the overall system operation or security.

Customer shall not install any software on systems covered by this addendum without Honeywell's written approval. This addendum does not include any services on software installed by others, and Honeywell will not be liable for any damage to any such software installed without Honeywell's written approval that results from these services.

1.3 Hardware Support

For hardware included in the List of Included Hardware and originally furnished by Honeywell, Honeywell will, on a periodic basis, evaluate the performance of the hardware and recommend any enhancements needed to allow the software to perform as specified. If the Refresh Option is selected, Honeywell will replace the listed hardware with new hardware that satisfies the requirements of the upgraded or updated software on or about the two-year anniversary of the initiation of these EBI Software Enhancement and Support Services and on or about any succeeding two-year anniversary, for as long as these services remain in effect.

1.4 Performance Review

At Customer's request, Honeywell will, on an annual basis, provide a review of the services provided under this addendum. As part of this review, Honeywell will discuss services provided since the last review, answer questions pertaining to the services, and discuss opportunities to improve performance.

FY 16 BUDGET SUMMARY BY FUND July 7, 2016

	2012-13 FY Activity	2013-14 FY Activity	2014-15 FY Activity	2015-16 Original Budget	2015-16 Revised Budget	2015-16 FYTD Activity
EDUCATION - 10						
Fund Balance, Beg	12,444,366	13,535,518	14,066,238	10,605,091	10,605,091	10,605,091
REVENUES	25,604,652	22,609,997	22,922,323	23,417,653	23,584,649	23,077,327
EXPENSES	24,504,670	22,070,181	26,388,082	23,407,878	23,579,874	22,751,160
NET	1,099,983	539,815	(3,465,759)	9,775	4,775	326,167
Fund Balance, End	13,544,349	14,075,333	10,600,479	10,614,866	10,609,866	10,931,258
FB % of Exp.	55.3%	63.8%	40.2%	45.3%	45.0%	48.0%
O & M - 20						
Fund Balance, Beg	1,426,796	1,640,383	1,847,452	1,983,160	1,983,160	1,983,160
REVENUES	2,983,419	3,053,344	3,078,671	3,064,300	3,064,300	3,153,151
EXPENSES	2,769,832	2,846,275	2,942,962	3,058,977	3,058,977	2,731,890
NET	213,587	207,069	135,708	5,323	5,323	421,261
Fund Balance, End	1,640,383	1,847,452	1,983,160	1,988,483	1,988,483	2,404,421
FB % of Exp.	59.2%	64.9%	67.4%	65.0%	65.0%	88.0%
TRANSPORTATION - 40						
Fund Balance, Beg	606,015	948,810	1,161,338	611,622	611,622	611,622
REVENUES	1,578,163	1,460,794	1,286,590	1,442,350	1,442,350	1,410,042
EXPENSES	1,235,368	1,248,267	1,836,307	1,441,205	1,441,205	1,169,304
NET	342,795	212,528	(549,717)	1,145	1,145	240,737
Fund Balance, End	948,810	1,161,338	611,621	612,767	612,767	852,359
FB % of Exp.	76.8%	93.0%	33.3%	42.5%	42.5%	72.9%
IMRF - 50						
Fund Balance, Beg	156,173	155,007	192,896	188,185	188,185	188,185
REVENUES	438,298	472,554	467,674	496,900	496,900	475,947
EXPENSES	439,464	434,665	472,385	481,828	481,828	481,567
NET	(1,166)	37,889	(4,711)	15,072	15,072	(5,620)
Fund Balance, End	155,008	192,896	188,185	203,257	203,257	182,565
FB % of Exp.	35.3%	44.4%	39.8%	42.2%	42.2%	37.9%
FICA / MEDICARE - 51						
Fund Balance, Beg	204,062	176,112	160,476	158,196	158,196	158,196
REVENUES	398,167	410,534	451,834	463,100	463,100	465,147
EXPENSES	426,116	426,171	454,114	461,190	462,190	467,440
NET	(27,949)	(15,637)	(2,280)	1,910	910	(2,293)
Fund Balance, End	176,113	160,475	158,196	160,106	159,106	155,903
FB % of Exp.	41.3%	37.7%	34.8%	34.7%	34.4%	33.4%
TORT - 80						
Fund Balance, Beg	154,074	181,719	213,178	299,989	299,989	299,989
REVENUES	302,408	313,557	299,738	307,150	307,150	273,612
EXPENSES	274,764	282,098	212,927	306,150	306,150	256,821
NET	27,645	31,459	86,811	1,000	1,000	16,791
Fund Balance, End	181,719	213,178	299,989	300,989	300,989	316,780
FB % of Exp.	66.1%	75.6%	140.9%	98.3%	98.3%	123.3%

FY 16 BUDGET SUMMARY BY FUND July 7, 2016

	2012-13 FY Activity	2013-14 FY Activity	2014-15 FY Activity	2015-16 Original Budget	2015-16 Revised Budget	2015-16 FYTD Activity
WORKING CASH - 70						
Fund Balance, Beg	2,069,448	2,069,448	2,069,448	2,069,448	2,069,448	2,069,448
REVENUES	1,564	1,047	1,041	1,500	1,500	2,322
EXPENSES	-	-	1,041	-	-	2,322
NET	1,564	1,047	-	1,500	1,500	-
Fund Balance, End				2,070,948	2,070,948	2,069,448
FB % of Exp.						
OPERATING FUNDS TOTALS						
Fund Balance, Beg	17,060,934	18,706,997	19,711,026	15,915,691	15,915,691	15,915,691
REVENUES	31,306,673	28,321,827	28,507,871	29,192,953	29,359,949	28,857,547
EXPENSES	29,650,214	27,307,657	32,307,819	29,157,228	29,330,224	27,860,504
NET	1,656,459	1,014,170	(3,799,948)	35,725	29,725	997,043
Fund Balance, End	18,717,393	19,721,167	15,911,078	15,951,416	15,945,416	16,912,734
FB % of Exp.	63.1%	72.2%	49.2%	54.7%	54.4%	60.7%
CAPITAL PROJECTS - 60						
Fund Balance, Beg	6,484,937	6,326,183	6,021,361	6,738,346	6,738,346	6,738,346
REVENUES	147,533	418,276	4,062,435	117,500	117,500	283,206
EXPENSES	306,288	723,098	3,345,450	3,705,500	3,705,500	2,916,687
NET	(158,754)	(304,822)	716,985	(3,588,000)	(3,588,000)	(2,633,481)
Fund Balance, End	6,326,183	6,021,361	6,738,346	3,150,346	3,150,346	4,104,865
FB % of Exp.	2065.4%	832.7%	201.4%	85.0%	85.0%	140.7%
DEBT SERVICE - 30						
Fund Balance, Beg	3,137,952	2,959,721	2,945,230	2,971,551	2,971,551	2,971,551
REVENUES	2,869,126	2,777,089	3,076,522	2,780,500	2,780,500	2,779,139
EXPENSES	3,047,357	2,791,580	3,050,202	3,048,905	3,048,905	3,050,130
NET	(178,232)	(14,491)	26,321	(268,405)	(268,405)	(270,991)
Fund Balance, End	2,959,721	2,945,230	2,971,551	2,703,146	2,703,146	2,700,560
FB % of Exp.	97.1%	105.5%	97.4%	88.7%	88.7%	88.5%
NON-OPERATING FUND TOTALS						
Fund Balance, Beg	9,622,889	9,285,904	8,966,591	9,709,897	9,709,897	9,709,897
REVENUES	3,016,659	3,195,365	7,138,957	2,898,000	2,898,000	3,062,345
EXPENSES	3,353,645	3,514,678	6,395,652	6,754,405	6,754,405	5,966,817
NET	(336,986)	(319,313)	743,305	(3,856,405)	(3,856,405)	(2,904,472)
Fund Balance, End	9,285,903	8,966,591	9,709,896	5,853,492	5,853,492	6,805,425
FB % of Exp.	276.9%	255.1%	151.8%	86.7%	86.7%	114.1%
TOTALS						
Fund Balance, Beg	26,683,823	27,992,901	28,677,617	25,625,588	25,625,588	25,625,588
REVENUES	34,323,332	31,517,192	35,646,829	32,090,953	32,257,949	31,919,893
EXPENSES	33,003,859	30,822,335	38,703,471	35,911,633	36,084,629	33,827,322
NET	1,319,474	694,857	(3,056,642)	(3,820,680)	(3,826,680)	(1,907,429)
Fund Balance, End	28,003,297	28,687,758	25,620,975	21,804,908	21,798,908	23,718,159
FB % of Exp.	84.8%	93.1%	66.2%	60.7%	60.4%	70.1%

COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois

Minutes of the FINANCE COMMITTEE meeting held on July 7, 2016 at 157 West Washington Street, West Chicago, Illinois, from 4:00 p.m. to. 5:20 p.m.

CALL TO ORDER – The meeting was called to order at 4:00 p.m.

ROLL CALL -

In attendance at the meeting were: Gary Saake, Kevin Kotche
Others Present: Dr. Domeracki, Gordon Cole, Dave Blatchley

1. **Review of March 10, 2016 Finance committee minutes.** Motion by Saake, second by Kotche to approve for submittal to full Board for filing.
2. **Food Service Provider** The District issued an RFP for food service providers, with Aramark and Quest responding. A comparison chart of the financial aspects of the proposal was discussed. The financial proposal from Quest edged out that from Aramark including the minimum annual guarantee, equipment enhancements and extra conditions. The committee recommended proposing Quest to the full Board.
3. **Honeywell Service Agreement** A proposed three year contract was passed out and discussed. The District has had annual service agreement since 2010 when the control system was put in. The agreement covers software management and programming, equipment maintenance and upgrades to software and a new computer. Agreement has a .7% escalator. Committee recommended moving to full Board.
4. **Maintenance/Custodian Organizational Structure** Mr. Blatchley discussed a proposal to realign the maintenance and custodial structure to provide enhanced supervision, planning and the establishment of a strong preventative maintenance program. The goal is to promote an existing member of the maintenance staff to a foremen level position. No new personnel are being added. A discussion ensued with the committee agreeing to take to full Board.
5. **Preliminary Year End Financials** A summary of the preliminary fiscal year end was discussed. Results will change to a small degree when everything is entered into the system. Questions were raised on transportation costs and the lateness of billing from the bus company.
6. **Where Do We Go From Here** A discussion was held regarding the long term financial status of the District mostly in relation to the debt service which expires in the fall of 2017. Various options were discussed on how to cover long term capital needs. It was agreed that at the next meeting bond issue advice will be provided by counsel and the staff will develop a comprehensive long term capital plan. It was recommended that the next meeting be a joint Finance and Facilities committee meeting.
7. **Adjournment.** Motion by Saake, second by Kotche to adjourn at 5:20pm