

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
December 17, 2013 – 7:00 P.M.**

**ADMINISTRATION CONFERENCE ROOM – Entrance “H”
326 JOLIET 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 strives to promote and provide growth experiences in Learning, Leadership and Living.”
 4. Roll Call
 5. Additions to the Agenda – (Voice Vote)
-

RECOMMENDED MOTION:

addition of the topics shown above to this agenda.

That the Board of Education approve the

PUBLIC PARTICIPATION

REPORTS AND INFORMATION

1. Good News of the District – Chamber Ensemble - Alexandra Wojciechowski
First Violin Joshua Delamater
First Violin Allison Wagner
Second Violin Raynne Belington
Second Violin Raven Ringe
Viola Gabriela Garcia
Viola Rachel Pikel
Cello Jeana Brown
Cello Vanessa Hasbun
Bass Jake Gillespie
2. Student Recognition Kathe Doremus
Kelsey Windisch – October Student of the Month
Janki Thakker – November Student of the Month
Anna Roskamp – November PeaceBuilder of the Month
3. IASB – IASA – IASBO Joint Annual Conference Reports
Saake/ Campos/ Doremus/ Gunderson/ Nagel/ Yackey
4. Superintendent’s Report Doug Domeracki
 - Student Report
 - Review of Closed Session Minutes
5. Director of Business Services Report Gordon Cole

6. Director of Human Resources Report Dave Blatchley
7. Principal's Report Moses Cheng
 - Student Attendance and Discipline (Att. §B - pp. 1 - 2)
8. Future Dates
 - a. Regular Monthly Board of Education Meeting – January 21, 2014 – 7:00 p.m.
 - b. Joint Boards Meeting – Benjamin Middle School - January 27, 2014
9. Open Comment Board Members

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 - 6)**

Board of Education Meeting –

November 19, 2013

Closed Session Board of Education Meeting –

November 19, 2013

At Table

RECOMMENDED MOTION: That the Board of Education approve the minutes of the meetings of November 19, 2013, as listed above.

2. **Filing of Minutes - (Att. §C - pp. 7 – 33)**

Communications Committee Meeting -

November 19, 2013

Final Communications Plan

HR/Personnel Committee Meeting -

November 26, 2013

RECOMMENDED MOTION:

That the Board of Education approve for

filing of the above minutes.

3. **Approval of Financials — (Att. §A – pp. 1 – 42)**

- a. Approve Current Expenditures

RECOMMENDED MOTION:

That the Board of Education approve the expenditures from November 14, 2013 to December 11, 2013.

- b. Imprest Fund Statement

- c. Treasurer's Report

- d. Statement of Position

- e. Financial Report
- f. Statement of Revenue/Expenditures YTD Ending November 30, 2013
- g. 3-Year Budget/Actual Report
- h. Grant Reports
- i. Cash Fund
- j. Activity Account Fund Balance
- k. Vendor Activity Report
- l. Outstanding State Revenue Payments
- m. Quarterly Financial Report (Oct, Jan, Apr, July ONLY)
- n. FY13 Budget Report

ACTION ITEMS:

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 – 2).

RECOMMENDED MOTION:

That the Board of Education approve the

separation of employment of Susan Callahan, Clerk in the Learning Resource Center, effective December 31, 2013.

2. **Intergovernmental Agreement Between CHSD94 and Illinois Department of Human Services For Personal DHS Nurse for Student of the District – (Roll Call)**

This intergovernmental agreement was crafted by Sraga Hauser Attorneys At Law. A student was injured in an automobile accident and requires full time nursing services. This nurse is employed by the Illinois Department of Human Services and is familiar with all the students' medical needs. In order for the nurse to accompany the student at school this agreement needs to be entered into allowing the nurse to perform nursing services and act as an aide while the student is at school.

RECOMMENDED MOTION:

That the Board of Education approve the

Intergovernmental Agreement between Community High School District 94 and the Illinois Department of human Services as shown on (Att. §B - pp. 3 - 6).

3. **Architectural Memorandums of Understanding – DLA (Roll Call)**

- a. Attached is a Memorandum of Understanding (MoU) with DLA Architects for design work related to projects from the 2011 Ten Year Life Safety Study. This covers the remaining approximately 100 doors which are non-compliant with either ADA standards, fire codes or both, and the replacement of the handrail in the pool bleacher area. These are the only remaining items from the study. The estimated cost of the project is in the \$200,000 to \$240,000 range. The fees for services in this proposal will be between \$20,000 and \$24,000. This project will be bid in the spring of 2014 for construction during summer of 2014.
- b. Attached is a MoU with DLA Architects for design work related to the replacement of various roof sections. The roof sections are all of the 1993 sections as well as a portion of the 1997 roof. The estimated cost of construction for the 1993 sections is in the \$725,000 to \$775,000 range and the 1997 portion is in the \$200,000 to \$250,000 range.

The fees for services in the proposal range from \$58,000 to \$82,000. The intent is to have the design completed and assess the roof condition in late winter 2014 to determine if construction needs to commence in 2014 or if it can wait until 2015.

- c. Attached is a MoU with DLA Architects for design work related to the reconstruction of the Ann Street and the Tennis Court parking lots. The estimated cost of the project is in the \$275,000 to \$325,000 range. The fees for services in this proposal are \$29,750. In addition, a fee of \$5,500 is included for the stormwater management design services if needed, as well as \$3,000 for topographical survey. The total potential fees are \$38,250. The intent is to have the design completed and assess the roof condition in late winter 2014 to determine if construction needs to commence in 2014 or if it can wait until 2015.

RECOMMENDED MOTION: That the Board of Education approve the Memorandums of Understanding with DLA Architects relating to the Life Safety projects, roof reconstruction and parking lot reconstruction, as shown on (Att. §B - pp. 7 - 20).

4. **Energy Efficiency Lighting Replacement Contract AMLECO (Roll Call)**

The attached contract with American Lighting Efficiency Corporation, Naperville, Il, is part of a grant project with the State of Illinois for the replacement of old high energy use fixtures with current florescent and LED fixtures. The District has already been approved by the State. This is for the replacement of 237 fixtures resulting in a reduction of kilowatt hours from 25,012 to 8,895. The major areas are Bishop Gym, the small gym and the Fieldhouse. Also there is rewiring included for the Bishop Gym and the Fieldhouse to provide for 3 circuits each. In addition many small areas and most outdoor fixtures will be replaced. The upfront cost to the district is \$85,083.50. The value of the grant that was approved is \$37,493 based on kwh savings. The energy savings provides a 27 month payback at current usage and rates. Construction would commence over the holidays and would be completed by late spring.

RECOMMENDED MOTION: That the Board of Education approve the contract with American Lighting Efficiency Corporation, as shown on (Att. §B - pp. 21 - 27).

5. **Weight Room Flooring Replacement (Roll Call)**

The flooring in the Weight Room dates back to 1978. It is in poor condition and constitutes a safety hazard. The proposal from Vortex Commercial Flooring includes the installation of a 10mm rubberlike material and four flush mounted "platforms". The installation should commence over the winter break. The cost of the proposal is \$43,346.

RECOMMENDED MOTION: That the Board of Education approve the proposal from Vortex Commercial Flooring, Addison, Il for the replacement of the Weight Room floor, as shown on (Att. §B - pp. 28 - 28).

6. **Wight & Company Phase 2 Contract - (Roll Call)**

The attached phase 2 contract with Wight & Company outlines the services for the formal design and development of the bid specifications and documents for the construction of new Foods classrooms, storage and office and the rehabilitation of the former space and the reconstruction of the Child Development classrooms. The estimated cost of the complete project is \$1,200,000. The fees for this service are \$126,600. It is anticipated that the bids

shall be reported to the Board for action at its April 2014 meeting with construction commencing shortly thereafter. The facilities shall be available for the 2014-15 school year.

RECOMMENDED MOTION: That the Board of Education approve the phase 2 contract with Wight & Company, II for the design of the Foods kitchen and Child Development classrooms and ancillary facilities, as shown on (Att. §B - pp. 29 - 32).

7. **Proposed 2014-2015 School Calendar – (Roll Call)**

Administration is recommending the adoption of the 2014-2015 School Calendar. It has been reviewed by members of the Support Employees and Teachers Associations, parents and representatives of the three elementary feeder districts.

RECOMMENDED MOTION: That the Board of Education approve the proposed 2014-2015 School Calendar as shown on (Att. §B - pp. 33 - 33).

8. **Board Policy ¶7101 – Purpose – (Roll Call)**

Attached is a revised Policy 7101, Purpose. The changes in the policy reflect a statement that references required federal or state statutes. The changes referenced in this policy address having a comprehensive health education policy through the clarification of the general curriculum policy as attached. This policy was reviewed and amended by our legal counsel when developing a mandated policy on Teen Dating and Violence. This was reviewed by the policy committee and was approved on first reading November 19, 2013.

RECOMMENDED MOTION: That the Board of Education approve on second reading Policy ¶7101, Purpose, as shown on (Att. §B - pp. 34 - 34).

9. **Board Policy ¶7502 - Family Life/Sex Education – (Roll Call)**

Attached is a revised policy 7502. This policy was reviewed by our legal counsel along with policy 7101 while developing the Teen Dating and Violence policy and required some clean up. This was reviewed by the policy committee and was approved on first reading November 19, 2013.

RECOMMENDED MOTION: That the Board of Education approve on first reading Board Policy ¶7502, Family Life/Sex Education, as shown on (Att. §B - pp. 35 - 35).

10. **Board Policy ¶8208 - Teen Dating and Violence – (Roll Call)**

Attached is a draft of a teen dating violence policy. Illinois Public Act 98-0190 requires all schools develop a policy on teen dating violence. This policy has been developed by the superintendent and legal counsel and reviewed by the policy committee. We are required to have an adopted teen dating violence policy by the time of our compliance visit in February 2014. This policy was approved on first reading November 19, 2013.

RECOMMENDED MOTION: That the Board of Education approve on first reading Board Policy ¶8208, Teen Dating and Violence, as shown on (Att. §B - pp. 36 - 36).

11. **Board Policy ¶1806 – Bullying/Aggressive Behavior – (Roll Call)**

School Code 105 ILCS 5/27-23.7(d) states bullying policies are required to be reviewed every 2 years and filed with the State of Illinois. Policy ¶1806 was approved at first reading with the

entire Board Policy Series ¶1000. Policy ¶1806 needs to be separated from the entire series and approved prior to the District's Compliance Visit in February 2014.

RECOMMENDED MOTION: That the Board of Education approve on 2nd reading Board Policy ¶1806, Bullying/Aggressive Behavior, as shown on (Att. §B – pp. 37 - 39).

12. **Memorandum of Understanding – (Roll Call)**

This Memorandum of Understanding (MoU) is between the Board of Education and the West Chicago High School Support Staff Association (WCHSSSA). The purpose of the MoU is to add a new position to the bargaining group—Licensed Practical Nurse. The WCHSSSA is planning to meet on Monday, November 18 to vote on the MoU. If they vote to add the position, then we will have a signed copy at the table for the Board to take action on. If they do not approve the position or cannot meet, the Board may view this MoU as purely informational or approve pending association action.

RECOMMENDED MOTION: That the Board of Education approve the Memorandum of Understanding between the Board of Education and the West Chicago High School Support Staff Association as shown on (Att. §B - pp. 40 - 40).

13. **Notice to Remedy – (Roll Call)**

A recommendation to the Board of Education has been made to issue Marc Taylor a notice to remedy. The basis for this recommendation is conduct by Mr. Taylor which, if not removed and remedied, are causes, charges and reasons warranting his discipline or discharge and dismissal as an employee in this School District.

RECOMMENDED MOTION: That the Board of Education approve and adopt a resolution authorizing and approving issuance of a notice to remedy to Mr. Marc Taylor, for the reasons set forth in said resolution as shown on (Att. §D - pp. 3 - 6).

OLD BUSINESS – None

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

ADJOURNMENT

RECOMMENDED MOTION:
be adjourned at [Time].

That the Board of Education meeting

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**December 17, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION A -
Financial Reports**

1. Bill Listing (including Summary)
2. Imprest Fund
3. Treasurer's Report
4. Statement of Position/Financial Report
5. Statement of Revenue/Expenditures
6. 3-Year Budget/Actual Report
7. Grant Reports
8. Petty Cash Fund
9. Activity Account Fund Balance
10. Quarterly Financial Report (Oct., Jan., Apr., July ONLY)

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619197	303 TAXI	12/17/2013	OCTOBER 2013 TRANSPORTATION; 1 STUDENT	385.00	385.00
1619198	A-1 DOORS FRAMES & HA	12/17/2013	CORE RIM CYLINDER INSTALLATION HALLWAY DOOR PARTS CLOSERS AND PARTS SUPPLY CORE CYLINDER AND MASTER KEY CYLINDER WORK	259.25 665.59 1,083.46 362.75	2,371.05
1619199	Ada Badminton & Tenni	12/17/2013	BADMINTON RACQUETS AND SHUTTLECOCKS; PE	300.00	300.00
1619200	AERO TESTING & BALANC	12/17/2013	BALANCING OF MIXING BOXES FOR AHU 9-1	2,392.38	2,392.38
1619201	Alexian Brothers Beha	12/17/2013	10/21/13-11/14/13 TUITION; 1 STUDENT	1,280.00	1,280.00
1619202	All Star Publishing &	12/17/2013	GIRLS GOLF AND BOYS BASKETBALL AWARDS; ATHLETICS	56.50	56.50
1619203	Allendale Association	12/17/2013	NOVEMBER 2013 TUITION; 1 STUDENT	2,972.55	2,972.55
1619204	Vendor Continued Void	12/17/2013			0.00
1619205	Amazon.Com	12/17/2013	5 BOOKS; LRC MISCELLANEOUS SUPPLIES; TECHNOLOGY MISCELLANEOUS	109.47 396.48 207.95	2,412.94

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619208	Andy Frain Services I	12/17/2013	NOVEMBER 2013 SECURITY	8,483.40	8,483.40
1619209	Aqua Pure Enterprises	12/17/2013	POOL SUPPLIES	1,056.63	1,056.63
1619210	At&t	12/17/2013	11/16/13-12/15/13 PHONE SVC 11/28/13-12/27/13 DUCOMM SVC 11/16/13-12/15/13 INTERNET SVC	2,748.79 183.49 1,219.40	4,151.68
1619211	At&t Long Distance	12/17/2013	OCTOBER 2013 LONG DISTANCE	153.22	153.22
1619212	Ati Physical Therapy	12/17/2013	12/1/13-2/28/14 SPORTS MED/ATHLETIC TRAINING SVCS	13,333.33	13,333.33
1619213	Baker & Taylor	12/17/2013	60 Books as per attached list; LRC	361.82	361.82
1619214	Barnes & Noble	12/17/2013	College Resource books	35.15	35.15
1619215	BEARCOM WIRELESS WORL	12/17/2013	MOTOROLA XPR7550 Programming Motorola Radios to work with our new phone system.	1,593.49 1,460.00	3,053.49
1619216	Behavioral Health Ser	12/17/2013	11/7/13-11/27/13 TUTORING; 1 STUDENT 10/30/13-11/25/13 TUTORING; 1 STUDENT 10/29/13-11/21/13 TUTORING; 1	507.50 735.00 787.50	2,030.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619217	Bittner, Greg	12/17/2013	STUDENT REFUND FOR RETURN OF LOST CAMERA; PHOTOGRAPHY	210.00	210.00
1619218	Blume, Nancy A	12/17/2013	QUARTER 1 WORK PROGRAM COORDINATOR MILEAGE	66.11	66.11
1619219	BoosterShot LLC	12/17/2013	ACTIVITIES FUNDRAISER/CHS BOOKSTORE	3,262.50	3,262.50
1619220	Brightstar	12/17/2013	10/28/13-11/1/13 RN SVCS; 2 STUDENTS 10/28/13-11/1/13 TEMP STAFF NURSE CREDIT FOR DUPLICATE OF INCORRECT INVOICE #IVC00001652776 11/4/13-11/8/13 TEMP STAFF NURSE 11/11/13-11/15/13 RN SVCS 11/11/13-11/15/13 RN SVCS; 2 STUDENTS 11/18/13-11/22/13 RN SVCS; 2 STUDENTS 11/18/13-11/22/13 RN SVCS 11/4/13-11/7/13	3,410.00 1,787.50 -1,787.50 1,677.50 1,787.50 3,355.00 3,588.75 1,787.50 2,530.00	18,136.25

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619221	California Newsreel	12/17/2013	RN SVCS; 2 STUDENTS FACES OF THE ENEMY DVD; LRC	34.95	34.95
1619222	CalumetPhoto.com, llc	12/17/2013	Supplies for Photography Program paid for out of Perkins Grant Supplies for Photography Program paid for out of Perkins Grant	85.99 159.99	245.98
1619223	Camelot Therapeutic S	12/17/2013	NOVEMBER 2013 TUITION; 1 STUDENT NOVEMBER 2013 TUITION; 1 STUDENT	3,125.69 3,125.69	6,251.38
1619224	CARBONDALE COMMUNITY	12/17/2013	OCTOBER 2013 TUITION; 1 STUDENT	1,320.00	1,320.00
1619225	Carlsons Glass	12/17/2013	FIELD HOUSE AND LRC WINDOW REPLACEMENT	5,165.05	5,165.05
1619226	Carquest Auto Parts	12/17/2013	VAN WIPER BLADES VAN WIPERS AND BULBS	19.38 39.34	69.88
1619227	Castle-PrinTech Inc	12/17/2013	VAN WIPER BLADES WILDCAT CHRONICLE; 11/21/13	11.16 645.00	645.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619228	CENERGISTIC	12/17/2013	JANUARY 2014 ENERGY CONTRACT	8,900.00	8,900.00
1619229	The Center/alrc	12/17/2013	STATEWIDE CONFERENCE FOR BILINGUAL EDUCATION; 1 STAFF; GRANT Registration Fee to attend 2014 Northern IL STAR Reading Series class; 2 staff (Don Zabelin and Tim Courtney); grant	110.00 50.00	160.00
1619230	Charlie Fox's Pizza	12/17/2013	FOOTBALL HOSPITALITY DINNERS	575.72	575.72
1619231	Chavez, Tiffany	12/17/2013	Bilingual Conference registration reimbursement; for Guadalupe Vences	110.00	110.00
1619232	Chicago Tribune Educa	12/17/2013	NEWSPAPER DELIVERY (40 WEEKS) FOR 2013/14 SY; MONDAY-FRIDAY; BEGINNING 8/26/13; LRC	78.00	78.00
1619233	CHICAGO OFFICE TECHNO	12/17/2013	NCR PAPER AND STAPLE CARTRIDGES	208.30	208.30

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619234	City Of West Chicago	12/17/2013	NOVEMBER 2013 FUEL; O&M	830.58	99,908.82
			NOVEMBER 2013 FUEL; DRIVERS ED	214.94	
			Police Security Services	12,063.30	
			8/30/13-10/25/13 2013/2014 POLICE	86,800.00	
			LIAISON (PYMT #2)		
1619235	Clare Woods Academy	12/17/2013	DECEMBER 2013 TUITION; 6	18,915.30	39,091.62
			STUDENTS		
			NOVEMBER 2013 TUITION; 6	20,176.32	
			STUDENTS		
1619236	Clifford, Patricia	12/17/2013	FOODS 2 INTERNATIONAL	11.54	11.54
			UNIT DECORATIONS		
1619237	Co, Anna	12/17/2013	Resource Fair Supplies	177.04	177.04
1619238	COLLEGE BOARD	12/17/2013	2013-2014 MEMBERSHIP FEE;	325.00	325.00
			CUSTOMER #55523		
1619239	Combined Roofing Serv	12/17/2013	8/14/13-8/15/13 ROOFING REPAIR	3,549.27	3,549.27
			WORK		
1619240	Comed	12/17/2013	10/15/13-11/14/13 ELECTRIC;	18.08	18.08
			KERR-MCGEE		
1619241	Communication Revolvi	12/17/2013	OCTOBER 2013 INTERNET SVCS	232.49	232.49
1619242	Constellation Newener	12/17/2013	November 2013 Natural Gas	4,833.84	4,833.84

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619243	CORE ACADEMY	12/17/2013	OCTOBER 2013 LIFESKILLS TUITION; 3 STUDENTS	14,245.44	29,304.96
			NOVEMBER 2013 LIFESKILLS TUITION; 3 STUDENTS	11,007.84	
			OCTOBER 2013 GENERAL TUITION; 1 STUDENT	3,875.52	
			NOVEMBER 2013 GENERAL TUITION; 1 STUDENT	176.16	
1619244	CPC Inc	12/17/2013	DECEMBER 2013 FACILITY TREE SW	150.00	150.00
1619245	DANEELS, MARY ELLEN	12/17/2013	GAVEL BLOCK ENGRAVING	11.99	11.99
1619246	Domeracki, Douglas	12/17/2013	IASB/IASA/IASBO JOINT CONFERENCE EXPENSES	92.93	92.93
1619247	Durbin, Donna	12/17/2013	BTI JOBSITE MILEAGE	69.50	69.50
1619248	Earth Care Inc	12/17/2013	LINCOLN FIELD FERTILIZATION	280.00	280.00
1619249	Eckl, Gail	12/17/2013	NOVEMBER 2013 CONSULTING	660.00	660.00
1619250	EDUCATIONAL RESEARCH	12/17/2013	WEBINAR REGISTRATION; 10/24/13	204.50	204.50
1619251	Ellman's Music Center	12/17/2013	TENOR SAXOPHONE REPAIR	123.95	277.95
			FRENCH HORN	134.00	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			REPAIR; MUSIC SOUSAPHONE	15.00	
			REPAIR; MUSIC VIOLIN STRINGS	5.00	
1619252	Exner/reimbursement,	12/17/2013	BIRCH PLYWOOD; ART	72.16	72.16
1619253	Fikis, Candace	12/17/2013	FIELD TRIP TRAIN TICKETS REIMBURSEMENT; GRANT ECON/INVESTMENTS FIELD TRIP METRA TICKETS	23.00 287.00	310.00
1619254	Follett Educational S	12/17/2013	CONSUMER EDUCATION AND ECONOMICS TEXTBOOKS; BUSINESS ED CONSUMER EDUCATION AND ECONOMICS TEXTBOOKS; BUSINESS ED	664.51 -448.93	215.58
1619255	Ford Credit	12/17/2013	JANUARY 2014 CAR RENTAL; ACCT #48884307; DRIVERS ED	244.94	244.94
1619256	FORMS TECH	12/17/2013	HP9050 Toner Cartridge; MIS	411.00	411.00
1619257	Glenbrook South High	12/17/2013	NORTHSHORE JAZZ FESTIVAL PARTICIPATION FEE; MUSIC	175.00	175.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619258	Glenoaks Hospital The	12/17/2013	NOVEMBER 2013 TUITION; NORTH CAMPUS	8,456.94	21,713.58
			NOVEMBER 2013 TUITION; 4 STUDENTS; WEST CAMPUS	13,256.64	
1619259	Great Lakes Kwik Spac	12/17/2013	9/3/13-10/31/13 Storage Container	320.14	320.14
1619260	Grenchik, Jennifer	12/17/2013	ASHA Convention Registration Reimbursement	285.00	285.00
1619261	Grissom, Crystal	12/17/2013	METRA AND CTA TICKET REFUND	24.50	24.50
1619262	GROUND EFFECTS MAINT	12/17/2013	SNOW PLOWING CONTRACT; PAYMENT 3 OF 4	3,680.00	3,680.00
1619263	Harris Bank	12/17/2013	DEFIBRILLATOR BATTERIES	742.47	742.47
1619264	Holstein Garage	12/17/2013	SAFETY LANE TESTING	180.00	180.00
1619265	Honeywell Internation	12/17/2013	VAV PARTS SENSORS	460.45 142.20	602.65
1619266	Iasb Communication De	12/17/2013	PDLT MANDATORY TRAINING; BD OF ED	15.00	15.00
1619267	Illinois State Police	12/17/2013	OCTOBER 2013 BACKGROUND CHECKS; COST CENTER: 3388	189.00	189.00
1619268	Vendor Continued Void	12/17/2013			0.00
1619269	ILLINOIS CENTRAL SCHO	12/17/2013	SOCCER PAYMENT BALANCE;	160.18	50,528.42

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SEPTEMBER 2013		
			Cheerleading;	340.09	
			October 2013		
			Boys X-Country;	447.83	
			October 2013		
			X-Country;	691.50	
			October 2013		
			Football; October	1,154.83	
			2013		
			Boys Golf;	284.30	
			October 2013		
			Soccer, October	3,332.34	
			2013		
			Swimming; October	491.87	
			2013		
			Volleyball;	2,063.98	
			October 2013		
			TECHNICAL	296.05	
			DRAWING; COLLEGE		
			OF DUPAGE; NOV		
			2013		
			SOCIOLOGY; DUPAGE	244.09	
			COUNTY JAIL;		
			11/14/13		
			NOVEMBER 2013	176.60	
			FROSH-SOPH FT;		
			VERTICAL		
			ENDEAVORS;		
			11/6/13		
			GIRLS X-COUNTRY;	161.02	
			NOVEMBER 2013		
			CHEERLEADERS;	160.18	
			NOVEMBER 2013		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			GIRLS BASKETBALL;	464.52	
			NOVEMBER 2013		
			WRESTLING;	1,658.62	
			NOVEMBER 2013		
			NOVEMBER 2013	38,400.42	
			STUDENT BUSSING		
1619270	Illinois School for t	12/17/2013	NOVEMBER 2013	136.00	136.00
			TRANSPORTATION; 1		
			STUDENT		
1619271	Integrated Systems Co	12/17/2013	DECEMBER 2013	525.00	525.00
			SUBSCRIPTION FEE		
1619272	IPMG Employee Benefi	12/17/2013	DECEMBER 2013	350.00	350.00
			FLEXIBLE SPENDING		
1619273	Jw Pepper	12/17/2013	INSTRUCTIONAL	94.75	214.74
			SUPPLY; MUSIC		
			Instructional	119.99	
			Supply; Music		
1619274	Kagan & Gaines Music	12/17/2013	4/4 VIOLIN; MUSIC	1,080.00	1,080.00
1619275	Kempski, Nick	12/17/2013	METRA TICKETS AND	24.50	24.50
			CTA TICKET		
			REIMBURSEMENT		
1619276	Leahy, Donna	12/17/2013	LRC PROGRAM	11.74	11.74
			MATERIALS		
1619277	Lech, Bill	12/17/2013	6 MYLEC STEEL	358.32	358.32
			HOCKEY GOALS;		
			PHYS EDUCATION		
1619278	Leitner, Greg	12/17/2013	10/13-12/13	646.25	646.25
			RETIREE HLTH		
			REIMBURSEMENT		
1619279	Linden Oaks Hospital	12/17/2013	NOVEMBER 2013	585.00	936.00
			TUTORING; 1		
			STUDENT		
			NOVEMBER 2013	351.00	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619280	Little Friends Inc	12/17/2013	TUTORING; 1 STUDENT DECEMBER 2013 TUITION; 1 STUDENT	2,565.00	2,565.00
1619281	Mark's Plumbing Parts	12/17/2013	TOILET SEATS SLIDEMOUNT OPERATORS	183.65 334.85	518.50
1619282	MASTER HAND VIOLIN SH	12/17/2013	CELLO SEAM REPAIRS; MUSIC	100.00	100.00
1619283	The McGraw-Hill Compa	12/17/2013	TABE Test Licenses	925.00	925.00
1619284	McMaster Carr Supply	12/17/2013	B-SECTION RUBBER V-BELT; WIRE ROPE SLING HEAT/COOL THERMOSTAT	92.83 148.84	241.67
1619285	Menards	12/17/2013	CLEAR GLOSS; ART CLEAR GLOSS; ART SANDPAPER; ART FALL PLAY #2 SET SUPPLIES (LUMBER, PAINT, ETC) 5-GAL DIESEL CAN MISC PLUMBING SUPPLIES FALL PLAY #2 SET SUPPLIES (LUMBER, PAINT, ETC) MISC BUILDING REPAIR SUPPLIES	82.56 17.20 29.97 81.44 25.98 281.91 38.32 31.31	588.69
1619286	Metro Professional Pr	12/17/2013	CLEANING PRODUCTS	369.26	369.26
1619287	Michael Becker Fine V	12/17/2013	TWO CELLOS AND	8,800.00	8,800.00

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Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619291	Nelco	12/17/2013	INTERPRETIVE REPORTS; GRANT CUSTOMER	532.50	532.50
1619292	NEXUS-ONARGA ACADEMY	12/17/2013	ENVELOPES; MIS NOVEMBER 2013 TUTORING; 1 STUDENT	2,733.34	2,733.34
1619293	Nicor Gas Bill Paymen	12/17/2013	10/16/13-11/15/13 GARAGE GAS NOVEMBER 2013 TRANSPORTATION CHARGES	55.53 2,443.26	2,498.79
1619294	Office Depot	12/17/2013	TONER CARTRIDGES; TECHNOLOGY CHAIR MAT AND MISC OFFICE SUPPLIES; DEANS & ASST PRINCIPAL CHAIR MAT AND MISC OFFICE SUPPLIES; DEANS & ASST PRINCIPAL HON SINGLE CROSSFILE HANG RAILS TONER CARTRIDGES; TECHNOLOGY MISC OFFICE SUPPLIES; LRC AND BUSINESS OFFICE	1,682.09 31.87 79.99 199.10 179.98 71.89	2,244.92
1619295	Ombudsman Ed Services	12/17/2013	ADDITIONAL NOVEMBER 2013 TUITION	850.00	14,765.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			3rd Contract Tuition Billing for 2013/2014	13,915.00	
1619296	Otis Elevator Co	12/17/2013	12/1/13-2/28/14 CONTRACT SVC	758.64	758.64
1619297	OverDrive Inc	12/17/2013	11 Ebooks; account balance due; LRC	98.04	98.04
1619298	Paddock Publications	12/17/2013	ANNUAL FINANCIAL STATEMENT	929.77	929.77
1619299	PARKLAND PREPARATORY	12/17/2013	NOVEMBER 2013 TUITION; 2 STUDENTS	3,500.70	3,500.70
1619300	Pbcc/pitney Bowes Cre	12/17/2013	9/13-11/13 Postage Meter	1,167.00	1,167.00
1619301	Pearson Education	12/17/2013	EXAM VIEW COMPUTER TEST BANK AND ASSESSMENT SUITE; DRIVERS EED	145.83	145.83
1619302	Pentegra Systems	12/17/2013	NEC PROJECTORS AND MOUNTS; GRANT PROJECTORS FOR ROOMS 219 AND 220; TECHNOLOGY 70 INCH TV FOR SMALL ACR 2 TVS AND MISC AUDIO EQUIPMENT FOR FITNESS CENTER SMARTBOARD ROOMS 183 AND 185	4,528.00 5,654.00 3,532.00 5,500.00 460.00	21,434.69

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SMARTBOARD ROOMS 183 AND 185	1,188.00	
			EMERGENCY SMARTBOARD INSTALL; MATH TEACHER CLASSROOM MOVE	572.69	
1619303	Purchase Advantage Ca	12/17/2013	OCTOBER 2013 INSTRUCTIONAL SUPPLY; GRANT	490.76	490.76
1619304	Quest Management Serv	12/17/2013	Lunch and Learn Session 11/16/13 FBLA Chamber Breakfast; 11/14/13 Education Foundation Board Meetings; 11/14/13 Valley Linen supply rags; FACS President's Council meeting; 11/13/13 BREAKFAST REFRESHMENTS; PARENT CONFERENCE APPRECIATION NOVEMBER 2013 MILK BREAKFAST REFRESHMENTS; AMERICAN	296.05 760.00 40.00 31.00 75.00 575.00 1,231.61 575.00	3,683.66

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			EDUCATION WEEK LUNCH AND LEARN 11/20/13	100.00	
1619305	RAU, WARD	12/17/2013	NOVEMBER 2013 MILEAGE; HMBD TUTORS	87.79	87.79
1619306	Revtrak Inc	12/17/2013	NOVEMBER 2013 MERCHANT FEES	198.03	198.03
1619307	RIVERSIDE-BROOKFIELD	12/17/2013	GIRLS VARSITY BASKETBALL THANKGIVING TOURNAMENT	450.00	450.00
1619308	Salgado, Hector	12/17/2013	11/21/13 ADMINISTRATIVE MEETING SUPPLIES; GRANT	20.78	20.78
1619309	Sased	12/17/2013	Summer School Tuition Balance; 2 students FY 2014 OT/PT PREBILLING	2,792.50 48,877.27	51,669.77
1619310	Scariano, Himes and P	12/17/2013	OCTOBER 2013 LEGAL FEES	2,101.05	2,101.05
1619311	School Outfitters	12/17/2013	Flat Panel cart Flat panel carts X 9	355.42 3,096.92	3,452.34
1619312	Seal Of Illinois	12/17/2013	NOVEMBER 2013 TUITION; 2 STUDENTS	7,297.56	7,297.56
1619313	Septran Inc	12/17/2013	NOVEMBER 2013 BUSSING	56,383.61	56,383.61
1619314	SP CONTROLS	12/17/2013	Doceri single license for math	30.00	30.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619315	SPARE WHEELS TRANSPOR	12/17/2013	Aaron Hayes OCTOBER 2013 SHARED TRANSPORTATION; 1 STUDENT	846.65	846.65
1619316	Sportsfield Inc	12/17/2013	LIMESTONE SCREENINGS	402.56	402.56
1619317	Steiner Electric Comp	12/17/2013	POWER SYSTEMS SERVICE & REPAIR BALANCE MINICAN LAMP ELECTRICAL BALLASTS ELECTRICAL BALLASTS OVERLOADS FOR AHU 5-2 ELECTRICAL LAMPS ELECTRICAL LAMPS ELECTRICAL LAMPS	284.58 78.84 249.64 378.56 76.08 144.48 390.11 72.24	1,674.53
1619318	Suburban Life Media	12/17/2013	ONE-YEAR SUBSCRIPTION; HUMAN RESOURCES	30.00	30.00
1619319	T S Specialties	12/17/2013	FORD VAN REPAIR FORD VAN REPAIR VAN #7 REPAIR VAN #9 REPAIR VAN #8 REPAIR	439.16 337.54 71.14 57.45 57.45	962.74
1619320	TECHNICAL DESIGN SERV	12/17/2013	CONSTRUCTION DOCUMENT SERVICES THROUGH 9/20/13 ELECTRONIC SECURITY SYSTEM	5,250.00 540.00	8,570.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			DESIGN CONSTRUCTION DOCUMENT SERVICES THROUGH 11/15/13 STRUCTURED CABLING SYSTEM DESIGN CONSTRUCTION DOCUMENT SERVICES THROUGH 11/15/13	2,780.00	
1619321	Technology Center Of	12/17/2013	2013/2014 TUITION CHGBCK/BLDG RENOVATION PYMT #2	73,929.87	73,929.87
1619322	TELCOM INNOVATIONS GR	12/17/2013	CONFERENCE SAUCER AND MODULE	496.00	496.00
1619323	Turner, Susan	12/17/2013	10/13-12/13 RETIREE HLTH REIMBURSEMENT	274.05	274.05
1619324	Ucp/infinitec	12/17/2013	IPAD WITH TOUCH CHAT; GRANT	114.44	114.44
1619325	United Refrigeration	12/17/2013	KMC RESET VOLUME CONTROLLER	840.47	840.47
1619326	United States Postal	12/17/2013	DECEMBER 2013 POSTAGE	2,600.00	2,600.00
1619327	Universal Taxi Dispat	12/17/2013	11/4/13-11/8/13 TRANSPORTATION; 3 STUDENTS 11/11/13-11/14/13 Transportation; 3 students 11/18/13-11/28/13 TRANSPORTATION; 2	1,190.00 1,800.00 700.00	3,690.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619328	Waste Management West	12/17/2013	STUDENTS DECEMBER 2013 RECYCLING NOVEMBER 2013 REFUSE SVC 10 YD OPEN TOP DUMPSTER; NOVEMBER 2013	262.05 1,410.86 206.05	1,878.96
1619329	WEEBLY INC	12/17/2013	EDUCATION PRO ACCOUNT; 1-YR SUBSCRIPTION	39.95	39.95
1619330	West Chicago Printing	12/17/2013	"Wait Until Dark" posters	198.00	198.00
1619331	Western DuPage Chambe	12/17/2013	2014 Membership Renewal	245.00	245.00
1619332	Wheaton North High Sc	12/17/2013	SOCIAL STUDIES CONFERENCE; 13 TEACHERS	455.00	455.00
1619333	William Harris Lee an	12/17/2013	WILLIAM BAGNATO CELLO AS PER PROPOSAL 76973	3,500.00	3,500.00
1619334	Willuweit, Lisa	12/17/2013	GLOBALIZATION AND COLUMBUS CLASS MATERIALS	31.90	31.90
1619335	Winfield Flower Shopp	12/17/2013	ATHLETIC AWARDS	56.25	56.25
1619336	WINZER CORPORATION	12/17/2013	CLEANING SUPPLIES DEGREASER CLEANING SUPPLIES	732.22 236.00 336.80	1,305.02
1619337	WOLFE, MARC	12/17/2013	ACTE NATIONAL CONFERENCE EXPENSES; GRANT	433.58	433.58
1619338	WRITEGUARD BUSINESS S	12/17/2013	PAPER FORMS; MIS	892.40	892.40
1619339	WW Norton & Co	12/17/2013	28 Books as per	416.52	416.52

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619340	Xerox Corporation	12/17/2013	attached quote; LRC LRC PHOTOPIER; NOVEMBER 2013; LBD-002030 CONTRACT SERVICE FOR DUPLICATING PHOTOCOPIERS; 7/13-6/14 CONTRACT SERVICE FOR DUPLICATING PHOTOCOPIERS; 7/13-6/14 ADMINISTRATIVE OFFICE; NOVEMBER 2013; WTM-768791 TEACHERS COPIER; ROOM 208; NOVEMBER 2013; WTM-760167 Teachers Copier; Room 125B; NOVEMBER 2013; WTM-760350 Xerox Contract CONTRACT SERVICE FOR DUPLICATING PHOTOCOPIERS; 7/13-6/14 CONTRACT SERVICE FOR DUPLICATING PHOTOCOPIERS; 7/13-6/14	35.09 338.09 232.03 788.86 637.73 591.35 130.88 2,103.40 1,985.20	6,842.63

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1619341	Zabelin/reimbursement	12/17/2013	STAFF DEVELOPMENT MEETING SUPPLIES	40.42	40.42
	145 Computer		Check(s) For a Total of		656,257.50

	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
	145	Computer	Checks For a Total of	656,257.50
Total For	145	Manual, Wire Tran, ACH & Computer Checks		656,257.50
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		656,257.50

COMMUNITY HIGH SCHOOL DISTRICT NO. 94
BOARD OF EDUCATION - BILL LISTING SUMMARY
November 2013 and December 17, 2013 Bill List

	(Taxes)Certificates Of Deposit Purchased For The Month Of November-13	Net Payroll For The Month Of November-13	Operating Checks* Drawn During The Month Of November-13	Bill List Vouchers Paid In The Month Of November-13	Total	Bill List Vouchers Paid In The Month Of December-13
#10 EDUCATIONAL FUND	\$ 243,253.12	825,168.08	662,099.90	\$367,266.69	\$2,097,787.79	\$473,255.65
#20 OPERATIONS & MAINTENANCE FUND	41,917.10	67,459.63	52,155.56	140,196.65	\$301,728.94	58,480.73
#30 DEBT SERVICES FUND	39,773.87	-	-	0.00	\$39,773.87	0.00
#40 TRANSPORTATION FUND	11,460.99	-	533.30	211,811.27	\$223,805.56	112,401.63
#50 ILLINOIS MUNICIPAL RETIREMENT FUND	5,114.06	-	40,282.71	0.00	\$45,396.77	0.00
#51 SOCIAL SECURITY AND MEDICARE FUND	5,114.06	-	38,420.78	0.00	\$43,534.84	0.00
#61 CAPITAL IMPROVEMENTS - HILAKE FUND	-	-	-	3,587.46	\$3,587.46	12,119.49
#70 WORKING CASH FUND	-	-	-	0.00	\$0.00	0.00
#80 TORT FUND	3,561.58	-	-	3,791.91	\$7,353.49	0.00
TOTAL	\$ 350,194.78	\$892,627.71	\$793,492.25	\$726,653.98	\$2,762,968.72	\$656,257.50

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

The investments and payroll disbursements for the month of
November 14, 2013 to December 11, 2013 to be paid November-13
December 17, 2013 and the regular accounts payable for the period
Totaling: \$2,692,572.24.

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.

December 11, 2013
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 November 2013

This listing represents payments from the High School Imprest Fund for the month of November 2013. 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 December 17, 2013.

Gordon H. Cole - Director of Business

Date

ACCOUNT	BATCH	CHECK	CHECK	INVOICE	
NUMBER	NUMBER VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
10E100 1500 3191 00 000000	IP1105 Bargamian, Alex	11/05/2013	1311799	BOYS SOCCER; NAPERVILLE NORTH; 10/11/13	57.00
10E002 1130 3350 00 000000	IP1105 Cortez/reimbursement, Helen	11/05/2013	1311800	SEPTEMBER 2013 MILEAGE; HMBD TUTORS	20.10
10E002 1130 3350 00 000000	IP1105 Grenchik, Jennifer	11/05/2013	1311801	SEPT 2013-OCT 2013 MILEAGE; HMBD TUTORS	12.43
10E002 1130 3350 00 000000	IP1105 Grenchik, Jennifer	11/05/2013	1311801	MAY 2013-JUNE 2013 MILEAGE; HMBD TUTORS	11.30
10E002 1130 3350 00 000000	IP1105 Hollinger, Susan	11/05/2013	1311802	SEPT 2013-OCT 2013 MILEAGE; HMBD TUTORS	25.99
10E002 1130 3350 00 000000	IP1105 Hollinger, Susan	11/05/2013	1311802	MAY 2013 MILEAGE; HOMEBOUND TUTORS	5.42
10E906 2210 3140 00 906000	IP1105 JM Safety Consulting	11/05/2013	1311803	INTERNET SAFETY CONSULTING; GRANT	475.00
10E002 1130 3350 00 000000	IP1105 RAU, WARD	11/05/2013	1311804	MAY 2013 MILEAGE; HMBD TUTORS	4.74
10E002 1130 3350 00 000000	IP1105 RAU, WARD	11/05/2013	1311804	SEPTEMBER 2013-OCTOBER 2013 MILEAGE; HMBD TUTORS	132.30
10E002 1130 3350 00 000000	IP1105 Vondrak/reimbursement, Kirsten	11/05/2013	1311805	6/1/13-6/15/13 MILEAGE; HMBD TUTORS	4.52
10E002 1130 3350 00 000000	IP1105 Vondrak/reimbursement, Kirsten	11/05/2013	1311805	SEPT 2013-OCT 2013 MILEAGE; HMBD TUTORS	10.73
10E070 2410 3410 00 000000	IP1105 WEST CHICAGO POST OFFICE	11/05/2013	1311806	1ST QUARTER GRADE MAILERS	931.50
10E002 1130 3350 00 000000	IP1105 Wilson, Sandra	11/05/2013	1311807	SEPT-OCT 2013 MILEAGE; HMBD TUTORS	11.86
10E104 1505 4050 00 000000	IP1118 DOWNERS GROVE SOUTH MASQUE AND	11/18/2013	1311808	SPEECH TEAM ENTRY FEE	125.00
10E104 1505 1502 00 000000	ip1118 Golaszewski, Michael	11/18/2013	1311809	WEGO Invite Speech Judging	75.00
10E040 1600 4055 00 000000	ip1118 GOVERTSEN, STEVE	11/18/2013	1311810	MARCHING BAND SHOES/GLOVES	148.65
10E104 1505 4050 00 000000	ip1118 Hoffman Estates High School	11/18/2013	1311811	Speech Invitational	150.00
10E100 1500 1504 00 000000	ip1118 Hughes, Barbara	11/18/2013	1311812	Statistician; 10/18 and 10/25; Neuqua Valley and East Aurora	80.00
10E100 1500 1504 00 000000	ip1118 Hughes/game Worker, Dennis	11/18/2013	1311813	Statistician; 10/18 and 10/25; Neuqua Valley and East Aurora	80.00
10E100 1500 1504 00 000000	ip1118 Hughes/game Worker, Ren	11/18/2013	1311814	Statistician; 10/18 and 10/25; Neuqua Valley and East Aurora	80.00
10E104 1505 4050 00 000000	IP1118 Lichy/reimb, Paul	11/18/2013	1311815	SPEECH SUPPLIES	19.48
10E104 1505 1502 00 000000	ip1118 Schultz, Amy	11/18/2013	1311816	WEGO Invite Tournament	75.00

ACCOUNT	BATCH	CHECK	CHECK	INVOICE	
NUMBER	NUMBER VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
				Judging	
10E100 1500 1504 00 000000	ip1118 Stone, Brian	11/18/2013	1311817	Scoreboard; 10/22/13;	40.00
				Bartlett	
10E100 1500 6410 00 000000	ip1118 Stone, Brian	11/18/2013	1311817	Scoreboard; 10/28, 10/29 &	120.00
				10/31; GVBL Regional	
				Championships	
10E104 1505 1502 00 000000	ip1118 Tubridy, Elena	11/18/2013	1311818	WEGO Invite Speech Judging	75.00
10E100 1500 3260 00 000000	ip1118 Wheaton North High School	11/18/2013	1311819	Throws/Sprints/Hurdles	100.00
				Clinic; 12/8/13; 2 staff	
10E022 1220 4050 00 000000	IP1120 Cash	11/20/2013	1311820	READY CEREMONY CASH	125.00
10E100 1500 6410 00 000000	IP1120 Cash	11/20/2013	1311820	TURKEY CLASSIC BASKETBALL	500.00
				TOURNAMENT; 11/25/13-11/30/13	
20E000 2540 4670 00 000000	IP1120 City Of West Chicago	11/20/2013	1311821	7/5/13-7/11/13 WATER; GEORGE	103.54
				ST	
20E000 2540 4670 00 000000	IP1120 City Of West Chicago	11/20/2013	1311821	7/10/13-7/11/13 WATER; NORTH	672.27
				END	
10E100 1500 6430 00 000000	IP1120 Glenbard South High School	11/20/2013	1311822	WRESTLING JV TOURNAMENT;	250.00
				12/27/13	
10E100 1500 6430 00 000000	IP1120 Glenbard North High School	11/20/2013	1311823	WRESTLING, JVII, FROSH	275.00
				INVITE; 12/23/13	
10E100 1500 6430 00 000000	IP1120 Hinsdale Central High School	11/20/2013	1311824	VARSITY INVITE BOYS	300.00
				WRESTLING; 12/20/13	
40E104 2550 3330 00 000000	IP1120 ILLINOIS CENTRAL SCHOOL BUS	11/20/2013	1311825	STEPPERS; OCTOBER 2013	473.30
40R000 1411 0000 00 000000	IP1120 Merino, Rigoberto	11/20/2013	1311826	BUS SERVICE REFUND; ID #38359	60.00
10E100 1500 6420 00 000000	IP1120 New Trier High School	11/20/2013	1311827	GIRLS STATE SWIMMING	100.00
				COMPETITION	
10E100 1500 6430 00 000000	IP1120 Plainfield North High School	11/20/2013	1311828	WRESTLING F/S INVITE;	300.00
				12/14/13	
10R000 1720 0000 00 060000	IP1120 Spriggs, Terry	11/20/2013	1311829	YEARBOOK REFUND; ID #35536	55.00
10E010 1130 4050 00 000000	IP1120 STATE BANK OF ILLINOIS	11/20/2013	1311830	INSTRUCTIONAL SUPPLY; MUSIC	103.07
10E075 2310 4059 00 000000	IP1120 STATE BANK OF ILLINOIS	11/20/2013	1311831	LUNCHEON MTG	24.00
10E100 1500 6430 00 000000	IP1120 Streamwood High School	11/20/2013	1311832	WRESTLING JV INVITE; 12/14/13	200.00
10E100 1500 3191 00 000000	ip1122 Forrest, Mike	11/22/2013	1311833	Girls Basketball; Downers	50.00
				Grove North; 11/21/13	
10E100 1500 3191 00 000000	ip1122 Gehl, Mark	11/22/2013	1311834	Girls Basketball; Downers	89.00
				Grove North; 11/21/13	
10E075 2310 4059 00 000000	ip1122 Glunt, Cheryl	11/22/2013	1311835	Cake and Paper Products for	57.54
				National Educators Week	
10E100 1500 3191 00 000000	ip1122 Hannan, Mark	11/22/2013	1311836	Boys Basketball; Pre-Season	50.00

ACCOUNT	BATCH	CHECK	CHECK	INVOICE	
NUMBER	NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION
					Game; 11/22/13
10E100 1500 3191 00 000000	ip1122	HAWKINS, ROBERT	11/22/2013	1311837	Girls Basketball; Downers Grove North; 11/21/13
					60.00
10E100 1500 3191 00 000000	ip1122	Huffman/official, Rick	11/22/2013	1311838	Boys Basketball; Pre-season Game; 11/22/13
					50.00
10E104 1505 1502 00 000000	ip1122	LE DONNE, NICOLE	11/22/2013	1311839	DGS Novice Tournament Judging
					75.00
10E100 1500 3191 00 000000	ip1122	Leuzzi/official, Lou	11/22/2013	1311840	Girls Basketball; Downers Grove North; 11/21/13
					60.00
10E104 1505 1502 00 000000	ip1122	LICHY, LEAH	11/22/2013	1311841	DGS Novice Tournament Judging
					75.00
10E100 1500 3191 00 000000	ip1122	Massengale, Carvel	11/22/2013	1311842	Girls Basketball; Downers Grove North; 11/21/13
					60.00
10E100 1500 3191 00 000000	ip1122	Piper/official, Roger	11/22/2013	1311843	Girls Basketball; Downers Grove North; 11/21/13
					50.00
10E100 1500 3191 00 000000	ip1122	Reardon, Tim	11/22/2013	1311844	Girls Basketball; Downers Grove North; 11/21/13
					89.00
10E104 1505 4050 00 000000	ip1122	Stewart, Ben	11/22/2013	1311845	Tournament Management Service
					150.00
Totals for checks					7,327.74

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	55.00	5,963.63	6,018.63
20	OPER & MAINT	0.00	0.00	775.81	775.81
40	TRANSPORT	0.00	60.00	473.30	533.30
***	Fund Summary Totals ***	0.00	115.00	7,212.74	7,327.74

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

COMMUNITY HIGH SCHOOL

DISTRICT 94

West Chicago, Illinois

TREASURER'S REPORT

FOR MONTH ENDING NOVEMBER 2013

FUND	CASH BALANCE	RECEIPTS	DISBURSEMENTS	CASH BALANCE	INVESTMENTS
	Thru October 31, 2013	November 30, 2013	November 30, 2013	Thru November 30, 2013	AT COST Thru 11/30/2013
EDUCATIONAL	\$ 767,470.84	\$ 2,669,029.01	\$ 2,093,413.61	\$ 1,343,086.24	\$ 13,801,960.19
OPERATIONS & MAINTENANCE	\$ (286,362.29)	\$ 48,695.85	\$ 301,658.40	\$ (539,324.84)	\$ 2,423,740.86
DEBT SERVICES	\$ 591,867.25	\$ 39,773.87	\$ 39,773.87	\$ 591,867.25	\$ 1,222,580.51
TRANSPORTATION	\$ 13,866.19	\$ 11,607.12	\$ 223,805.56	\$ (198,332.25)	\$ 1,341,217.27
I.M.R.F.	\$ (382,973.10)	\$ 5,114.06	\$ 45,036.69	\$ (422,895.73)	\$ 601,908.37
SOCIAL SECURITY/MEDICARE	\$ (395,799.95)	\$ 5,114.06	\$ 42,432.15	\$ (433,118.04)	\$ 605,304.60
CAP IMPROVEMENTS HILAKE	\$ (1,290,406.88)	\$ -	\$ 3,587.46	\$ (1,293,994.34)	\$ 7,665,795.21
WORKING CASH	\$ 1,161,300.35	\$ -	\$ -	\$ 1,161,300.35	\$ 908,602.47
TORT	\$ (144,636.75)	\$ 3,561.58	\$ 7,353.49	\$ (148,428.66)	\$ 198,624.30
TOTAL	\$ 34,325.66	\$ 2,782,895.55	\$ 2,757,061.23	\$ 60,159.98	\$28,769,733.78
Monthly Invest. Int., Adj. & Fees/YTD Interest thru 11/30/2013	\$ 112,406.54	2,830.01	-		\$ 115,236.55
<i>(included in revenue and investment totals)</i>					

PLUS INVESTMENTS \$28,769,733.78

TOTAL YEAR-TO-DATE CASH AND INVESTMENTS AS OF NOVEMBER 30, 2013

\$ 28,829,893.76

Kevin Kotche, Treasurer

Date

**COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF POSITION
FINANCIAL REPORT
FOR PERIOD ENDING NOVEMBER 30, 2013**

Percent of Fiscal Year Complete: 41.67%

	IMPREST, PETTY CASH & SCHLSHP	CASH BALANCES	INVESTMENT BALANCES	ACCOUNTS RECEIVABLE	OTHER ASSETS	TOTAL ASSETS
ASSETS						
EDUCATIONAL	17,436	1,343,086	13,801,960			15,162,482
OPERATIONS & MAINTENANCE		(539,325)	2,423,741			1,884,416
DEBT SERVICES		591,867	1,222,581			1,814,448
TRANSPORTATION		(198,332)	1,341,217			1,142,885
MUNICIPAL RETIREMENT		(422,896)	601,908			179,012
SOCIAL SECURITY/MEDICARE		(433,118)	605,305			172,186
CI - HIGHLAKE		(1,293,994)	7,665,795	4,599		6,376,400
WORKING CASH		1,161,300	908,602			2,069,903
TORT		(148,429)	198,624			50,196
TOTAL	17,436	60,160	28,769,734	4,599	-	28,851,929

	TAX WARRENTS	ACCOUNTS PAYABLE	ENCUMBERED PAYABLES	OTHER LIABILITIES	FUND EQUITY	TOTAL LIABILITY AND FUND EQUITY
LIABILITIES AND FUND EQUITY						
EDUCATIONAL		(33,884)	473,256		14,723,111	15,162,482
OPERATIONS & MAINTENANCE		(4,256)	58,481		1,830,192	1,884,417
DEBT SERVICES					1,814,448	1,814,448
TRANSPORTATION			112,402		1,030,483	1,142,885
MUNICIPAL RETIREMENT		(240)			179,253	179,012
SOCIAL SECURITY/MEDICARE		30			172,156	172,186
CI - HIGHLAKE			12,119		6,364,281	6,376,401
WORKING CASH					2,069,903	2,069,903
TORT					50,196	50,196
TOTAL	-	(38,351)	656,258	-	28,234,021	28,851,929

	BUDGET 2013 - 2014	CURRENT REVENUES	Y.T.D. REVENUES	Y.T.D. OTHER	UNREALIZED BALANCE	PERCENT REALIZED
RECEIPTS						
EDUCATIONAL	22,329,895	491,263	10,678,746		11,651,149	47.82%
OPERATIONS & MAINTENANCE	3,059,614	45,632	1,533,616		1,525,998	50.12%
DEBT SERVICES	2,801,090	39,774	1,379,492		1,421,598	49.25%
TRANSPORTATION	1,249,788	11,416	580,800		668,989	46.47%
MUNICIPAL RETIREMENT	464,158	5,114	222,688		241,470	47.98%
SOCIAL SECURITY/MEDICARE	419,258	5,114	180,792		238,466	43.12%
CI - HIGHLAKE	428,000	200	54,155		373,845	12.65%
WORKING CASH	5,000	109	455		4,545	9.10%
TORT	313,008	3,562	145,293		167,715	46.42%
TOTAL	31,069,812	602,183	14,776,035	-	16,293,776	47.56%

	BUDGET 2013 - 2014	CURRENT EXPENDITURES	Y.T.D. EXPENDITURES	ENCUMBERED PAYABLES	UNENCUMBERED BALANCE	PERCENT ENCUMBERED
DISBURSEMENTS						
EDUCATIONAL	22,327,918	1,844,099	9,017,898	473,256	12,836,765	40.39%
OPERATIONS & MAINTENANCE	3,053,804	254,922	1,285,326	58,481	1,709,997	42.09%
DEBT SERVICES	2,791,075	-	2,524,765		266,310	90.46%
TRANSPORTATION	1,241,050	212,138	386,725	112,402	741,923	31.16%
MUNICIPAL RETIREMENT	461,250	39,925	198,443		262,808	43.02%
SOCIAL SECURITY/MEDICARE	417,620	37,482	184,748		232,873	44.24%
CI - HIGHLAKE	428,000	3,587	3,937	12,119	411,943	0.92%
WORKING CASH	5,000	-	-		5,000	0.00%
TORT	309,450	3,792	276,816		32,634	89.45%
TOTAL	31,035,168	2,395,947	13,878,658	656,258	16,500,253	44.72%

	JULY 1 EQUITY	YEAR-TO-DATE RECEIPTS	YEAR-TO-DATE EXPENDITURES	ENCUMBERED PAYABLES	CURRENT EQUITY
FUND BALANCE					
EDUCATIONAL	13,535,518	10,678,746	9,017,898	473,256	14,723,111
OPERATIONS & MAINTENANCE	1,640,383	1,533,616	1,285,326	58,481	1,830,192
DEBT SERVICES	2,959,721	1,379,492	2,524,765	-	1,814,448
TRANSPORTATION	948,810	580,800	386,725	112,402	1,030,483
MUNICIPAL RETIREMENT	155,007	222,688	198,443	-	179,253
SOCIAL SECURITY/MEDICARE	176,112	180,792	184,748	-	172,156
CI - HIGHLAKE	6,326,183	54,155	3,937	12,119	6,364,281
WORKING CASH	2,069,448	455	-	-	2,069,903
TORT	181,719	145,293	276,816	-	50,196
TOTAL	27,992,902	14,776,035	13,878,658	656,258	28,234,021

COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF REVENUE AND EXPENDITURES
YTD ENDING NOVEMBER 30, 2013

PERCENT OF FISCAL YEAR COMPLETED: 41.67%

DISTRICT 94 REVENUE & EXPENDITURE RPT

NOVEMBER 2013

FUND

BEGINNING FUND BALANCE

REVENUE BUDGET

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 FY13
9. ARRA AID/ARRA FEDERAL FUNDING
10. FEDERAL AID/GRANTS FY13 LATE PMTS
11. PROPERTY TAXES - ED. FUND-TORT
12. PROPERTY TAXES - SPEC'L ED/SOC SEC
13. PROPERTY TAXES - OTHER FUNDS
14. TRANSFER OF LOAN REPMT/ INTEREST
15. CURRENT YEAR LEVY-ADVANCED TAXES
16. FLOW-THRU/VENDOR REVENUE/MISC REV

TOTAL REVENUE REALIZED

PERCENT REVENUE REALIZED

EXPENDITURE BUDGET

DISBURSEMENTS

1. SALARIES
2. BENEFITS
3. EMPLOYER IMRF
4. EMPLOYER FICA
5. EMPLOYER MEDICARE
6. PURCHASED SERVICES/CONTRACTS REG
7. PURCHASED SERVICES/mini BUSES
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
22. CAPITAL CONTRACTS/ IMPROVEMENTS
- 23 CAPITAL LEASE EXPENSE
- 24 BOND INTEREST EXPENSE
25. DUES, FEES AND INVESTMENT COSTS
26. REDEMPTION OF PRINCIPAL
27. FLOW-THRU TO OTH DIST/TRANSFERS
- 28 TUITION & SPEC ED COST
- 29 RETIREMENT BENEFITS/OTHER

TOTAL EXPENDITURES DISBURSED

OUTSTANDING OBLIGATIONS/ENCUMBRANCES

PERCENT DISBURSED PLUS ENCUMBERED

EXCESS OF REVENUE/(EXPENDITURES)

ENDING FUND BALANCE

FUND

EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	CI HIGHLAKE	WRK CASH	TORT	TOTAL ALL
\$13,535,518	\$1,640,383	\$2,959,721	\$ 948,810	\$ 155,007	\$176,112	\$6,326,183	\$2,069,448	\$ 181,719	\$27,992,902
\$22,329,895	\$3,059,614	\$2,801,090	\$ 1,249,788	\$ 464,158	\$419,258	\$ 428,000	\$ 5,000	\$ 313,008	\$31,069,812
\$ 171,738	\$ 65,227	\$ 301	\$ 52,818	\$ 45,599	\$ 7,745			\$ 21,910	365,338
21,215									21,215
5,087	1,343	1,421	78	21	25	1,057	455	34	9,522
567,671									567,671
	15,470								15,470
						53,098			53,098
627,721									627,721
321,788			130,977						452,765
-									-
503,391									503,391
8,317,807	1,451,576	1,377,770	396,866					123,349	11,667,368
107,008				177,068	173,021				457,098
									-
									-
									-
35,320			60						35,380
\$ 10,678,746	\$ 1,533,616	\$ 1,379,492	\$ 580,800	\$ 222,688	\$ 180,792	\$ 54,155	\$ 455	\$ 145,293	\$ 14,776,035
<i>47.82%</i>	<i>50.12%</i>	<i>49.25%</i>	<i>46.47%</i>	<i>47.98%</i>	<i>43.12%</i>	<i>0.00%</i>	<i>9.10%</i>	<i>46.42%</i>	<i>47.56%</i>
\$22,327,918	\$3,053,804	\$2,791,075	\$1,241,050	\$ 461,250	\$417,620	\$ 428,000	\$ 5,000	\$ 309,450	\$31,035,168
\$ 5,854,879	\$ 501,685								6,356,564.54
1,332,714	82,819								1,415,532
				198,443					198,443
					98,497				98,497
					86,250				86,250
693,895	213,106		112,982						1,019,983
									-
			232,567						232,567
			13,153						13,153
			28,023						28,023
								4,443	4,443
								6,650	6,650
									-
								137,823	137,823
								126,825	126,825
								1,075	1,075
	191,493								191,493
352,009	99,059								451,068
									-
203,584	197,164								400,748
						3,937			3,937
									-
		259,765							259,765
89,752									89,752
		2,265,000							2,265,000
									-
461,066									461,066
30,000									30,000
\$ 9,017,898	\$ 1,285,326	\$ 2,524,765	\$ 386,725	\$ 198,443	\$ 184,748	\$ 3,937	\$ -	\$ 276,816	\$ 13,878,658
\$ 473,256	\$ 58,481		\$ 112,402			\$ 12,119			\$ 656,258
<i>40.39%</i>	<i>44.00%</i>	<i>90.46%</i>	<i>40.22%</i>	<i>43.02%</i>	<i>44.24%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>46.83%</i>
\$ 1,660,848	\$ 248,290	\$(1,145,273)	\$ 194,075	\$ 24,246	(3,956)	\$ 50,217	\$ 455	\$(131,523)	\$ 897,377
\$14,723,111	\$1,830,192	\$1,814,448	\$1,030,483	\$ 179,253	\$172,156	\$6,364,281	\$2,069,903	\$ 50,196	\$28,234,021
EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	CI HIGHLAKE	WRK CSH	TORT	TOTAL ALL

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

November 30, 2013

DEPARTMENT/SUMMARY	FUND	#	DEPT	11 ACTUAL	12 ACTUAL	13 BUDGET	13 ACTUAL	% CHANGE	14 BUDGET	% CHANGE	14 ACTUAL	YTD %
GENERAL H.S.	10	1	TTL	773,536	810,220	282,620	176,829	186.68%	248,700	40.64%	54,289	21.83%
HMBD TUTORS	10	2	TTL	38,785	56,131	47,100	32,974	19.18%	37,100	12.51%	10,033	27.04%
ART	10	3	TTL	209,508	222,921	240,660	242,711	-7.37%	248,377	2.33%	96,529	38.86%
SCIENCE	10	4	TTL	1,145,279	1,232,931	1,191,359	1,171,911	3.49%	1,222,131	4.29%	487,087	39.86%
DRIVER'S ED	10	5	TTL	117,616	116,583	119,306	120,537	-2.28%	108,021	-10.38%	48,581	44.97%
ENGLISH	10	6	TTL	1,548,311	1,396,370	1,400,277	1,420,396	-0.28%	1,433,144	0.90%	595,873	41.58%
FOREIGN LANG	10	7	TTL	545,707	556,377	562,792	586,667	-1.14%	656,327	11.87%	253,403	38.61%
HEALTH ED	10	8	TTL	476	505	500	1,557	1.09%	500	-67.89%	1,352	270.47%
MATHEMATICS	10	9	TTL	1,283,006	1,219,463	1,253,117	1,255,515	-2.69%	1,336,301	6.43%	527,779	39.50%
MUSIC	10	10	TTL	162,335	212,723	216,481	203,333	-1.74%	237,266	16.69%	104,138	43.89%
PHYSICAL DEV	10	11	TTL	1,132,258	1,209,159	1,144,808	1,177,891	5.62%	1,238,293	5.13%	478,362	38.63%
SOC STUDIES	10	13	TTL	1,351,103	1,261,511	1,293,404	1,328,298	-2.47%	1,292,882	-2.67%	550,955	42.61%
TECHNOLOGY	10	14	TTL	469,264	523,754	685,620	555,012	-23.61%	595,655	7.32%	227,327	38.16%
DEV LEARNING	10	22	TTL	2,880,832	2,788,804	2,788,766	2,968,587	0.00%	3,339,798	12.50%	1,220,851	36.55%
ADULT ED - LOCAL	10	28	TTL	7,731	6,860	8,425	7,275	-18.57%	7,640	5.02%	2,611	34.18%
SUMR ADLT ED	10	29	TTL	1,716	915	1,000	2,948	-8.52%	2,200	-25.37%	146	6.63%
BUSINESS ED	10	30	TTL	651,819	630,056	631,086	544,383	-0.16%	539,307	-0.93%	225,574	41.83%
FACS	10	32	TTL	240,299	230,158	225,457	229,520	2.09%	251,788	9.70%	100,970	40.10%
IND ARTS-TECH ED	10	34	TTL	138,842	128,265	131,849	133,269	-2.72%	138,810	4.16%	56,432	40.65%
B T I	10	35	TTL	719	574	250	774	129.55%	750	-3.09%	-	0.00%
PHOTOGRAPHY	10	36	TTL	14,431	13,685	16,000	11,540	-14.47%	12,350	7.02%	11,523	93.31%
SUMMER SCH/R	10	40	TTL	130,991	71,221	141,900	98,184	-49.81%	132,700	35.15%	71,020	53.52%
SUMMER SPORTS CAMPS	10	41	TTL	1,732	45,052	46,886	38,348	-3.91%	46,746	21.90%	36,333	77.72%
BILINGUAL	10	45	TTL	647,605	514,779	509,277	520,119	1.08%	516,988	-0.60%	252,940	48.93%
SOCIAL WORKE	10	50	TTL	291,821	291,294	308,925	309,255	-5.71%	325,849	5.37%	131,586	40.38%
GUIDANCE DEP	10	51	TTL	606,722	632,118	641,786	651,380	-1.51%	673,275	3.36%	282,464	41.95%
SCHOOL NURSE	10	52	TTL	126,813	158,264	162,384	154,638	-2.54%	175,603	13.56%	74,563	42.46%
PSYC SERVICE	10	53	TTL	68,109	56,636	128,054	131,783	-55.77%	161,777	22.76%	58,072	35.90%
AVID PROGRAM	10	54	TTL	-	34,311	73,130	76,104	-53.08%	66,304	-12.88%	37,902	57.16%
SPEECH PATH/AUDIO	10	55	TTL	-	49,680	56,125	56,163	-11.48%	57,688	2.72%	23,084	40.02%
COD DCC	10	59	TTL	1,091	5,106	4,000	-	27.66%	-	0.00%	-	0.00%
LEARNING RES	10	61	TTL	292,268	285,510	290,013	307,639	-1.55%	358,973	16.69%	141,717	39.48%
STAFF & CURR DEV	10	62	TTL	47,056	88,300	133,578	34,712	-33.90%	215,822	521.76%	103,030	47.74%
UTTERBACK DONATION	10	64	TTL	-	-	-	26,338	100.00%	74,000	180.96%	23,570	31.85%
ASST PRINCIPAL	10	69	TTL	-	393	741,889	965,906	-99.95%	1,038,735	7.54%	501,918	48.32%
PRINCIPAL	10	70	TTL	1,008,037	1,076,132	1,095,741	832,537	-1.79%	784,399	-5.78%	312,529	39.84%
SUPT OFFICE	10	71	TTL	355,197	287,289	291,883	302,678	-1.57%	339,553	12.18%	152,581	44.94%
DIR OF PRSNL	10	72	TTL	277,899	292,747	298,130	316,224	-1.81%	290,559	-8.12%	111,065	38.22%

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

November 30, 2013

DEPARTMENT/SUMMARY	FUND	#	DEPT	11 ACTUAL	12 ACTUAL	13 BUDGET	13 ACTUAL	% CHANGE	14 BUDGET	% CHANGE	14 ACTUAL	YTD %
COMM RELATIONS	10	73	TTL	-	-	-	-	0.00%	18,685	100.00%	6,903	36.94%
ED FOUNDATIO	10	74	TTL	8,628	8,392	5,000	10,025	67.85%	25,000	149.37%	-	0.00%
BOARD OF ED	10	75	TTL	90,403	123,504	120,900	122,853	2.15%	146,200	19.00%	67,037	45.85%
DIR OF BUSIN	10	80	TTL	127,482	132,640	133,945	140,678	-0.97%	151,729	7.86%	54,578	35.97%
CAFETERIA	10	82	TTL	576,177	34,858	59,000	14,452	-40.92%	55,500	284.02%	14,178	25.55%
EMP BENEFITS	10	83	TTL	(208,079)	465,900	232,500	120,423	100.39%	129,600	7.62%	12,612	9.73%
FISCAL SVCS	10	85	TTL	219,383	236,976	246,219	255,369	-3.75%	260,305	1.93%	108,750	41.78%
DATA PROCESS	10	90	TTL	291,622	310,305	327,161	317,165	-5.15%	345,493	8.93%	133,467	38.63%
PMT OTH DIST	10	97	TTL	1,378,472	1,089,809	1,293,300	912,609	-15.73%	655,725	-28.15%	493,941	75.33%
ATH/INTERSCH	10	100	TTL	718,891	727,497	788,129	779,851	-7.69%	802,882	2.95%	337,676	42.06%
AQUATICS	10	102	TTL	11,637	5,175	2,500	460	107.01%	-	-100.00%	-	0.00%
INTERSCHOLAS	10	104	TTL	191,172	182,094	246,860	204,664	-26.24%	217,130	6.09%	90,170	41.53%
ARRA TITLE 1	10	851	TTL	8,497	-	-	-	-	-	-	-	0.00%
ARRA IDEA B	10	857	TTL	278,475	41,711	-	-	-	-	-	-	0.00%
ARRA-JOBS ED	10	880	TTL	115,487	1,736	-	-	-	-	-	-	0.00%
ADULT ED	10	902	TTL	99,563	93,306	93,400	75,858	-0.10%	75,000	-1.13%	21,451	28.60%
CTEIG	10	903	TTL	43,652	47,300	48,250	49,084	-1.97%	50,000	1.87%	43,148	86.30%
BILING TBE	10	904	TTL	110,815	95,722	91,250	91,742	4.90%	95,581	4.18%	2,301	2.41%
A E & L	10	905	TTL	54,482	48,030	48,000	37,001	0.06%	37,001	0.00%	11,126	30.07%
C PERKINS	10	906	TTL	35,086	35,170	35,600	33,535	-1.21%	31,497	-6.08%	7,358	23.36%
TITLE 1-LOW	10	908	TTL	181,335	220,139	165,000	299,809	33.42%	308,846	3.01%	77,165	24.99%
S.S.E. IMPRV	10	914	TTL	2,695	-	-	-	-	-	-	-	0.00%
ISLG GRANT	10	925	TTL	-	1,598	2,900	1,721	-44.90%	2,900	68.50%	1,611	55.55%
MEDICAID DIRECT DVC	10	929	TTL	173,834	154,317	150,000	149,578	2.88%	150,000	0.28%	51,047	34.03%
94-142 FLOW	10	930	TTL	329,079	410,130	391,700	371,531	4.71%	375,294	1.01%	80,399	21.42%
ADM OUTREACH	10	931	TTL	42,476	23,499	50,000	14,792	-53.00%	52,000	251.54%	12,432	23.91%
TEACHER QUALITY	10	932	TTL	58,061	49,440	55,000	44,633	-10.11%	41,896	-6.13%	771	1.84%
TECH PREP	10	939	TTL	1,000	-	1,000	-	-100.00%	-	0.00%	-	0.00%
FED ADULT ED	10	944	TTL	94,893	90,341	90,850	72,792	-0.56%	72,792	0.00%	18,350	25.21%
LEARN SERVE	10	945	TTL	15,806	13,581	22,259	6,914	-38.98%	-	-100.00%	-	0.00%
EL/CIVICS	10	946	TTL	9,000	8,730	8,700	-	0.34%	-	0.00%	-	0.00%
LIPLEPS	10	950	TTL	37,013	30,026	18,150	26,607	65.43%	20,550	-22.76%	3,239	15.76%
O&M FUND	20	0	TTL	2,673,723	2,736,938	3,105,719	2,769,832	-11.87%	3,053,804	10.25%	1,285,326	42.09%
DEBT SVC FND	30	0	TTL	3,064,325	3,108,905	3,055,240	3,047,357	1.76%	2,791,075	-8.41%	2,524,765	90.46%
TRANSPORTATION	40	0	TTL	1,145,231	991,109	1,117,250	1,090,700	-11.29%	1,117,250	2.43%	367,064	32.85%
SCIENCE	40	4	TTL	-	-	-	128	0.00%	-	-100.00%	-	0.00%

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

November 30, 2013

DEPARTMENT/SUMMARY	FUND	#	DEPT	11 ACTUAL	12 ACTUAL	13 BUDGET	13 ACTUAL	% CHANGE	14 BUDGET	% CHANGE	14 ACTUAL	YTD %
ENGLISH	40	6	TTL	402	(205)	-	(36)	-205.00%	-	-100.00%	-	0.00%
FOREIGN EXCH	40	7	TTL	190	110	-	935	110.00%	800	-14.41%	121	15.15%
MUSIC	40	10	TTL	1,011	113	-	844	113.00%	-	-100.00%	-	0.00%
PHYSICAL DEV	40	11	TTL	-	-	-	-	0.00%	-	0.00%	(146)	0.00%
SOCIAL STUDIES	40	13	TTL	(97)	(134)	-	91	-134.00%	-	-100.00%	174	0.00%
SPECIAL ED	40	22	TTL	-	-	-	45,797	0.00%	22,500	-50.87%	-	0.00%
BUSINESS ED	40	30	TTL	-	-	-	-	0.00%	-	0.00%	-	0.00%
FACS	40	32	TTL	-	-	-	-	0.00%	-	0.00%	-	0.00%
PHOTOGRAPHY	40	36	TTL	-	(758)	-	758	-758.00%	-	-100.00%	-	0.00%
ATH/INTERSCH	40	100	TTL	71,887	92,259	98,000	94,015	-5.86%	98,000	4.24%	19,039	19.43%
PEP BUS	40	104	TTL	-	5,314	2,500	2,137	112.55%	2,500	17.00%	473	18.93%
IMRF	50	0	TTL	737,453	393,088	503,291	439,464	-21.90%	461,250	4.96%	198,443	43.02%
SOC SEC & MEDCARE	51	0	TTL	-	419,481	420,161	426,116	-0.16%	417,620	-1.99%	184,748	44.24%
C&I HIGHLAKE	61	0	TTL	-	-	-	-	-	-	-	-	0.00%
CAP OUT ATHL	61	100	TTL	7,479	-	-	-	-	-	-	-	0.00%
HILAKE INTEREST	62	0	TTL	5,319	5,900	-	-	5900.00%	-	0.00%	-	0.00%
TECH DEPT	62	14	TTL	-	-	-	-	0.00%	-	0.00%	-	0.00%
CAPITAL PROJECTS	65	0	TTL	68,876	419,383	57,000	306,288	635.76%	428,000	39.74%	3,937	0.92%
W/C	70	0	TTL	-	-	8,000	-	-100.00%	5,000	5000.00%	-	0.00%
TORT FUND	80	0	TTL	248,866	281,878	302,450	274,764	-6.80%	309,450	12.62%	276,816	89.45%
TOTALS				\$ 29,690,617	\$ 29,642,109	\$ 30,561,763	\$ 29,647,269	-9.06%	\$ 31,035,168	3.10%	\$ 13,878,658	44.72%

**COMMUNITY HIGH SCHOOL
DISTRICT 94**
REVENUE AND EXPENDITURE REPORT
LOCAL, STATE, AND FEDERAL GRANTS
Ending November 30, 2013

GRANT REVENUE & EXPENDITURE SUMMARY
NOVEMBER 2013

Percentage of Fiscal Year
41.67%

NAME	SOURCE	CODE	DEPT	AMENDED BUDGET	PRIOR YEAR REVENUE	FY 14 REVENUE	EXPENDITURES	ENCUMBERED	BALANCE	% UNREALIZED REVENUE
Adult Ed Summer School & Computer La	Local	132300	29	\$ 2,200	\$ -	\$ 630	\$ 146	\$ 146	\$ 338	71%
Education Foundation/Leadership Mini G	Local	199990	74/918	\$ 25,000	\$ 13,937	\$ -	\$ -	\$ -	\$ -	100%
Adult Ed Citizenship	Local	199998	28	\$ 7,500	\$ 5,185	\$ -	\$ 2,516	\$ -	\$ (2,516)	100%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 50,000	\$ -	\$ 43,148	\$ 43,148	\$ 555	\$ (555)	14%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 95,581	\$ 36,663	\$ -	\$ 2,301	\$ -	\$ (2,301)	100%
Adult Ed State Basic 3-1	State	340000	902	\$ 75,000	\$ 6,322	\$ -	\$ 21,451	\$ 925	\$ (22,376)	100%
Adult Ed Performance	State	340100	905	\$ 37,001	\$ 3,083	\$ -	\$ 11,125	\$ 181	\$ (11,306)	100%
State Library Grant	State	380000	925	\$ 1,400	\$ -	\$ -	\$ 1,611	\$ -	\$ (1,611)	100%
Title 1 Low Income NCLB	Federal	430000	908	\$ 185,000	\$ 175,655	\$ -	\$ 77,165	\$ -	\$ (77,165)	100%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 375,294	\$ 85,371	\$ 65,159	\$ 80,399	\$ 4,770	\$ (20,009)	83%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 31,497	\$ -	\$ 4,971	\$ 7,358	\$ 2,101	\$ (4,488)	84%
Tech Prep Perkins Mini Grant	Federal	477000	939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 72,792	\$ -	\$ 22,859	\$ 18,350	\$ 130	\$ 4,380	69%
Learn & Serve Grant	Federal	491000	945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Adult Ed EI Civics	Federal	480500	946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 150,000	\$ 50,966	\$ 69,429	\$ 51,047	\$ 53	\$ 18,328	54%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 52,000	\$ -	\$ 7,643	\$ 12,432	\$ 1,578	\$ (6,366)	85%
Title III LIPLEPS	Federal	490900	950	\$ 20,550	\$ 10,692	\$ -	\$ 3,239	\$ 1,290	\$ (4,529)	100%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 41,896	\$ 10,646	\$ -	\$ 771	\$ -	\$ (771)	100%
TOTAL				\$ 1,222,711	\$ 398,519	\$ 213,840	\$ 333,058	\$ 11,729	\$ (130,947)	82.5%

** Special Ed Grants

COMMUNITY HIGH SCHOOL

DISTRICT 94

LOCAL, STATE, FEDERAL GRANTS
Ending November 30, 2013

Percent of Fiscal Year
41.67%

GRANT REVENUE

NAME	SOURCE	CODE	DEPT	DIST. BUDGET	AMENDED*	PRYR LATE REVENUE	FY14 REVENUE	\$ UNREALIZED	% UNREALIZED	% REALIZED
Adult Ed Summer School & Comput	Local	132300	29	\$ 2,200	\$ 2,200		\$ 630	\$ 1,570	71%	29%
Education Foundation/Leadership M	Local	199990	74/918	\$ 25,000	\$ 25,000	\$ 13,937	\$ -	\$ 25,000	0%	0%
Adult Ed Citizenship	Local	199998	28	\$ 7,500	\$ 7,500	\$ 5,185	\$ -	\$ 7,500	100%	0%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 50,000	\$ 50,000	\$ -	\$ 43,148	\$ 6,852	14%	86%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 95,581	\$ 95,581	\$ 36,663	\$ -	\$ 95,581	100%	0%
Adult Ed State Basic 3-1	State	340000	902	\$ 75,000	\$ 75,000	\$ 6,322	\$ -	\$ 75,000	100%	0%
Adult Ed Performance	State	340100	905	\$ 37,001	\$ 37,001	\$ 3,083	\$ -	\$ 37,001	100%	0%
State Library Grant	State	380000	925	\$ 1,400	\$ 1,400	\$ -	\$ -	\$ 1,400	100%	0%
Title 1 Low Income NCLB	Federal	430000	908	\$ 185,000	\$ 185,000	\$ 175,655	\$ -	\$ 185,000	100%	0%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 375,294	\$ 375,294	\$ 85,371	\$ 65,159	\$ 310,135	83%	17%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 31,497	\$ 31,497	\$ -	\$ 4,971	\$ 26,526	84%	16%
Tech Prep Mini Perkins Grant	Federal	477000	939	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 72,792	\$ 72,792	\$ -	\$ 22,859	\$ 49,933	69%	31%
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	\$ 150,000	\$ 150,000	\$ 50,966	\$ 69,429	\$ 80,571	54%	46%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 52,000	\$ 52,000	\$ -	\$ 7,643	\$ 44,357	85%	15%
Title III LIPLEPS	Federal	490900	950	\$ 20,550	\$ 20,550	\$ 10,692	\$ -	\$ 20,550	100%	0%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 41,896	\$ 41,896	\$ 10,646	\$ -	\$ 41,896	100%	0%
TOTAL				\$ 1,222,711	\$ 1,222,711	\$ 398,519	\$ 213,840	\$ 1,008,871	82.5%	17.5%
* Amended Revenue activity may occur throughout FY13/14 impacting expenditure activity										

GRANT EXPENDITURES

NAME	SOURCE	CODE	DEPT	DIST. BUDGET	AMENDED BUDG	EXPENDITURE	ENCUMBERED	BUDGET BALANCE	% UNENCUMBERED	% ENCUMBERED
Adult Ed Summer School & Comput	Local	132300	29	\$ 2,200	\$ 2,200	146	\$ 146	\$ 1,908	0%	0%
Education Foundation/Leadership M	Local	199990	74/918	\$ 25,000	\$ 25,000	-	\$ -	\$ 25,000	0%	0%
Adult Ed Citizenship	Local	199998	28	\$ 7,500	\$ 7,500	2,516	\$ -	\$ 4,984	66%	34%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 50,000	\$ 50,000	43,148	\$ 555	\$ 6,297	13%	87%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 95,581	\$ 95,581	2,301	\$ -	\$ 93,280	98%	2%
Adult Ed State Basic 3-1	State	340000	902	\$ 75,000	\$ 75,000	21,451	\$ 925	\$ 52,624	70%	30%
Adult Ed Performance	State	340100	905	\$ 37,001	\$ 37,001	11,125	\$ 181	\$ 25,695	69%	31%
State Library Grant	State	380000	925	\$ 1,400	\$ 1,400	1,611	\$ -	\$ (211)	-15%	115%
Title 1 Low Income NCLB	Federal	430000	908	\$ 185,000	\$ 185,000	77,165	\$ -	\$ 107,835	58%	42%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 375,294	\$ 375,294	80,399	\$ 4,770	\$ 290,126	77%	23%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 31,497	\$ 31,497	7,358	\$ 2,101	\$ 22,038	70%	30%
Tech Prep Mini Perkins Grant	Federal	477000	939	\$ -	\$ -	-	\$ -	\$ -	0%	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 72,792	\$ 72,792	18,350	\$ 130	\$ 54,312	75%	25%
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	\$ 150,000	\$ 150,000	51,047	\$ 53	\$ 98,899	66%	34%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 52,000	\$ 52,000	12,432	\$ 1,578	\$ 37,990	73%	27%
Title III LIPLEPS	Federal	490900	950	\$ 20,550	\$ 20,550	3,239	\$ 1,290	\$ 16,021	78%	22%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 41,896	\$ 41,896	771	\$ -	\$ 41,125	98%	2%
TOTAL				\$ 1,222,711	\$ 1,222,711	\$ 333,058	\$ 11,729	\$ 877,925	72%	28%
** Special Ed Grants										

**COMMUNITY HIGH SCHOOL
DISTRICT 94
PETTY CASH FUND
November 30, 2013**

This listing represents payments from the High School Cash Fund for November 30, 2013. 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 December 17, 2013.

<u>DATE PAID</u>	<u>PAID TO</u>	<u>FOR</u>	<u>AMOUNT</u>
None			
			<u>\$ -</u>

Director of Business Services

December 11, 2013
Date

LOC	LOC	November 2013-14 Beginning Balance	November 2013-14 Debits	November 2013-14 Credits	November 2013-14 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
505	CHES	1,154.64CR		2,068.40	-2,068.40	3,223.04CR
506	SPED RECYC/SHRD	1,478.73CR		21.57	-21.57	1,500.30CR
507	BEST BUDDIES	5,115.49CR	302.76	95.00	207.76	4,907.73CR
508	CRTE ENT	820.21CR				820.21CR
511	ART COLLECTION	301.03CR				301.03CR
513	INTL CLUB	1,403.50CR				1,403.50CR
514	CHRONICLE	7,260.51CR	1,205.40	139.20	1,066.20	6,194.31CR
515	CHEERLEADING	3,076.47CR		195.00	-195.00	3,271.47CR
516	DANCE PROD	1,534.43CR	1,028.55	1,005.00	23.55	1,510.88CR
517	SPEECH	48.89CR	381.67	1,756.00	-1,374.33	1,423.22CR
518	FBLA	2,342.37CR	2,929.94	5,126.72	-2,196.78	4,539.15CR
520	GERMAN CLUB	1,365.55CR				1,365.55CR
521	FICA-SKILLS	2,364.91CR	897.92	79.63	818.29	1,546.62CR
524	HORTICULTURE	2,237.58CR	686.00		686.00	1,551.58CR
526	PEP CLUB	1,098.19CR				1,098.19CR
527	POMS	518.49CR	51.45	30.00	21.45	497.04CR
528	SNOWBALL	3,698.16CR				3,698.16CR
529	SADD	1,662.78CR				1,662.78CR
530	EXCHANGE	7,915.53CR		545.00	-545.00	8,460.53CR
531	SPANISH CLUB	3,365.91CR				3,365.91CR
533	STUDENT COUNCIL	48,354.27CR	182.80		182.80	48,171.47CR
534	SUNDRY	1,651.40CR				1,651.40CR
535	THESPIANS	12,534.03CR	3,107.63	1,152.05	1,955.58	10,578.45CR
536	VOCATIONAL SIGN	1,400.54CR		82.50	-82.50	1,483.04CR
537	YEARBOOK	10,101.72CR				10,101.72CR
538	BAND-JAZZ	3,116.65CR	1,986.60	418.05	1,568.55	1,548.10CR
539	CHORAL-CHOIR	6,402.19CR	10,737.76	18,473.23	-7,735.47	14,137.66CR
540	ORCHESTRA	2,707.19CR	4,935.14	5,140.02	-204.88	2,912.07CR
541	KEY CLUB	5,584.13CR	500.00		500.00	5,084.13CR
542	ANL	17,713.73CR				17,713.73CR
543	WEGO CARES	939.97CR				939.97CR
544	SCHOLASTIC BOWL	379.44CR				379.44CR
545	PHOTGRAPHY	105.25CR				105.25CR
547	NHS	280.00CR		260.00	-260.00	540.00CR
548	GSA	596.23CR				596.23CR
549	CREATIVE WRITNG	361.50		69.49	-69.49	292.01
551	TRANSITION CTR	2,867.47CR				2,867.47CR
560	WEGO 2 AFR	373.66CR				373.66CR

LOC	LOC	November 2013-14 Beginning Balance	November 2013-14 Debits	November 2013-14 Credits	November 2013-14 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
561	SLC9 2 AFRICA	2,503.70CR				2,503.70CR
562	PRESCHOOL	763.46CR	340.54	172.30	168.24	595.22CR
563	Teen Mom	119.87CR				119.87CR
564	HUMANITIES/SSS	1,950.00CR				1,950.00CR
570	ADAMS EXPRESS	28.78CR				28.78CR
572	SPORTSFEST	1,811.58CR				1,811.58CR
573	TARGET	2,039.41CR	165.35		165.35	1,874.06CR
574	AMEILA ALLMART	236.00CR				236.00CR
576	OUT/BD AT RISK	0.57CR				0.57CR
581	PR YR AD ED SS	4,114.53CR				4,114.53CR
582	STEP PROJECT	599.06CR				599.06CR
583	STEPPERS	605.35CR	220.00	1,193.00	-973.00	1,578.35CR
584	GREEN CLUB	299.68CR				299.68CR
585	FRENCH CLUB	407.54CR				407.54CR
587	LIFESMARTS	744.72CR		15.00	-15.00	759.72CR
589	CONSUMER ED	242.84CR				242.84CR
591	TECHNOLOGY	5.50CR				5.50CR
592	HABITAT FOR HUM	25.92CR				25.92CR
600	ATHLETIC TRAINR	1,171.84CR				1,171.84CR
601	BADMINTON	669.36CR				669.36CR
602	BASEBALL	11,945.27CR		1,400.00	-1,400.00	13,345.27CR
603	BOY'S BB	737.39CR				737.39CR
604	BOY'S CROSS CTY	1,225.49CR	62.58		62.58	1,162.91CR
605	BOY'S SOCCER	1,389.74CR				1,389.74CR
606	BOY'S TENNIS	320.33CR				320.33CR
607	BOY'S TRACK	2,078.01CR				2,078.01CR
608	GIRL'S FDR BB	509.07CR				509.07CR
609	FOOTBALL	11,914.52CR	3,072.05	268.00	2,804.05	9,110.47CR
610	GIRL'S BASKETBL	3,725.84CR	90.11	1,599.00	-1,508.89	5,234.73CR
611	GIRL'S CROSS CT	5,139.12CR				5,139.12CR
612	GIRL'S SOCCER	2,255.06CR				2,255.06CR
613	GIRL'S TENNIS	1,082.37CR				1,082.37CR
614	GIRL'S TRACK	103.84CR				103.84CR
615	GOLF	3,359.26CR	358.66	77.47	281.19	3,078.07CR
616	MUSIC	4,962.57CR	500.00		500.00	4,462.57CR
617	SOFTBALL	2,729.67CR				2,729.67CR
618	BOYS SWIM TEAM	5,018.90CR	1,200.00		1,200.00	3,818.90CR
619	VOLLEYBALL	13,235.86CR	2,442.72		2,442.72	10,793.14CR

LOC	LOC	November 2013-14 Beginning Balance	November 2013-14 Debits	November 2013-14 Credits	November 2013-14 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
621	WRESTLING	1,799.44CR				1,799.44CR
622	ATHLETIC DIR	66.85CR				66.85CR
623	GIRLS SWIM TEAM	3,155.22CR				3,155.22CR
---	*STUDENT ACTIVI	258,603.27CR	37,385.63	41,381.63	-3,996.00	262,599.27CR
<hr/>						
	Grand Equity To	258,603.27CR	37,385.63	41,381.63	-3,996.00	262,599.27CR

Number of Accounts: 79

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

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**December 17, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION B -
Regular Meeting Attachments**

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

December 2, 2013

MEMORANDUM

TO: Dr. Domeracki

FROM: M. Cheng

RE: **STUDENT ATTENDANCE - NOVEMBER, 2013**

<u>NOVEMBER</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Average Daily Enrollment	2101.60	2146.50	2187.53	2113.82	2093.06	1990.80
Average Daily Attendance	1972.70	2003.44	2063.41	1972.88	1933.34	1880.77
Percent Attendance	993.87	93.34	94.33	93.33	92.37	94.47
Students Added						5
Students Dropped						6

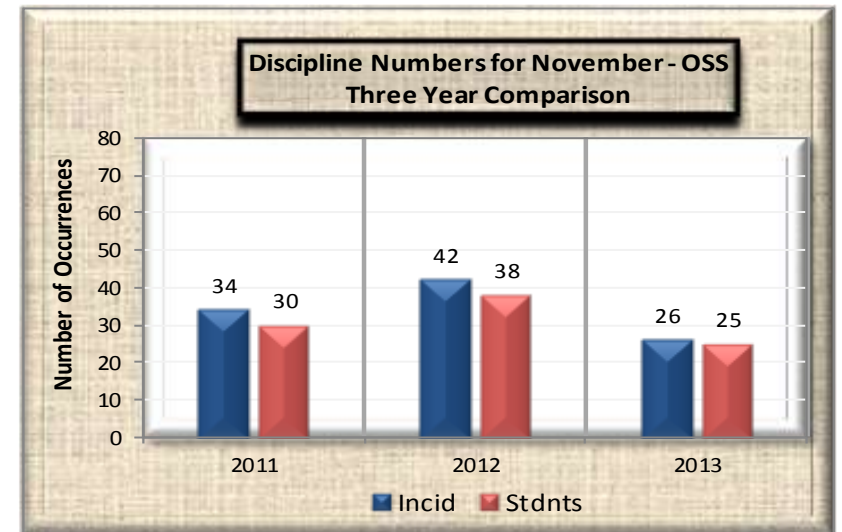
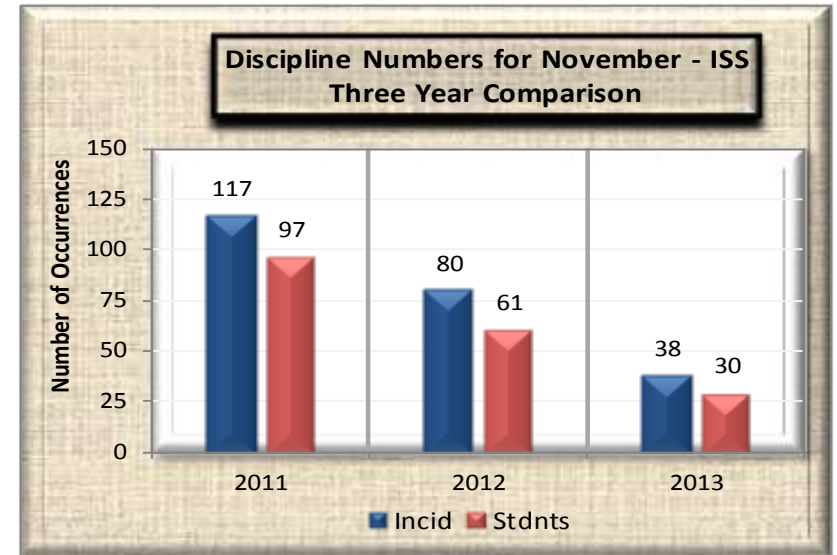
Percent Attendance for Previous Months:

May/June, 2012	-	91.01
September, 2012	-	95.78
October, 2012	-	95.03

MC:lk

Discipline Report for November 2013

REASON FOR SUSPENSION	Discipline Numbers for November					
	2011 OCC	2012 OCC	2013 OCC	2011 STD	2012 STD	2013 STD
IN SCHOOL SUSPENSION						
DISOBEDIENCE/DISRESPECT-ISS	1	5	3	1	5	2
DISOBEDIENCE/TARDY-ISS	90	31	12	78	22	10
DISOBEDIENCE/TRUANCY-ISS	23	36	21	16	27	16
ELECTRONIC DEVICE - ISS	2	6	0	1	5	0
SATURDAY SCHOOL-ISS	0	2	2	0	2	2
OTHER	1	0	0	1	0	0
YTD TOTAL ISS SUSPENSIONS	117	80	38	97	61	30
OUT OF SCHOOL SUSPENSION						
DISOBEDIENCE/DISRESPECT-OSS	5	1	1	4	1	1
DISOBEDIENCE/TARDY-OSS	0	2	0	0	2	0
DISOBEDIENCE/TRUANCY-OSS	2	1	4	2	1	3
ELECTRONIC DEVICE - OSS	0	0	1	0	0	1
FIGHTING-OSS	2	4	4	2	3	4
GANG REPRESENTATION/WEAPONS-OSS	3	0	0	2	0	0
ILLEGAL ACT/U.I. ALCOHOL-OSS	2	0	0	2	0	0
ILLEGAL ACT/U.I. MARIJUANA-OSS	3	4	2	3	4	2
SATURDAY SCHOOL-OSS	16	30	13	14	27	13
THEFT-OSS	0	0	1	0	0	1
OTHER	1	0	0	1	0	0
YTD TOTAL OSS SUSPENSIONS	34	42	26	30	38	25



**AN INTERGOVERNMENTAL AGREEMENT
BETWEEN
COMMUNITY HIGH SCHOOL DISTRICT 94
AND
ILLINOIS DEPARTMENT OF HUMAN SERVICES
FOR
PERSONAL DHS NURSE FOR STUDENT OF THE SCHOOL DISTRICT**

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter “IGA”) by and between the BOARD OF EDUCATION COMMUNITY HIGH SCHOOL DISTRICT 94 (hereinafter “SCHOOL DISTRICT”) and the ILLINOIS DEPARTMENT OF HUMAN SERVICES (hereinafter “DHS”).

WITNESSETH:

WHEREAS, DHS has determined that a certain student with disabilities of the SCHOOL DISTRICT (hereinafter “Student”) qualifies for its Home Services Program and has assigned a Personal DHS Nurse (“hereinafter DHS NURSE”), who is a licensed registered professional nurse/licensed practical nurse and has received specific training relative to the Student’s disabilities and related medical, health, and self-care needs, to provide twenty-four-hour assistance to the Student; and

WHEREAS, the SCHOOL DISTRICT and Parent of the Student wish to have the DHS NURSE serve as the Student’s individual aide when the Student attends school and school-related activities; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and 5 ILCS 220/1 through 220/9 provide authority for intergovernmental cooperation; and

WHEREAS, it is in the best interests of the SCHOOL DISTRICT and DHS to enter into this IGA allowing the SCHOOL DISTRICT to use the DHS NURSE to serve as an individual aide for the Student when he attends school and school-related functions.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements contained hereinafter that the Parties by their approval and signature hereto acknowledge is good and sufficient, the Parties agree as follows:

1. The DHS NURSE(s) assigned by DHS will serve as an individual aide for the Student while travelling to and from school, attending school, and participating in any school-related activities. The DHS NURSE(s) will be responsible for providing medical, health, and personal care services to the Student. The DHS NURSE will provide the services to the Student at no cost to the SCHOOL DISTRICT.

2. The DHS NURSE(s) assigned to the Student shall at all times conform to the applicable policies, practices, procedures and rules set forth by the standards of practice and codes of ethics set forth by any applicable professional association. DHS agrees that it is responsible for supervision of its DHS NURSE(s) in the services provided to the Student.

3. The DHS NURSE(s) assigned to the Student shall at all times while travelling to and from school, attending school, and participating in any school-related activities, conform to the applicable policies, practices, procedures and rules set forth by the SCHOOL DISTRICT. The SCHOOL DISTRICT retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.

4. The DHS NURSE(s) shall not be entitled to any of the rights and privileges established for the employees of the SCHOOL DISTRICT, including but not limited to: vacations and vacation pay, sick leave with pay, paid holidays, life, accident or health insurance, participation in retirement programs provided by the State of Illinois or the SCHOOL DISTRICT, or severance pay upon termination of this IGA. DHS agrees that it assumes sole and

exclusive responsibility for the payment of wages to the DHS NURSE(s) for services provided to the Student. DHS agrees that it is solely responsible for paying all applicable payroll or employment taxes of the DHS NURSE(s), including but not limited to FICA, federal personal income tax, and state personal income tax.

5. The SCHOOL DISTRICT is responsible for supervising all students attending its schools and school-related activities. Except for providing services to address the individual needs of the Student, DHS and its officials, employees, and agents are not responsible for the supervision of any student of the SCHOOL DISTRICT.

6. The SCHOOL DISTRICT and DHS agree to take any necessary corporate action to further authorize and approve of the action provided for in this IGA.

7. Neither party assumes liability for actions of the other party under this IGA including, but not limited to, the negligent acts and omissions of either party's agents, employees and subcontractors in the performance of their duties as described under this IGA.

8. Notice or other communications which either party is required to, or may wish to, serve upon the other party in connection with this IGA shall be in writing and shall be delivered personally or sent registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

If to the SCHOOL DISTRICT:

Director of Special Education
Community High School
District No. 94
326 Joliet St.
West Chicago, IL 60185

If to DHS:

Illinois Department of Human Services

or other such address, or additional persons, as either party may from time to time designate by providing written notice to the other party.

9. This IGA contains the entire understanding between the parties and supersedes any prior understandings, oral or written agreements between them relating to the above subject matter. There are no representations, agreements, arrangements or understanding, oral or written, between and among the parties hereto relating to the subject matter of this IGA that are not fully expressed herein.

10. This IGA shall be deemed dated and become effective on the date the last of the parties execute this IGA as set forth below.

IN WITNESS WHEREOF, the SCHOOL DISTRICT pursuant to the authority granted by the adoption of a motion by its Board of Education, has caused this IGA to be executed by its President and attested by its Secretary, and DHS has caused this IGA to be executed by a duly authorized representative.

BOARD OF EDUCATION OF
COMMUNITY HIGH SCHOOL
SCHOOL DISTRICT NO. 94

ILLINOIS DEPARTMENT OF
HUMAN SERVICES

By: _____
President

By: _____
Signature

Attest: _____
Secretary

Name, Title

Date: _____

Date: _____

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COMMUNITY HIGH SCHOOL District 94

MEMO

TO: Board of Education, Supt. Domeracki

FROM: Gordon Cole

RE: FY 14 – FY15 Capital

DATE: 12-13-13

On this agenda, there are a number of capital project proposals. These have been reviewed by both the Facilities Committee and the Finance Committee. The Finance Committee is committed to the funding of these projects and will be proposing to the full Board budgetary solutions most likely in February.

Attached is a listing of potential capital projects over the next 5 years. These are mostly basic infrastructure needs.

On the Agenda for December 17 are the following:

1. An architectural services proposal from DLA architects for projects related to the statutorily required 10 year life safety study conducted in 2011. Attached is a summary of the report with current status. Most of the items have been completed. This proposal covers the remainder which consists primarily to doors throughout the older portions of the building. Approximately 100 doors and frames do not meet ADA or fire codes. This project would bring all of these up to current codes. In addition the railing at the front of the pool bleachers does not meet building codes. It will be replaced with a glass like wall. It was anticipated completing this portion in the summer of 2014 during the normal scheduled shutdown and draining of the pool. Construction is estimated to be in the 200,000 to 240,000 range. The architectural services would be between 20,000 and 24,000.

2. An architectural services proposal from DLA architects for the replacement of various roof sections. It is anticipated the design work will be completed and a decision made in late winter to perform the construction work in 2014 or wait. If conditions remain as they are by the end of winter we should be able to get another year with minor maintenance. Contained in this proposal are the replacement of sections last rebuilt in 1993 and a portion built in 1997. The 1993 sections are above the Bishop gym and the science wing. The portion of the 1997 includes the pool area. Roof rebuilds typically have an approximate 20 year life. The estimated cost for construction is

between 725,000 and 775,000 for the 1993 sections and between 200,000 and 250,000 for the 1997 portion. This proposal is for the design fees of between 58,000 and 82,000.

3. An architectural services proposal from DLA architects for the reconstruction of the Ann street (teachers) parking lot and the tennis court lot. The original construction date of the Ann street lot is unknown and the tennis court lot was constructed in 1977. Like the roofs, the goal is to complete the design work and make a decision on construction in late winter. If this winter is a lot of freeze thaw cycles then the lots will probably be in need. If not we may be able to wait another year. Included in DLA's proposal are the stormwater management services. The estimated construction cost is between 275,000 and 325,000. The fees in this proposal are 38,250.

4. A contract for the replacement of old light fixtures in various parts of the building. This is part of a grant from the State of Illinois for energy efficiency. The replacement fixtures are either an efficient fluorescent or LED's. The replacement fixtures will reduce our energy demands from 25,000 Kwh to 8,900Kwh. The cost of the project is 85,083.50 with a reimbursement from the grant of 37,493. The grant is based on kilowatt savings. A final calculation will be conducted at completion which will give the potential for a greater return from the state. The contract is with American Lighting Efficiency Corporation. Work will commence shortly after acceptance and will be scheduled so as to not disrupt operations. The primary areas are the 2 gyms and the field house. Also included are the exterior fixtures and many miscellaneous fixtures throughout the building. Nearly all classrooms and offices were upgraded around 10 years ago.

5. This is for the acceptance of a proposal to replace the weight room flooring material. The current floor was original from the 1978 addition. The floor is in bad repair and creates a potentially hazardous environment. The proposal from Vortex Commercial Flooring is to install a Mondo product called Ramflex. The cost is 43,346. Installation may be possible of the winter break, in not it will be early January. The process will take about a week. In the event it happens in January, it will not be disruptive to our PE program. The sections are not in the weight room during this time.

6. An architectural services proposal from Wight & Company architects for the design phase of the development of new FACS kitchen facilities and the renovation and redevelopment of the classrooms and the child development facilities. The total construction estimate is 1,200,000. The fees for this proposal are 126,600. Through the phase one portion Wight has conducted numerous meetings with our FACS staff to insure that the needs of the program are met. There is a detailed time line in the proposal leading to a construction approval by the Board in April with construction as soon as school is out. A detailed package will be at table.

Item/Project	Description	Justification	Cost	FY Year Needed	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
FACS UPGRADE - Kitchens & Preschool	Remodel Kitchen/add new kitchen--Need new countertops, cabinets/drawers, sinks	Kitchens are extremely outdated and used every hour of the day throughout the year. Our enrollment in FACS continues to increase, but our students are using ancient equipment. If we want to move to a more culinary based curriculum, an updated kitchen is a must. Also includes a renovation of existing space and renovation of pre-school classrooms.	1,400,000	2014	250,000	1,150,000					
Wiring for security and 1 to 1			100,000	2014	75,000	25,000					
Security system upgrade	Security Cameras, DVR's, card access, etc.	Safety/Prevention of vandalism	125,000		50,000	75,000					
Weight Room	Weight Room Floor	safety	45,000	2014	45,000						
	Fitness Room Floor	safety	20,000	2014	20,000						
Lighting	Replacement Lighting	LED & Florescent gyms, Fieldhouse, stage, exterior, other, etc. This is part of a grant from the State of Illinois. The value of the grant is approximately \$38,000. The ROI is 44% with a capital recovery of 27 months.	85,100	2014	85,100						
Generator		Add MDF & IDFs to generator	125,000	2015		125,000					
LIFE Safety Projects	From 2011 life safety study. Remaing items are primarily doors which either are non-compliant with ADA or fire code or both. Also replacement of railing on pool bleachers. The railing would be done while pool is drained in summer of 1014	Replace doors and frames with solid core wood doors and hollow metal frames with ADA compliant hardware.	315,000	2014	50,000	215,000	50,000				
Parking Lots - Pavement	Parking Lot -Teachers Ann St. & tennis court lot		363,250	2014	50,000	313,250					
Pavement C	Parking Lot - Lincoln		30,000	2014	5,000	25,000					
Roof Replacement	Roof Replacement 1993 & pool portion of 1997		1,107,000	2014	100,000	1,007,000					
Cafeteria	Modernize		125,000	2015		75,000	50000				
1 to 1 infrastructure			150,000	2014	50,000	100,000					
Tech office/MDF	Expand		10,000	2015	10,000						
			-								
Flooring	Asbestos flooring removal	approximately 36 rooms mostly in the 1965 addition.	175,000	2014	25,000	150,000					

Item/Project	Description	Justification	Cost	FY Year Needed	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Ceilings	Replacement ceilings	1950's and 1978 addition	300,000	2014		25,000	175,000	100,000			
HVAC	Duct Cleaning-Balancing		75,000	2014	10,000	30,000	35,000				
Washrooms	Washroom upgrades		50,000	2014		25,000	25,000				
Room renovation	Science Room renovation	refurbish classroom labs to facilitate better classroom instruction	15,000	2015	5,000	10,000					
Room renovation	Office reception area		200,000	2015		25,000	175000				
Room renovation	computer labs	restore after removal of comp labs	25,000	2015		25,000					
nurse room	Nurse room	Relocate and renovate nurse office	200,000	2015		50,000	150,000				
Pool	Pool mechanicals - filtration		250,000	2016			250,000				
HVAC	Fieldhouse HVAC		300,000	2016			300,000				
	refurbish football field turf		700,000	2016			700,000				
1 to 1	Equipment for staff	@ \$300	113,750	2015	52,500				61,250		
1 to 1	Equipment for Students	@ \$300	1,430,000			660,000				770,000	
			7,834,100		882,600	4,110,250	1,910,000	100,000	61,250	770,000	

Item/Project	Description	Justification	Cost	FY Year Needed	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Pavement	Parking Lot - Sealcoating		25,000	2015		12,500	12,500				
	VFD - HVAC variable frequency drive		5,000	2014	5,000						
	Tennis Courts Fencing		30,000	2016			30,000				
	Tennis Courts rebuild		100,000	2016			100,000				
Track	Stadium Track	resurface	25,000	2017				25,000			
Roof	Roof Replacement 1997		300,000	2017			50,000	250,000			
	Flooring replacement 1998 addition		75,000	2017				75,000			
Roof	Roof Replacement 1998		350,000	2018				50,000	300,000		
Roof	Roof Replacement 1999		800,000	2019					50,000	750,000	
Pavement A	Parking Lot - Student West Lot	rebuild 1999 (\$173,000)	200,000	2019						200,000	
Pavement D	Parking Lot - Pool Lot	original 1999 (\$130,000)	145,000	2019						145,000	
Mechanical Rehab			50,000	2019						50,000	
HVAC Rehab	1999 system		50,000	2019						50,000	
Elevators	Elevator rehab		50,000	2019						50,000	
Bleachers	Replacement Bleachers both gyms		600,000	2020							600,000
Flooring	Fieldhouse surface	replacement	500,000	2023							
Pavement E	Parking Lot - Pool Lot Expansion	original 2004 (\$25,000 ?)	35,000	2024							
Roof	Roof Replacement 2005		700,000	2025							
Chiller rehab			90,000	2026							
Roof	Roof Replacement 2008		700,000	2028							
Flooring	Small Gym	Refinish	35,000	2028							
Pavement G	Parking Lot - South	rebuild 2010	140,000	2030							
Pavement F	Parking Lot - Bus Drive Front	Repave 2010	30,000	2030							
Flooring	Bishop Gym	Refinish	45,000	2031							
Ball Field	Baseball field - Pioneer		-								
	Lighting - Motion sensors		-								
Pavement	Parking Lot - Kerr McGee		-								
			5,080,000		5,000	12,500	192,500	400,000	350,000	1,245,000	600,000



November 25, 2013

MEMO OF UNDERSTANDING

Amendment to Master Contract AIA Document B141 Dated 02/14/1997

Mr. Gordon Cole
Community High School
326 Joliet Street
West Chicago, IL 60185

Re: 2014 Capital Improvements Design Services

Dear Gordon,

Pursuant to our meeting last week we are submitting a fee proposal for the 2014 Capital Improvements project. The following is our understanding of the work.

Project Scope:

The project scope consists of the remaining door replacement (approximately 100 doors) and replacing the pool balcony handrail, both are items on the 2011 Life Safety Report.

Schedule:

The schedule has not been developed yet, but we would anticipate being out to bid in March at the latest to make the April board meeting for approval.

Project Budget:

The anticipated construction cost could be in the range of \$200,000 - \$240,000.

Project Fee:

Under our contract, our fee for Life Safety and Remodeling projects is Time and Material not to exceed 9.75% which, based on the above construction estimates, would put the fee in the \$20,000 - \$24,000 range. If we bid the door work in different alternates and those alternates do not proceed into construction, the fee for that portion of the design work would be invoiced up through bidding services (80% of the fee). If the alternate is then re-bid in the future we would not invoice for the design again, just bidding and construction administration.

Reimbursable expenses such as printing, postage, presentation boards etc. will be invoiced at 1.1 times the cost. Invoicing will be on a monthly basis as the work progresses. All drawings will be done in AutoCad 2-D format.

If the School District should determine not to proceed with the Project, we will invoice for any time expended up to the point that the project was stopped. If, during this project, we encounter an unanticipated cost or additional activity required to complete our services, we will notify the School District immediately.

If there is any modification necessary related to this memorandum, please contact me immediately. I kindly request that you sign and return one copy of this memorandum as acknowledgment that our perception of the project corresponds with the District's wishes. Please do not hesitate to give me a call with any questions or concerns.

Sincerely,



William Templin, AIA
DLA Architects, Ltd.

Authorized Agent:

Community HS District 94

Date:

Please return one signed copy of Memo at your earliest convenience.

Ten-Year Safety Survey Report

**VIOLATION AND RECOMMENDATION
SCHEDULE**

(23 IL Adm. Code 180, 180.320)

For ISBE Use:
ISBE review recommendations have
been discussed with the A/E.

Date

Reviewer Initials

1. COUNTY CODE DuPage				2. DISTRICT CODE/NAME Community High School District 94				3. FACILITY CODE/NAME Community High School						
IWAS Item	ITEM I.D.	LOCATION(S) (ROOM NO.)	RULE VIOLATED	DESCRIPTION OF THE VIOLATION	RECOMMENDATION TO CORRECT VIOLATION	ACTION I.D.	PRIORITY CODE	SPECIFICATION(S)	UNITS OF MEASURE	QUANTITY	LABOR CODE	ESTIMATED COST	ESTIMATE D COMPLET ION DATE	STATUS
						remove or replace	urgent, required or recommended	detail of recommendation			work performed by contractor	total cost	1-year or 5- year depending on priority	
1	A1	Item 2 from 16 -- Wood Doors and Frames in the original 1926 Building	185.370,m,6,B,iii	Doors and frames are original 1926 (85 yrs old) wood panel doors, not solid core. The frames are wood. The doors do not meet required 1/2 hour rating. There are gaps between the wood frame and opening that would allow the passage of smoke.	Replace doors and frames with solid core wood doors and hollow metal frames with ADA compliant hardware.	Replace	Required	Solid core wood doors, hollow metal frames and new handicap accessible hardware	Each	20	Work performed by contractor	\$52,000	5-year	NOT COMPLETE
2	A2	Item 3 from 16 -- Wood doors and door hardware in the 1926 building, 1955 and 1965 additions	185.370,m,6,B,iii & NFPA 5-2.1.4.1	Doors are difficult to operate, are delaminating and are in disrepair impeding egress. Door hardware is in disrepair and does not latch properly.	Replace doors with solid core wood doors with ADA compliant hardware. Re-use existing hollow metal frames.	Replace	Required	Solid core wood doors and new handicap accessible hardware	Each	150	Work performed by contractor.	\$270,000	5-year	NOT COMPLETE A small number of doors were done in 2012
3	A3	Item 4 from 16 -- Wood doors in the north 1977 addition.	NFPA 5-2.1.4.1 & NFPA 5-2.1.4.3	Doors are difficult to operate, are delaminating and are in disrepair impeding egress. Door hardware is in disrepair and does not latch properly.	Replace doors with solid core wood doors with ADA compliant hardware. Re-use existing hollow metal frames.	Replace	Required	Solid core wood doors and new handicap accessible hardware	Each	20	Work performed by contractor.	\$36,000	5-year	NOT COMPLETE One double door was completed in 2012
4	A5	Storage C117 (former corridor to Lincoln School)	175.260,d	The ceiling/roof over the corridor which passes through the Fieldhouse is not a fire rated assembly and does not meet 1 hour rating.	Provide a rated ceiling assembly.	Replace	Required	Remove existing lay-in ceiling and install a rated gypsum board system.	SF	1200 SF	Work performed by contractor.	\$15,000	1-year	COMPLETED SUMMER OF 2012
5	A6	Pool Balcony Railing	NFPA 5-2.2.6.6	Rails have openings greater than 4" and are not high enough to meet guardrail min height. There is also indications of cracking/spalling concrete at the verticals where imbedded in the concrete compromising the strength of the railing.	Install new handrails.	Replace	Required	Install new glass handrail system.	LF	84 LF	Work performed by contractor.	\$25,000	5-year	NOT COMPLETE
6	A7	Handrails/guardrails in the 1926 stairs (two, three story stair towers).	185.370,c,12 & NFPA 5-2.2.6.6	Stairs are open stair runs with a 2-3 story drop over the railing. The railing height is 32" along run of stairs and at the top landing. The entire length of stair railing and top landing should have a 42" high guardrail.	Modify existing rails to provide a guardrail at 42" and handrail at 34" along entire length of existing railing.	Retrofit	Required	Extend existing newel posts up and install new guardrail	Lump Sum	Two stair towers	Work performed by contractor.	\$38,000	1-year	COMPLETED SUMMER OF 2012
7	M1	Home Ec 104	185.440(b)2)	Rooms containing gas fired equipment, emergency fuel burner disconnect switches are required.	Install gas valve and labeled switch to operate gas valve.		required	Install electric solenoid gas valve in gas line serving the home economics classroom range/ovens. Install labeled switch to control gas valve.	Each Room	1	District	\$5,000	1-year	COMPLETED SUMMER OF 2012
8	M4	Storage 114D	180 / BOCA 1993 M- 1604	Room is used as an office. Ventilation air is required.	Extend existing ventilation system to this room.		required	Install terminal unit with reheat coil and to a supply air diffuser.	Each	1	District	\$3,000	1-year	COMPLETED SUMMER OF 2012

<p>Ten-Year Safety Survey Report</p> <p>VIOLATION AND RECOMMENDATION</p> <p>SCHEDULE</p> <p>(23 IL Adm. Code 180, 180.320)</p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>For ISBE Use: ISBE review recommendations have been discussed with the A/E.</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; width: 100%;"> <i>Date</i> <i>Reviewer Initials</i> </div> </div>
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1. COUNTY CODE DuPage				2. DISTRICT CODE/NAME Community High School District 94			3. FACILITY CODE/NAME Community High School							
IWAS Item	ITEM I.D.	LOCATION(S) (ROOM NO.)	RULE VIOLATED	DESCRIPTION OF THE VIOLATION	RECOMMENDATION TO CORRECT VIOLATION	ACTION I.D.	PRIORITY CODE	SPECIFICATION(S)	UNITS OF MEASURE	QUANTITY	LABOR CODE	ESTIMATED COST	ESTIMATE D COMPLET ION DATE	STATUS
9	E1	J.C. 314C, Storage 316, Storage 220F, Storage 235A, Storage 249I, Storage 249E, Storage 114D, Storage 157N, Electrical 158E, Storage by Stair 7, Towels 125H, Towels 126D, Storage 157F, Storage 106A, J.C. 110F	185.395, 175.460a4	A fire detector is missing. Fire detectors are required in janitor's closets and storage rooms not protected by an automatic sprinkler system.	Install a new smoke detector.		urgent	Smoke detector with addressable base	each	15	District	\$12,375	1-year	COMPLETED SUMMER OF 2012
10	E2	Server 114E	185.395c2, 175.460a1	A fire detector is missing. Fire detectors are required in specialty rooms in school buildings.	Install a new smoke detector.		urgent	Smoke detector with addressable base	each	1	District	\$825	1-year	COMPLETED SUMMER OF 2012
11	E4	Corridor C104	185.395d3	There is no manual fire alarm station at the exit door. A manual fire alarm station shall be located within 5'-0" of the exit passageway in accordance with NFPA 72.	Move existing pull station closer and within 5'-0" of the exterior door.		urgent	Fire alarm manual pull station	each	2	District	\$1,300	1-year	COMPLETED SUMMER OF 2012
12	E5	Corridor C302	185.510, 180.60, NFPA72	A smoke detector is missing. A smoke detector within 5'-0" of doors is required where door hold open devices are installed.	Install a new smoke detector within 5'-0" of door.		urgent	Smoke detector with addressable base	each	1	District	\$825	1-year	COMPLETED SUMMER OF 2012
13	E11	Office 192G	185.395	A smoke detector is missing. Smoke detectors are required within 21'-0" of fire alarm control panels.	Install a new smoke detector.		urgent	Smoke detector with addressable base	each	1	District	\$825	1-year	COMPLETED SUMMER OF 2012
14	E16	Mechanical 157M	185.395, 175.460a4	A fire detector is missing. Fire detectors are required in mechanical rooms not protected by an automatic sprinkler system.	Install a new heat detector.		urgent	Heat detector with addressable base	each	2	District	\$1,650	1-year	COMPLETED SUMMER OF 2012



November 20, 2013

MEMO OF UNDERSTANDING

Amendment to Master Contract AIA Document B141 Dated 02/14/1997

Mr. Gordon Cole
Community High School
326 Joliet Street
West Chicago, IL 60185

Re: 2014 Roof Replacement Design Services

Dear Gordon,

Pursuant to our meeting last week we are submitting a fee proposal for the roof replacement project. The following is our understanding of the work.

Project Scope:

The Bishop Gym roof and the Science area roof are the next roofs due to be replaced. Both of these roofs were installed in 1993 and at that time, the new roof was installed over the original 1965 coal tar roof (two layers of roof systems exist). Both of these roofs would be torn-off down to the existing roof deck and a new EPDM roof system including new tapered insulation would be installed.

In addition, we discussed the possibility of the Pool roof being bid out as an alternate. This roof was last replaced in 1997 and has been leaking in recent years. Due to the warm, high humidity space beneath, the roof is subjected to tougher conditions, which has probably reduced its lifespan. This roof would also be torn-off down to the existing concrete deck and replaced with new tapered insulation and EPDM roof system.

Schedule:

The schedule has not been developed yet, but we would anticipate being out to bid in March at the latest to make the April board meeting for approval.

Project Budget:

It is anticipated the construction cost for the Bishop Gym and Science roofs would be in the \$725,000 - \$775,000 range. The pool roof would be in the range of \$200,000 - \$250,000.

Project Fee:

Under our contract, our fee for roofing projects is 8% of the construction cost which would put the fee in the range of \$58,000 - \$82,000. If we bid the alternate and it does not proceed the fee for that portion of the design work would be invoiced up through bidding services (80% of the fee). If the alternate is then re-bid in the future we would not invoice for the design again, just bidding and construction administration.

Reimbursable expenses such as printing, postage, presentation boards etc. will be invoiced at 1.1 times the cost. Invoicing will be on a monthly basis as the work progresses. All drawings will be done in AutoCad 2-D format.

If the School District should determine not to proceed with the Project, we will invoice for any time expended up to the point that the project was stopped. If, during this project, we encounter an unanticipated cost or additional activity required to complete our services, we will notify the School District immediately.

If there is any modification necessary related to this memorandum, please contact me immediately. I kindly request that you sign and return one copy of this memorandum as acknowledgment that our perception of the project corresponds with the District's wishes. Please do not hesitate to give me a call with any questions or concerns.

Sincerely,



William Templin, AIA
DLA Architects, Ltd.

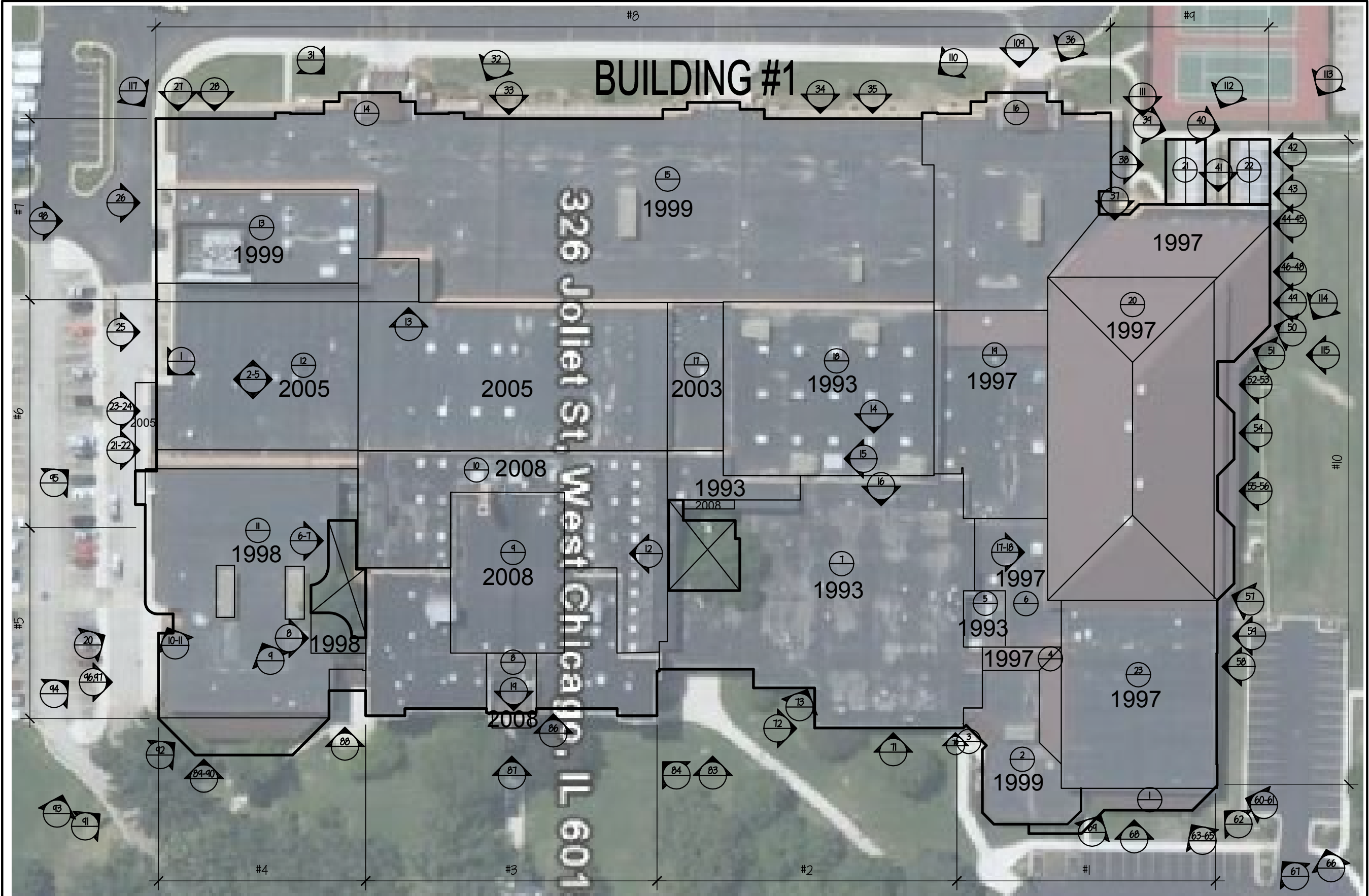
Authorized Agent:

Community HS District 94

Date:

Please return one signed copy of Memo at your earliest convenience.

R: \DRAWINGS\West Chicago Dist 94_02-5225\02-5225-01_Assesment\4-LS\02-5225-01_A2.0.dwg dsammarco Jul 16, 2009 7:36:32 am
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LEGEND

#1 WALL #

PHOTO #
(SEE PHOTO REFERENCE SHEETS)

ROOF AREA #



**BUILDING #1
ROOF PLAN**

SCALE: 1/64"=1'-0"



**West Chicago
High School**



Wight & Company
2500 North Frontage Road
Darien, IL 60561
630.969.7000
Design Firm Registration
184-000451

07/02/09
Date Issue

**Facility Analysis
Exterior Assessment**

326 Joliet St.
West Chicago, IL. 60185

**BUILDING #1
ROOF PLAN**

Project Number:
02-5225-01
Drawn By:
DS
Sheet:



November 20, 2013

MEMO OF UNDERSTANDING

Amendment to Master Contract AIA Document B141 Dated 02/14/1997

Mr. Gordon Cole
Community High School
326 Joliet Street
West Chicago, IL 60185

Re: 2014 Parking Lot Reconstruction Design Services

Dear Gordon,

Pursuant to our meeting last week we are submitting a fee proposal for the potential parking lot projects next summer. The following is our understanding of the work.

Project Scope:

The parking lot on the south side of Ann Street and the tennis court parking lot are to be reconstructed. The asphalt in both lots would be removed down to the gravel base. New utilities would be installed and the base would need to be re-graded, checked for bad soils and proof rolled before new asphalt would be installed.

We are unaware of when the Ann Street parking lot was originally constructed, with the exception of the eastern third which was added in 1999. There are minimal underground drainage structures in this lot; two gutter inlets exist and everything sheet drains to these two inlets. Since it is unknown where the lines drain too, they should be scoped. If we can prove they already drain to the city storm sewer in Weyrauch St., this will facilitate the design and help when meeting with the city. We recommend installing all new storm piping and catch basins (4) and connecting to the storm sewer in Weyrauch St. and installing new parking lot lighting.

The tennis court lot was constructed with the 1977 addition. It has one catch basin at the east end. There are no curbs along the north and south edges of this lot. The storm drainage in this lot ultimately drains out to a storm line in Wood Street.

At this time, we do not know if the city/county will require stormwater detention, therefore we are providing a separate cost for stormwater design. Also, if the district is to proceed with the project we will need to have a topographical survey done of at least the south Ann Street lot. A separate cost is provided for the survey.

Schedule:

The schedule has not been developed yet, but we would anticipate being out to bid in March at the latest to make the April board meeting for approval.

Project Budget:

It is anticipated the construction cost for both lots combined could be in the range of \$275,000 – \$325,000.

Project Fee:

Our fee proposal for the design, bidding and construction observation for the project is \$29,750.00. This includes civil design by W-T Engineering.

Our fee proposal for stormwater management design (detention, if required) is \$5,500.00.

Our fee proposal for the topographical survey of the parking lots is \$3,000.00 (W-T Land Surveying, Inc. will perform this task).

Application, impact and permit fees from the county or city are not included in the above fees.

Reimbursable expenses such as printing, postage, presentation boards etc. will be invoiced at 1.1 times the cost. Invoicing will be on a monthly basis as the work progresses. All drawings will be done in AutoCad 2-D format.

If the School District should determine not to proceed with the Project, we will invoice for any time expended up to the point that the project was stopped. If, during this project, we encounter an unanticipated cost or additional activity required to complete our services, we will notify the School District immediately.

If there is any modification necessary related to this memorandum, please contact me immediately. I kindly request that you sign and return one copy of this memorandum as acknowledgment that our perception of the project corresponds with the District's wishes. Please do not hesitate to give me a call with any questions or concerns.

Sincerely,



William Templin, AIA
DLA Architects, Ltd.

Authorized Agent:

Community HS District 94

Date:

Please return one signed copy of Memo at your earliest convenience.

CONTRACT

This agreement is made on December 17th 2013 between Gordon Cole of West Chicago High School, referred to as Owner, and American Lighting Efficiency Corporation, 1300 Iroquois Avenue, # 133, Naperville, IL 60563, referred to as Contractor.

In consideration of the covenants set forth, contractor and owner agree as follows:

SECTION I. **DESCRIPTION OF WORK**

Owner desires to retain Contractor to provide and install certain lighting fixtures (hereinafter referred to as Contract Work) at West Chicago High School, as set forth in Contractor's Lighting Energy Audit-Conversion Report dated 7/31/2013, and previously provided to Owner on 7/31/2013, receipt of which is hereby acknowledged by Owner upon execution of this contract. A copy of Contractor's Lighting Energy Audit-Conversion Report is attached hereto and made and incorporated into this Contract as Rider A.

Contractor agrees to provide and furnish all labor, materials, tools, supplies, equipment, services, and administration necessary, including application for all energy credits/incentive funds, for the proper and complete performance and acceptance of the Contract Work. Said Contract Work will be performed in accordance with the contract documents and specifications set forth in Rider A.

SECTION II. **CONTRACT PRICE**

The contract price, including any and all incentive funds, is \$85,083.50 payable as follows:

Down-payment:	25% of Contract Price – Due Upon Signing;
Second Payment:	25% of Contract Price – Due Upon Delivery of Materials
Balance:	50% of Contract Price – Upon Completion

The contract price is dependent upon the conditions set forth herein and in Rider A being met. If all conditions are not met, the contract price will be modified accordingly.

SECTION III. **TIME OF COMMENCEMENT AND COMPLETION**

Contract Work will begin on or about December 18th, 2013, and will be substantially completed on or about April 15, 2013, subject only to delays caused by an inability to obtain access to the site of installation and/or a lack of delivery or unavailability of those items to be installed by Contractor as set forth in Rider A. All contract work under this agreement will be completed on or before May 1, 2013, subject only to delays caused by an inability to obtain access to the site of installation and/or a lack of delivery or unavailability of those items to be installed by Contractor as set forth in Rider A.

SECTION IV.
EXTRA WORK AND WORK CHANGES

Additional Contract Work may not be performed without prior written authorization of the parties. Any authorization will be on a contract change-order form showing the agreed terms and reasons for such changes, and will be approved by both parties in writing. Any change order forms are to be incorporated in, and become a part of this agreement.

SECTION V.
WARRANTY AND DISCLAIMER

Contractor warrants all work performed by it for a period of 1 Year from the date on which work is completed. To the extent that work covered by this agreement includes the installation of materials and equipment manufactured by others, contractor does not assume responsibility for the performance of those materials and equipment and will not be liable for mechanical defects in those items. Owner agrees that any and all equipment malfunctions or mechanical defects of any equipment installed by Contractor shall be governed by the warranty, if any, provided by the respective manufacturer of the equipment. Owner further agrees that it shall submit all claims and/or causes of actions for equipment malfunctions or mechanical defects of any equipment installed by Contractor to the respective manufacturer of the equipment installed by Contractor and provide Contractor with a copy of any such claim.

The foregoing warranty is in lieu of all other warranties or guaranties, express, implied, or statutory. This warranty applies when owner has complied in full with the terms of this agreement, including all payments due. All claims for defects resulting from work must be made to contractor in writing within the warranty period.

Contractor will not be liable for damages for delays resulting, from storm, floods, earthquakes, swelling of the ground, or other acts of the elements; from strikes, fires, acts of other contractors, governmental controls, or acts of God; or from any other accidental or natural causes beyond its control.

Contractor will not be responsible for damages to equipment installed by contractor under this agreement, or for other consequences resulting from improper use or from neglect or misuse by owner or agents or invitees of owner. Contractor does not assume any liability for any work performed by others that is not covered by this agreement.

SECTION VI
EARLY TERMINATION

Contractor may, on 5 days written notice to owner, terminate this contract before the termination date, when, for a period of 14 days after a payment is due as required and set forth in Section II, through no fault of contractor, Owner fails to make the payment. On termination, Contractor may recover from Owner payment for all work completed and materials supplied and for any loss sustained by Contractor for actual loss plus a reasonable profit, provided Contractor can prove loss and damages.

SECTION VII.
GOVERNING LAW AND RULES OF CONSTRUCTION

The validity, interpretation, and performance of this Contract will be governed by the laws of the State of Illinois.

Titles, captions, or headings to any provision, article, etc., will not limit the full contents of the same. These articles have the full force and effect as if no titles existed.

If any term or provision of this Contract is determined to be invalid, it will not affect the validity and enforcement of the remaining terms and provisions of this Contract.

This Contract will be binding upon and inure to the benefit of the respective successors, assigns, representatives, and heirs of the parties.

SECTION VII.
AMENDMENT

This Contract may only be amended or modified by written document executed by authorized representatives of Contractor and Owner. This Contract supersedes all prior representations made by Contractor.

SECTION VIII
ARBITRATION

Any and all disputes or claims between the Contractor and Owner arising out of this Contract will be resolved by submission of the same to binding arbitration according to the AAA's Rules of Arbitration. In so agreeing the parties expressly waive their right to a jury trial, if any, on these issues and further agree that the award of the arbitrator will be final and binding upon them as though rendered by a court of law and will be enforceable in any court having jurisdiction over the same.

Gordon Cole
West Chicago High School

Tom McWilliams
American Lighting Efficiency Corporation

American Lighting Efficiency Corporation
 1300 Iroquois Ave. Suite 133
 Naperville, IL 60563
 Phone: (630) 778-0811

LIGHTING ENERGY AUDIT -- SAVINGS SUMMARY

Prepared For:	Gordon Cole West Chicago High School 326 Joliet St. West Chicago, IL, 60185	Title:	Director of Business Services
Prepared By:	Russ Fink	Facility:	West Chicago School Distric
On:	07/31/2013	Project:	High School

SAVINGS SUMMARY

Annual Cash Savings	Capital Recovery	Return On Investment
\$21,069	27.11 Months	44.27%

CONVERSION SUMMARY

Effective Cost Per KWh:	\$0.091	KWd:	\$0.00
	BEFORE	AFTER	
Avg Weekly Lighting Hours:	70	70	
Total Fixtures:	237	237	
Total Lamps:	237	687	
Total Ballasts:	226	316	
Lighting KWh Per Month:	25,012	8,895	
Lighting KWd:	84	29	
Watts Per Square Foot:	0	0	

ESTIMATED IMPROVEMENT COST & SUMMARY

Estimated Cost:	\$85,083	Annual KWh Savings:	\$17,600
Less Incentive Funds:	\$37,493	Annual HVAC Savings:	\$1,027
Net Improvement Cost:	\$47,590	Annual Maint. Savings:	\$2,443
Savings, Five Years:	\$105,346	Total Annual Savings:	\$21,069
Savings, Ten Years:	\$210,692		

Annual Environmental Savings

Pounds of Carbon Dioxide:	212,743
Pounds of Sulfur Dioxide:	1,392,501
Pounds of Nitrous Oxide:	502,847

LIGHTING ENERGY AUDIT -- DETAILED REPORT

Prepared For:	Gordon Cole West Chicago High School	Site Information
Prepared By:	Russ Fink	Effective KWh Rate: \$0.091
		Effective KWd Rate: \$0.00
		Sales Tax Rate: 0%
Master:	West Chicago School Distric	Avg Lighting Hours: 70
Project:	High School	Total Square Footage: 0

LIGHTING CONFIGURATION			MONTHLY POWER		
	BEFORE	AFTER		BEFORE	AFTER
Fixtures:	237	237	KWh:	25,012	8,895
Lamps:	237	687	KWd:	83.9	29.29
Ballasts:	226	316	HVAC KWh:	2,084	741
			Cost:	\$2,466	\$877

ANNUALIZED LIGHTING POWER USE, COST, & SAVINGS:

		COST BEFORE	COST AFTER	SAVINGS
POWER	Lighting KWh:	300,142	106,740	193,403
	Lighting KWd:	83.9	29.29	54.6
	Lighting AC KWh:	25,012	8,895	16,117
	Heat Makeup KWh:	0	4,835	-4,835
DOLLARS	Lighting KWh \$\$:	\$27,313	\$9,713	\$17,600
	Lighting KWd \$\$:	\$0	\$0	\$0
	Lighting AC Pwr \$\$:	\$2,276	\$809	\$1,467
	Heating Makeup \$\$:	\$0	\$440	(\$440)
	Lighting HVAC \$\$:	\$2,276	\$1,249	\$1,027
	TOTAL POWER \$\$:	\$29,589	\$10,963	\$18,626
	TOTAL MAINTENANCE \$\$:	\$4,748	\$2,305	\$2,443

LIGHTING RELATED HVAC COMPUTATIONS & FACTORS:

AC Formula Modifier:	100%
Heat Makeup Formula Modifier:	100%
Heating Makeup Factor:	30%
Months AC Used/Year:	4
Heating Months:	4
LIGHTING MAINTENANCE FACTORS:	
Hourly Labor Rate:	\$20.00
Re-Lamp Time - Minutes	30
Re-Ballast Time - Minutes:	30
Ballast Changes/Year %:	7%
Old Ballast Reuse %:	0%
Cost Increase Factor %:	0%

LIGHTING ENERGY AUDIT -- CONVERSION REPORT

FIXTURES BEFORE	FIX #1	FIX #2	FIX #3	FIX #4
Fixture Type:	MH	Mercury Vapor	Mercury Vapor	INCANDESCENT
Fixture Count:	90	18	53	11
Weekly Burn Time:	65	80	60	60
Lamp Type:	MH400	MV100	MH250	BULB500
Lamps per Fixture:	1	1	1	1
Lamp Watts:	400	100	250	500
Ballast Type:	MH400	MV100	MH250	None
Ballast per Fixture:	1	1	1	0
Ballast Waste Watts:	55	25	30	0
Watts per Fixture:	455	125	280	500
KWh per Week:	2,662	180	890	330
KWd:	41	2.2	14.8	5.5

FIXTURES AFTER

Fixture Type:	HIGH BAY	Induction	Induction	LED
Fixture Count:	90	18	53	11
Weekly Burn Time:	65	80	60	60
Lamp Type:	F28T8	Induction 50	Induction 100	LED PAR 38 15W
Lamps per Fixture:	6	1	1	1
Lamp Watts:	28	50	100	15
Ballast Type:	3F32elec	Induction 50	Induction 100	None
Ballast per Fixture:	2	1	1	0
Ballast Waste Watts:	-8	5	10	0
Watts per Fixture:	152	55	110	15
KWh per Week:	889	79	350	10
KWd:	13.7	1	5.8	0.2

MAINTENANCE BEFORE

Total Lamps:	90	18	53	11
Replacement Lamp Cost:	\$22.00	\$20.00	\$15.00	\$35.00
Lamp Useful Hours:	10,000	24,000	10,000	1,500
Annual Lamp Changes:	30	3	17	23
Total Lamp Change Cost:	\$973	\$94	\$413	\$1,030
Total Ballasts:	90	18	53	0
Replacement Ballast Cost:	\$75.00	\$75.00	\$25.00	\$0.00
Ballast Replace Factor:	10%	10%	10%	10%
Annual Ballast Changes:	9	2	5	0
Total Ballast Change Cost:	\$765	\$153	\$186	\$0
Annual Maintenance per Fixture:	\$19.32	\$13.70	\$11.30	\$93.60

MAINTENANCE AFTER

Total Lamps:	540	18	53	11
Replacement Lamp Cost:	\$3.00	\$50.00	\$75.00	\$50.00
Lamp Useful Hours:	30,000	100,000	100,000	50,000
Annual Lamp Changes:	61	1	2	1
Total Lamp Change Cost:	\$791	\$45	\$141	\$52
Total Ballasts:	180	18	53	0
Replacement Ballast Cost:	\$12.00	\$50.00	\$50.00	\$0.00
Ballast Replace Factor:	7%	7%	7%	7%
Annual Ballast Changes:	13	1	4	0
Total Ballast Change Cost:	\$277	\$76	\$223	\$0
Annual Maintenance per Fixture:	\$11.87	\$6.70	\$6.85	\$4.74

LIGHTING ENERGY AUDIT -- CONVERSION REPORT

FIXTURES BEFORE	FIX #5	FIX #6	FIX #7
Fixture Type:	MH	MH	MH
Fixture Count:	17	25	23
Weekly Burn Time:	84	84	84
Lamp Type:	MH150	MH250	MH400
Lamps per Fixture:	1	1	1
Lamp Watts:	150	250	400
Ballast Type:	MH150	MH250	MH400
Ballast per Fixture:	1	1	1
Ballast Waste Watts:	20	30	55
Watts per Fixture:	170	280	455
KWh per Week:	243	588	879
KWd:	2.9	7	10.5

FIXTURES AFTER			
Fixture Type:	Induction	Induction	Induction
Fixture Count:	17	25	23
Weekly Burn Time:	84	84	84
Lamp Type:	Induction 40	Induction 100	Inductoin 200
Lamps per Fixture:	1	1	1
Lamp Watts:	44	100	200
Ballast Type:	Induction 40	Induction 100	Induction 200
Ballast per Fixture:	1	1	1
Ballast Waste Watts:	4	10	20
Watts per Fixture:	48	110	220
KWh per Week:	69	231	425
KWd:	0.8	2.8	5.1

MAINTENANCE BEFORE			
Total Lamps:	17	25	23
Replacement Lamp Cost:	\$20.00	\$15.00	\$22.00
Lamp Useful Hours:	10,000	10,000	10,000
Annual Lamp Changes:	7	11	10
Total Lamp Change Cost:	\$223	\$273	\$321
Total Ballasts:	17	25	23
Replacement Ballast Cost:	\$10.00	\$25.00	\$75.00
Ballast Replace Factor:	10%	10%	10%
Annual Ballast Changes:	2	3	2
Total Ballast Change Cost:	\$34	\$88	\$196
Annual Maintenance per Fixture:	\$15.10	\$14.42	\$22.48

MAINTENANCE AFTER			
Total Lamps:	17	25	23
Replacement Lamp Cost:	\$100.00	\$75.00	\$200.00
Lamp Useful Hours:	100,000	100,000	100,000
Annual Lamp Changes:	1	1	1
Total Lamp Change Cost:	\$82	\$188	\$211
Total Ballasts:	17	25	23
Replacement Ballast Cost:	\$0.00	\$100.00	\$0.00
Ballast Replace Factor:	7%	7%	7%
Annual Ballast Changes:	1	2	2
Total Ballast Change Cost:	\$12	\$193	\$16
Annual Maintenance per Fixture:	\$5.50	\$15.21	\$9.87



Date: December 9, 2013
To: West Chicago High School
Attn: Mr. Gordon Cole
From: Ken Smith
RE: West Chicago / Weight Rooms

Vortex will furnish material and labor for the following:

Weight Room #162	
Ramflex 10mm	\$37,000.00
Vinyl Base	<u>\$ 492.00</u>
Total	\$37,492.00

Platforms – 4 @ \$1,463.50ea \$5,854.00

Exclusions:

*Hauling debris or clean up of other trades

*Second or Third shift work

*Correcting any asbestos conditions that may exist.

*Other to be sent with contract or addenda

*Unforeseeable conditions that may be discovered after existing floorcovering is removed.

*Payment terms: 30% Upon material order. 30% Upon Material Delivery to Vortex, Balance due upon completion.

*Floor waxing/vacuuming

*Moisture Tests

*Floor Prep

*Furniture Moving

*Dumpster

All work is based on normal working hours Monday through Friday. All areas are to be clear of debris and furniture. Floor preparation will be done on a Time and Material basis.

Thank you for the opportunity to present this proposal. If you have any questions or require any additional information, please contact me.

Sincerely,

Ken Smith

**Ken Smith
Vice-President**



December 11, 2013

Dr. Douglas Domeracki, Superintendent
Mr. Gordon Cole, Director of Business Services
Community High School District 94
326 Joliet Street
West Chicago, IL 60185

Wight & Company

wightco.com

.....
2500 North Frontage Road

Darien, IL 60561

.....
P 630.969.7000

F 630.969.7979

**COMMUNITY HIGH SCHOOL
FAMILY AND CONSUMER SCIENCE DEPARTMENT
INTERIOR ALTERATIONS**

Dear Dr. Domeracki and Mr. Cole:

Wight & Company is pleased to submit this proposal for continuation of our professional design services for the updating of your Family and Consumer Science (FACS) Department, including your food labs, child development program, and associated classroom and storage space. We have prepared our proposal in the following four parts:

- **PROJECT UNDERSTANDING**
- **SCOPE OF SERVICES**
- **SCHEDULE**
- **COMPENSATION**

PROJECT UNDERSTANDING

The project consists of the renovation of approximately 3,800 square feet of space currently occupied by the FACS department along the front of the school, and approximately 2,800 square feet of existing classrooms west of the cafeteria area. Our schematic design services have been performed under a separate agreement, and this proposal is to continue our services through completion of construction.

Project specifics include:

- Existing Classrooms, Office, and Storage Spaces 102 through 107 will be extensively retrofitted and reconfigured. Existing Classroom 101 will receive minimal modifications. Existing Child Care Classroom 108 will maintain existing configuration and receive new wall and ceiling finishes. At project completion, this entire block of space will serve the child care classes and general classroom functions.
- Existing Classrooms and Spaces 194A through 194D will be extensively retrofitted and reconfigured into new Foods Classrooms, including kitchen lab stations, classroom seating areas, pantry, and office. One of the classrooms will incorporate commercial food service equipment and associated dishwashing facilities.
- Existing Kitchen Storage 118E will be reduced in size to provide additional space for the new Foods Department facilities and will receive improvements and repairs made necessary by the larger project.
- Existing mechanical, electrical, plumbing services will be modified and extended as required to serve the needs of the renovation.
- Asbestos abatement will be performed within the project area consisting of approximately 950 s.f. of floor tile.

Dr. Douglas Domeracki
Mr. Gordon Cole
Community High School District 94
Page 2 of 4
December 11, 2013

- New furniture for all of the remodeled spaces serving the FACS program and general classrooms within the project area is to be selected and documented for bidding or direct purchase.

SCOPE OF SERVICES

Services to be performed under this agreement include construction documentation, coordination of competitive bidding process, and construction observation services.

Following your approval of the Phase 1 deliverable consisting of schematic design and cost estimate, we will perform the remainder of the standard architect design and documentation services outlined in AIA Document B101 – Standard Form of Agreement Between Owner and Architect (blank copy was provided to you previously).

- A. Design Development, consisting of final refinement of the design in greater detail for your review and approval.
- B. Construction Documentation, consisting of the compilation of dimensioned and detailed drawings and written specifications for all aspects of the work, including architectural, MEP, structural, fire alarm, telephone and data, asbestos abatement, etc.
- C. Bidding Phase, consisting of assisting in the procurement of bids from general contractors.
- D. Construction Phase, consisting of site observation of the work as it progresses, submittals review, close out process, etc. This includes asbestos project management and air monitoring services required by AHERA and IDPH.

Your request to propose our services for coordination of new furniture for all newly renovated rooms would be handled as somewhat of a separate project. We will compile documentation appropriate for procurement through a selected cooperative purchasing contract which serve public agencies. This obtains preapproved pricing for furniture items and lets you identify the furniture items and the costs without another bid process. We will coordinate and present furniture selection recommendations, followed by procurement coordination with purchase orders, and coordinate delivery and installation.

SCHEDULE

The anticipated project schedule is conceived as follows:

- A. December 18 to February 28: Design refinement and compilation of Construction Documentation.
- B. March 3 through March 24: Competitive Bidding
- C. March 25 through March 31: Bid review and contract development.
- D. April 1: Contractor recommendation identified, begin contract process.
- E. April 22: Formal approval of Contractor by Board of Education.

Dr. Douglas Domeracki
Mr. Gordon Cole
Community High School District 94
Page 3 of 4
December 11, 2013

- F. April 1 through June 8: Contractor processes: construction scheduling, material ordering, shop drawing submittals, etc.
- G. June 1 through June 8: District 94 moves out of construction areas.
- H. June 9 through August 22: Construction phase through substantial completion.

Note: The schedule likely will require refinement as the team effort proceeds, but is currently planned to occur without the need of a special Board meeting to accommodate project facilitation.

COMPENSATION

We are pleased to propose our services for the various work associated with the FACS renovation project on the following fixed rate basis. Given that some of this work scope was not anticipated earlier when we commenced services on Phase 1 of our work, we are providing some breakdown for your information and consideration.

FACS Department renovation:

- a. A/E fixed fee for completion of the FACS department project scope, exclusive of the asbestos abatement or furniture components – 9.5% of estimated \$1.2M project cost = \$114,000
 - b. Asbestos abatement documentation, and associated construction phase services required for AHERA and IDPH compliance = Included
 - c. Credit for exclusion of further cost estimating (\$6,000)
- Subtotal for FACS renovation project = \$108,000

Furniture:

- a. Furniture selection, documentation, and procurement fee (for estimated furniture value of \$ 80,000) = \$18,600
- Subtotal for furniture selection and procurement = \$18,600

In addition to the above costs, reimbursable expenses will be separately billed at cost plus 10%. These expenses may include ISBE required Plan Review and Called Inspections, document reproduction, overnight delivery services, mileage, and similar expenses. It is our recommendation that you budget \$15,000 for reimbursables.

Dr. Douglas Domeracki
Mr. Gordon Cole
Community High School District 94
Page 4 of 4
December 11, 2013

Your signature of approval on this letter of proposal by December 18, 2013 will enable us to proceed in accordance with the project schedule. An "AIA Document B101 – Standard Form of Agreement Between Owner and Architect" will be submitted shortly thereafter for more specific formalization of our agreement.

Your project is very important to Wight & Company. We greatly appreciate this opportunity to submit this proposal to you. We look forward to completing our work toward improvement of the educational facilities for the Family and Consumer Science Department. If there are any questions or further discussion that will be helpful, please give us a call.

Respectfully submitted,

WIGHT & COMPANY



Edward Faron, RA
Senior Project Manager



Terence A. Moeller, AIA, LEED AP BD+C
Vice President, Director of Architecture

Accepted for Community High School District 94:

FACS Department Renovation
Furniture procurement

Accepted by _____

_____ Date

Community High School District 94

2014-15 School Calendar

July, 2014							August, 2014							September, 2014							October, 2014													
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa							
			1	2	3	X	5	0					1	2	0		X	2	3	4	5	6	4			1	2	D	4	3				
6	7	8	9	10	11	12	0	3	4	5	6	7	8	9	0	7	L	9	10	11	12	13	5	5	6	7	8	9	10	11	5			
13	14	15	16	17	18	19	0	10	11	12	13	14	15	16	0	14	15	16	17	18	19	20	5	12	X	14	15	16	17	18	4			
20	21	22	23	24	25	26	0	17	18	19	20	21	22	23	1	21	22	23	24	25	H	27	5	19	20	21	22	23	H	25	5			
27	28	29	30	31			0	24	25	26	27	28	29	30	5	28	29	30					2	26	27	28	29	30	31		5			
								31							0								0											
Student Days 0							Student Days 6							Student Days 21							Student Days 22													
Teacher Days 0							Teacher Days 8							Teacher Days 21							Teacher Days 22													
November, 2014							December, 2014							January, 2015							February, 2015													
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa							
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23	☀	☀	--	X	--	29	0	28	--	--	--			0	25	26	27	28	29	30	31	5												
30																																		
Student Days 14							Student Days 15							Student Days 18							Student Days 18													
Teacher Days 17							Teacher Days 15							Teacher Days 19							Teacher Days 19													
March, 2015							April, 2015							May, 2015							June, 2015													
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa							
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29	--	--				0		26	27	28	29	30		4	24	X	26	27	28	29	30	4		28	29	30					0			
Student Days 19							Student Days 18							Student Days 20							Student Days 3													
Teacher Days 20							Teacher Days 18							Teacher Days 20							Teacher Days 4													
																					Total Student Days 174													
																					Parent Teacher Conference Days 2													
																					Total Teacher Days 183													

Aug 20 Institute Day - **No Student Attendance**
 Aug 21 Institute Day - **No Student Attendance**
 Aug 22 1st Day of 2014-15 School Year
 Freshmen Attend All Day
 Sophs, Jr's, Sr's Dismiss @ 11:30
 Sep 1 Labor Day - **No School**
 Sep 18 Parent Open House
 Sep 26 **Half Day School Improvement**
 Sep 29-Oct 3 **Homecoming Week Sep 29 - Oct 3**
 Oct 3 Student Dismissal @ 12:00 p.m.
 (Homecoming Activities)
 Oct 13 Columbus Day - **No School**
 Oct 24 **End of 1st Quarter**
 Oct 24 **Half Day School Improvement**
 Nov 6 Parent/Teacher Conferences
 5:00 - 8:00 p.m.
 Nov 7 Parent/Teacher Conferences
 8:00 - 11:00 a.m.
No Student Attendance
 Nov 24-25 Non-Attendance Days - Staff Development
No Student Attendance
 Nov 26-28 Thanksgiving Holiday - **No School**
 Dec 19 **Half Day School Improvement**
 Dec 22 - Winter
 Jan 2 Break
 Jan 5 1st Day of Classes in 2015
 Jan 15 8th Grade Parent Open House
 Jan 15 **End of 1st Semester -**
 Jan 16 Institute Day - **No Student Attendance**
 Jan 19 Martin Luther King, Jr.'s Birthday -
No School

Feb 16 Presidents' Day - **No School**
 Feb 20 **Half Day School Improvement**
 Feb 27 County-wide Institute Day -
No Student Attendance
 Mar 20 **Half Day School Improvement**
 Mar 24 **End of 3rd Quarter**
 Mar 26 Parent/Teacher Conferences -
 5:00 - 8:00 p.m.
 Mar 27 Parent/Teacher Conferences
 8:00 - 11:00 a.m.
No Student Attendance
 Mar 30-Apr 3 Spring Break
 Apr 6 Non-Attendance Day
 Mar - May PARCC Exams
 Prom - Student Dismissal @ ____
 May 1 **Half Day School Improvement**
 May 25 Memorial Day - **No School**
 Jun 3 Last Day of 2014-15 School Year
 Jun 3 **End of 2nd Semester**
 Jun 4 Last Day for Staff
 WCCSW Sports Festival
 ____ p.m. - ____ p.m.
 Honors Night
 Commencement

Grade Periods
 Oct 24, 2014 44 Days
 Jan 15, 2014 43 Days
 Mar 24, 2015 42 Days
 June 2, 2015 45 Days
 ○ **Institute Days**
 Aug 20-21, 2014
 Jan 16, 2015
 Feb 27, 2015
 ☀ **Non-Attendance Days for Staff Development**
 Nov 24-25, 2014
 D **Early Dismissal Days**
 (Please See Above)
 E **Emergency Days (5)**
 (Please See Above)
 H **Half Day School Improvement**
 (7:55 a.m. to 12:00 p.m.)
 L **Late Start Days**
 (10:00 a.m. - 3:00 p.m.)
 (School Begins
 X Legal Holiday
 ○ Institute Day
 □ End of Qtr/Sem
 △ School Improvement Day
 -- Non Attendance Day
 # Parent Teacher Conferences
) School Ends
)) Last Day for Staff

7100 CURRICULUM DEVELOPMENT, ADOPTION, AND EVALUATION

7101 Purpose

The educational program shall contain instruction on subjects required by federal or State statute or regulation. The educational program shall be designed to provide appropriate learning opportunities for all of the students served by the district. And, at the discretion of the Board, for adult residents of the District when such opportunities are desired by enough persons to make a formal educational program self-supporting.

The educational program shall provide the District's students with opportunities for obtaining the skills, knowledge, and experience which will best prepare them to live productive and fulfilling lives and to make positive contributions to our society. In order to achieve this end, the educational program should be a dynamic progression of learning experiences designed to fully engage the intellectual capabilities of the District's diverse student population.

These learning experiences should take place in a school climate which encourages balanced maturation, including the development of a sense of individuality and self-worth, a strong sense of responsibility, and a sense of belonging to a larger community in which tolerance and acceptance of others is valued. This climate should be one of humaneness in which all members of the school community demonstrate respect, consideration, and compassion for each other, one that is free of any form of disruption which interferes with the learning process.

Adopted: March 19, 2002

Revised: May 7, 2013; , **2013**

Replaces: IA – Philosophy

Reference:

7502 Family Life/Sex Education

In recognition of the fact that sexuality is fundamental to all life, and is of primary importance in nature, in society, and in the life of every individual; and in recognition of the fact that the essence of education is the acquisition of knowledge related to those areas that are important in society and in the lives of individuals, the Board accepts the responsibility to provide information concerning family life and sex education, as set forth in the Illinois School Code, as part of the educational opportunities available to students.

The Board further recognizes that the family has the primary responsibility for the education of children in the areas of family life and sex education. Although the public schools have a responsibility to provide information concerning these topics, it is the family that provides the specific value system through which students translate knowledge into decisions and actions.

In recognition of the sensitive nature of topics related to family life and sex education, Community High School District 94 has established the following guidelines for instruction which it feels are necessary to keep the moral and ethical questions that accompany these topics in perspective. These guidelines include:

1. Moral issues, dilemmas and choices related to the instruction of family life and sex education must be discussed objectively.
2. as many sides of controversial issues as can be anticipated must be presented objectively;
3. the instruction must avoid advocacy of a particular moral position or practice;
4. instruction should be presented in a dignified and respectful manner;
5. the administration should monitor the program as closely as possible.

The Illinois School Code provides parents and guardians with the right to examine the instructional materials used in the units on family life and sex education before the units are taught. Parents and guardians have the right to exclude their son/daughter from participating in the units of instruction related to family life and sex education, without disciplinary action or academic penalty.

Adopted: March 19, 2002

Revised:

Replaces:

Reference: 105 ILCS 5/27-9.1, 5/27-9.2

8208 Teen Dating Violence

Each student has the right to a safe learning environment. Accordingly, teen dating violence is unacceptable and is prohibited, at school, on school grounds, during school-sponsored activities, or in any school provided transportation. “Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age, or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

For purposes of this policy, “dating” or “dating relationship” means an ongoing social relationship of a romantic or intimate nature between two persons; it does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

All employees and sub-contracted employees of the District shall report incidents of teen dating violence that occur in school, on school grounds, during a school-sponsored activity, or in any school provided transportation to the Principal, or to the Assistant Principal as soon as possible. The Principal, or other administrator designated by the Superintendent, will coordinate the investigation into the incident and recommend discipline under the District’s Student Discipline Policy and Procedures, and shall seek supportive resources for the victim of teen dating violence.

The Administration shall incorporate age-appropriate education about teen dating violence into its curriculum and employee training programs, as recommended by the Principal.

Parents/guardians, staff and students will be initially notified of the existence of this policy upon its formal approval by the Board of Education by (means of providing notice). Thereafter, notice of this policy shall be provided as part of the student handbook.

Adopted: _____, 2013
Revised:
Replaces:
Reference: 105 ILCS 110/3; 105 ILCS 110/3.10

1806 Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student's person or property.
- Causing a substantially detrimental effect on the student's physical or mental health.
- Substantially interfering with the student's academic performance.
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 8004, *Student Sex Equity, Sex Discrimination and Sexual Harassment*.
Community High School District 94 does not discriminate against students on the basis of sex in the provision of programs, activities, services, or benefits. Both sexes shall have equal access to educational and extracurricular programs and activities to the fullest extent permitted by law.
 - b. 1805, *Student Discipline, Student Discipline Handbook*.
This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - c. 7505, *Non-School Sponsored Media*.

This policy prohibits students from: distributing the following material at school:

1. Which will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Which violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Which is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Which is primarily intended for the immediate solicitation of funds.

d. *7309, Internet Use Agreement:*

The goal of Internet services at Community High School is to facilitate access to on line information resources and reference materials for educational purposes, to create innovative learning environments for classes, and to prepare students for life in the technology-rich twenty first century.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

1. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
2. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
3. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
4. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
6. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
7. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians

- explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
8. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
 9. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

Adopted:

Revised:

Replaces: B-6 – “Board Member Development”; 1806 - Bullying/Aggressive Behavior

Reference: 405 ILS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

Cross Ref...: 1501 (Board Policy Development), 8202 (Student Discipline), 7103 (Curriculum Development Procedures), 7314 (Student Social and Emotional Development), 8004 (Student Sex Equity, Sex Discrimination and Sexual Harassment), Student Discipline Handbook, 8201 (Bus Conduct), 8009 (Behavioral Intervention Policy for Students with Disabilities), 4106 (Rules and Procedures Governing the Behavior of Students Participating in Interscholastic Athletics), 4207 (Allergens), 7504 (School Sponsored Media)

**Memorandum of Understanding
between the
Community High School District 94 Board of Education (“the Board”)
and the
West Chicago High School Support Staff Association, IEA-NEA (“the Association”)
regarding the
Addition of a new category to 6.2 Salary Ranges**

WHEREAS, the above parties have worked together to create a comprehensive list of positions covered under the collective bargaining agreement, and

WHEREAS, currently, the position of Licensed Practical Nurse (LPN) does not exist in Article 6: Compensation; paragraph 6.2, and

WHEREAS, the district believes the position of LPN is needed to augment our ability to care for students, and

WHEREAS, both parties desire to make formal this agreement to add category “J” to 6.2 and title that position “LPN” and have a range of \$21 (minimum) – \$24 (new hire maximum) – \$31 (maximum) for the purpose of recruiting an LPN.

NOW, THEREFORE, BE IT RESOLVED that the Board and the Association agree as follows:

1. Effective immediately the language in paragraph 6.2 be amended to add letter “J” and the hourly ranges for the LPN position.

As evidence of the agreement between the parties to the above provisions, the signatures of the parties are below hereto affixed.

President, Board of Education
Community High School
District 94

President,
West Chicago High School Support
Staff Association, IEA-NEA

Date: _____

Date: _____

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**September 17, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION C -
DRAFT MINUTES**

- | | |
|---|-------------------|
| 1. Regular Board of Education Meeting Minutes | November 19, 2013 |
| 2. Communications Committee Meeting Minutes | November 19, 2013 |
| 3. HR/Personnel Committee Meeting Minutes | November 26, 2013 |

Board of Education
COMMUNITY HIGH SCHOOL DISTRICT 94
November 19, 2013 – 7:00 p.m.

Community High School
326 Joliet Street
West Chicago, Illinois

OPENING ACTIVITIES

1. Call to Order at 7:00 p.m.
2. Patti Kozlowski led the Board and meeting attendees in the Pledge of Allegiance.
3. Ruben Campos read the Mission Statement:
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call – Present were: Mr. Saake, Mr. Campos, Ms. Doremus, Mr. Kotche, Mr. Nagel and Ms. Yackey. Mr. Gunderson was not present.
5. Additions to the Agenda: Negotiations update in Closed Session
MOTION: Mr. Campos
SECOND: Mr. Kotche
VOTE: Unanimous Approval on Voice Vote 6 – 0

PUBLIC PARTICIPATION

Mary Ellen Daneels distributed the November Wildcat P.R.I.D.E. Report which highlighted contributions the faculty & staff have made to CHS and the larger educational community. Kristina Mallon expressed concern regarding lack of information on the School Report Card. Patti Kozlowski invited Board members to attend the Educational Foundation’s annual Holiday Fundraiser at Prairie Landing Golf Club on December 8th.

REPORTS AND INFORMATION

1. Good News of the District:
Literacy Coaches Michele Torres and Jen Culbertson shared their goals for the year with Board members.
2. Student Recognition:
Robert “Gino” Vaughn was recognized as PeaceBuilder of the Month.
3. Superintendent’s Report:
 - Student Report:
Sean Young reported that student involvement in activities and clubs had decreased since the beginning of the year. He mentioned several ways to increase student involvement in activities and clubs and also within the community. Mr. Young also stated that a sense of tradition needed to be created for students.
 - FOIA Request(s) (Att. §B - pp. 1 – 2):
Dr. Domeracki reported there had been one FOIA request.
 - 2014-15 School Calendar (Att. §B - pp. 3 – 3):
Dr. Domeracki presented a draft version of the 2014-15 School Calendar.

Dr. Domeracki reported that administrators had distributed the *10 Great Reasons To Be A Wildcat* card to parents at the feeder schools during their Parent/Teacher Conferences.

Dr. Domeracki told Board members the school would conduct a crisis drill next week. He also stated that the District's website would be upgraded to a format that is more industry-standard with a target date of February 2014; a vendor has already been selected.

Dr. Domeracki reported that the school will host a joint student leadership meeting with Wheaton Academy regarding the Wellness initiative. He also stated that the architectural firm who will be updating the kitchens had provided a proposed dollar amount for the work and that the proposal would be shared with the Finance and Facility Committees in December.

Finally, Dr. Domeracki reported that the Digital Technology Committee is working on integrating technology and will engage in a book study with teachers.

4. Director of Human Resources Report

Mr. Blatchley reported that global compliance had begun, and that time would be set aside during the November Staff Development days for mandatory training for staff which will be web-based.

5. Principal's Report:

- Student Attendance & Discipline Report (Att. §B - pp. 4 – 5):

Dr. Cheng stated student attendance and discipline fell in line with historical trends.

Dr. Cheng reported that the College Board named CHS to the 4th Annual AP District Honor Roll.

6. School Report Card (Att. §B - pp. 6 – 6)

Dr. Domeracki reported the School Report Card's appearance had changed and now included the 5Essentials Survey. He said that the 5Essentials survey would be given again this year.

7. Future Dates

- a. 2013 Joint Annual Conference – November 22 – 24, 2013
- b. Regular Monthly Board of Education Meeting – December 17, 2013 – 7:00 p.m.
- c. Regular Monthly Board of Education Meeting – January 21, 2014
- d. Joint Boards Meeting – Benjamin Middle School - January 27, 2013

13. Open Comment

Mr. Kotche remarked that the Communication Committee had met prior to the Board meeting. He said the Committee would have an outline of the communication plan, as well as minutes, at the next Board meeting.

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:

Approval of Board of Education Meeting Minutes of October 15, 2013.

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. Kotche

SECOND: Ms. Yackey

VOTE: Unanimous Approval on Roll Call Vote 6 - 0

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

1. **Approval of Minutes – ((Att. §C - pp. 1 - 7)**

Special Board of Education Meeting - October 24, 2013

Closed Session Board of Education Meeting – At Table October 24, 2013

RECOMMENDED MOTION: That the Board of Education approve the minutes of the meeting of October 24, 2013 as listed above.

2. **Filing of Minutes - (Att. §C - pp. 8 - 10)**

Education Committee Meeting - October 24, 2013

Personnel/Human Resources Committee Meeting October 24, 2013

Finance Committee Meeting November 11, 2013

RECOMMENDED MOTION: That the Board of Education approve for filing of the above minutes.

3. **Approval of Financials — (Att. §A – pp. 1 – 54)**

a. Approve Current Expenditures

RECOMMENDED MOTION: That the Board of Education approve the expenditures from October 11, 2013 to November 13, 2013.

b. Imprest Fund Statement

c. Treasurer's Report

d. Statement of Position

e. Financial Report

f. Statement of Revenue/Expenditures YTD Ending October 31, 2013

g. 3-Year Budget/Actual Report

h. Grant Reports

i. Cash Fund

j. Activity Account Fund Balance

k. Vendor Activity Report

l. Outstanding State Revenue Payments

m. Quarterly Financial Report (Oct, Jan, Apr, July ONLY)

4. **Board Policy ¶7308 & ¶7308P, Internet Guidelines, Terms and Conditions and Board Policy ¶7309, Internet Use Agreement - (Att. §B - pp. 7 – 15)**

Attached are Policies ¶7308 and ¶7308P. Internet Guidelines, Terms and Conditions, and ¶7309, Internet Use Agreement, which are 1 of 2 mandated bullying policies required to be reviewed every 2 years. No changes are being recommended to these policies which were approved at second reading April 3, 2012

RECOMMENDED MOTION: The Board acknowledges no changes are being made to the policies.

CONSENT AGENDA APPROVAL

ACTION ITEMS:

1. **Approval of Minutes**

Board of Education Meeting -

October 15, 2013

Closed Session Board of Education Meeting – At Table

October 15, 2013

MOTION: Mr. Campos

SECOND: Ms. Yackey

VOTE: Ayes: Campos, Doremus, Nagel, Sake, Yackey
Nays: None
Abstain: Kotche
Motion Carried: 5 – 0, 1 Abstain

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

This was moved to Executive Session.

3. **Proposed 2013 Property Tax Levy – (Roll Call)**

The District receives approximately 80% of its revenues from local property tax. The Levy for 2013, collected in 2014, by Statute, must be filed by the third Tuesday of December. The levy as submitted utilizes the 1.7% CPI factor and includes a one percent balloon. This is an increase of 2.83% over the 2012 extension level.

RECOMMENDED MOTION: That the Board of Education approve the Resolution Establishing the 2013 Tax Levy, the Resolution to Levy Certain Taxes, to waiver their full reading, to authorize the Board President and Secretary to execute the requisite documents and all of said documents as shown on (Att. §B - pp. 16 - 23) to be made a part hereof.

MOTION: Mr. Kotche

SECOND: Mr. Nagel

VOTE: Unanimous approval on Roll Call Vote 6 - 0

4. **Intergovernmental Agreement for Longitudinal Data Sharing and Analysis – (Roll Call)**

This Intergovernmental Agreement formalizes the sharing of student data between College of DuPage and Community High School District 94 which would allow College of DuPage to have historical high school course enrollment information of students who are enrolled at C.O.D. To a certain degree, this IGA is a formality since students who enroll in C.O.D have already given them transcripts. Having the IGA allows the data to be transferred to C.O.D electronically in files rather than in transcript format.

RECOMMENDED MOTION: That the Board of Education approve the Intergovernmental Agreement for Longitudinal Data Sharing and Analysis as shown on (Att. §B - pp. 24 - 29) and as amended at table.

MOTION: Mr. Kotche

SECOND: Ms. Yackey

VOTE: Unanimous approval on Roll Call Vote 6 - 0

5. **Board Policy ¶7101 – Purpose – (Roll Call)**

Attached is a revised Policy 7101, Purpose. The changes in the policy reflect a statement that references required federal or state statutes. The changes referenced in this policy address having a comprehensive health education policy through the clarification of the general curriculum policy as attached. This policy was reviewed and amended by our legal counsel when developing a mandated policy on Teen Dating and Violence. This was reviewed by the policy committee and is being brought forward to the board for first reading.

RECOMMENDED MOTION: That the Board of Education approve on first reading Policy ¶710, Purpose, as shown on (Att. §B - pp. 30 - 30).

MOTION: Mr. Kotche

SECOND: Mr. Campos

VOTE: Unanimous approval on Roll Call Vote 6 - 0

6. **Board Policy ¶7502 - Family Life/Sex Education – (Roll Call)**

Attached is a revised policy 7502. This policy was reviewed by our legal counsel along with policy 7101 while developing the Teen Dating and Violence policy and required some clean up. This was reviewed by the policy committee and is being brought forward to the board for first reading.

RECOMMENDED MOTION: That the Board of Education approve on first reading Board Policy ¶7502, Family Life/Sex Education, as shown on (Att. §B - pp. 31 - 31).

MOTION: Mr. Kotche

SECOND: Ms. Yackey

VOTE: Unanimous approval on Roll Call Vote 6 - 0

7. **Board Policy ¶8208 - Teen Dating and Violence – (Roll Call)**

Attached is a draft of a teen dating violence policy. Illinois Public Act 98-0190 requires all schools develop a policy on teen dating violence. This policy has been developed by the superintendent and legal counsel and reviewed by the policy committee. We are required to have an adopted teen dating violence policy by the time of our compliance visit in February 2014. This is being brought forward to the board for first reading.

RECOMMENDED MOTION: That the Board of Education approve on first reading Board Policy ¶8208, Teen Dating and Violence, as shown on (Att. §B - pp. 32 - 32).

MOTION: Ms. Yackey

SECOND: Mr. Campos

VOTE: Unanimous approval on Roll Call Vote 6 - 0

8. **Board Policy ¶1806 – Bullying/Aggressive Behavior – (Roll Call)**

School Code 105 ILCS 5/27-23.7(d) states bullying policies are required to be reviewed every 2 years and filed with the State of Illinois. Policy ¶1806 was approved at first reading with the entire Board Policy Series ¶1000. Policy ¶1806 needs to be separated from the entire series and approved prior to the District's Compliance Visit in February 2014.

RECOMMENDED MOTION: That the Board of Education approve on 2nd reading Board Policy ¶1806, Bullying/Aggressive Behavior, as shown on (Att. §B - pp. 33 - 36).

This item was tabled and will be brought to the December 2013 Board meeting.

9. **Memorandum of Understanding – (Roll Call)**

This Memorandum of Understanding (MoU) is between the Board of Education and the West Chicago High School Support Staff Association (WCHSSA). The purpose of the MoU is to add a new position to the bargaining group—Licensed Practical Nurse. The WCHSSA is planning to meet on Monday, November 18 to vote on the MoU. If they vote to add the position, then we will have a signed copy at the table for the Board to take action on. If they do not approve the position or cannot meet, the Board may view this MoU as purely informational or approve pending association action.

RECOMMENDED MOTION: That the Board of Education approve the Memorandum of Understanding between the Board of Education and the West Chicago High School Support Staff Association as shown on (Att. §B - pp. 37 - 37).
This item was informational only. No action was taken.

OLD BUSINESS – None

EXECUTIVE SESSION

RECOMMENDED MOTION: That the Board of Education hold a Closed Session at 8:03 p.m. for the purpose of discussing the appointment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters.

MOTION: Mr. Kotche

SECOND: Mr. Nagel

VOTE: Unanimous Approval on Roll Call Vote 6 – 0

ACTION AFTER RETURN TO OPEN SESSION:

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

RECOMMENDED MOTION: That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet (Att. §D - pp. 1 - 2) and at table.

MOTION: Ms. Yackey

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 6 – 0

ADJOURNMENT

RECOMMENDED MOTION: That the Board of Education meeting be adjourned at 8:45 p.m.

MOTION: Mr. Campos

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Voice Vote 6 - 0

Gary R. Saake, President

ATTEST:

Ruben Campos, Secretary

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

**Communication, Outreach and Engagement Committee Meeting
November 19, 2013**

6:00 p.m.
Dr. Domeracki's Office

Minutes

In attendance: Kevin Kotche, Renee Yackey, Dr. Doug Domeracki, and Becky Koltz

1. Review of the Marketing/Communications Plan

The Marketing/Communications Plan was thoroughly reviewed with committee members.

A suggestion was made to add a teacher recognition section to the Plan as there is a perception that private schools have better teachers. The bi-monthly newsletter was revered where once a month an article appears stating what degrees, awards, publications, and presentations teachers have accomplished. This information comes directly from the faculty. It was determined that the District should provide this type of information as well. Information about our teachers will be included in the new "paw print" booklet publication. In addition, a line has also been added in the Plan under Objective 5 to address this concern.

It was decided that after the minor revision are made, the Marketing/Communications Plan will be provided to the Board at their December meeting.

2. School First "Take-Aways"

The first publication, "Ten Good Reasons to Be a Community High School Wildcat", has been handed out to middle school feeder parents, during their parent teacher conferences, in person by District administrators. Copies were also given to all D94 staff members, and they are proudly being displayed throughout the building. A second publication, a 12-page paw print booklet, is being developed at this time.

3. Open Items

Progress of the updated website was shared. The website committee has chosen a vendor, and two staff members (Becky Koltz and Joe Neilon) will be going to Pennsylvania in mid-January for a 3-day training/building session. When they return, the website will be 75% complete, and will be on target for full completion by the end of February.

D94's 8th Grade Open House is scheduled for January 16. As this is our target audience, the committee will consider ways to increase attendance or enhance the Open House.

The committee was asked to consider gathering student cell phone numbers during registration. Examples of the need to communicate directly with students include a power outage situation in District 33 as well as other crisis communication situations.

4. Adjournment

Meeting was adjourned at 6:58 p.m.



2013-2014
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 (SNPRA) 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

Publications/Presentations

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

News/Information Vehicles/Internal Audiences

- Staff - All Staff Emails
 - Number of staff living in the communities we serve:
- Students
 - Daily announcements (also made available for parents on the website)
 - Bulletin Boards
 - Notices posted in Commons

News/Information Vehicles/External Audiences

- Electronic sign – on a dangerous corner
- Website
 - News/Press Releases
 - BOE – Agendas, Briefs, Minutes
 - Event Calendars
 - Transparency pages
 - Athletic site
 - WeGo Drama site
- Twitter
 - Activities has a separate Twitter account
- Facebook Page (not used since 2011)
- 94 News Emails to parents and community members
- News Media/press releases
- Realtor Group
- Clergy Group
- Booster Club
 - Athletics
 - Music
- Education Foundation
- West Chicago Community Calendar
- Civic Organizations (Lions Club, Rotary)
- West Chicago Alliance
- City of West Chicago Website/Newsletter
 - Merle Burleigh's column

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

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

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

Tactics/Activities

- 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
- If reverse permission, add to registration form for the 2014/15 school year
- If other, provide information to parents in registration packet in some form

Objective 1.3

The school system will have a Marketing/Communications Plan

Tactics/Activities

- *The Marketing/Communications Plan (Plan) will be written as a comprehensive document, initially without consideration of funding*
- A draft of the Plan will be given to the Board's Communication, Outreach and Engagement committee for review
- After review, the Communication, Outreach and Engagement committee will make changes to the Plan as needed
- The Plan will be reviewed and revised annually

Objective 1.4

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*
- *All eNewsletters will be written/revised and released by the communications department*
- *The administration and staff will contribute to the outgoing messages from CHS*

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 to parents and community members
- Train administrators in effective communication strategies to use with staff and the public (spokesperson training)

Objective 2: Focus on Internal Communication

Objective 2.1

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*
- Create an internal electronic newsletter for staff to be delivered once a month – can feature district news but more personal items as well

Objective 3: Targeted Email Messaging

Objective 3.1

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

Tactics/Activities

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

Objective 3.2

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

Tactics/Activities

- *MIS will run a cross-check of the complete eNews database against the current parent/student database to identify community member addresses*
 - *Addresses will then be loaded into Constant Contact*
- *PowerSchool will house current parent, student, and staff email addresses*
- *Constant Contact will house current community member email addresses*
 - *Prior to sending an email, parent and student email addresses will be uploaded from PowerSchool so new/changed email addresses are captured*
 - *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

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

Tactics/Activities

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

Objective 3.4

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)
 - School board members from feeder districts
 - Other elected officials from feeder communities
 - City/village administrators
 - City/village aldermen
 - Park board commissioners
 - Members of service clubs
 - Members of community organizations

Objective 3.5

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

- Include a block in the newsletter that reminds the audience that we would like to hear from them and how to contact us
- Find other opportunities for external audiences to communicate with the District

Objective 4: Update the District's Website

Objective 4.1

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

Tactics/Activities

- *Become a member of the website update committee*
- Develop a secure intranet for staff as part of the new website
- Organize and simplify web information
- Redesign calendars so accurate start time of events are displayed – recommend using webevent only for facility reservations on a secure intranet
- Assist with the migration of page data to the new site
- Target a February, 2014 completion date

Objective 5: Make CHS the School of Choice

Objective 5.1

Promote the positives of CHS so that parents and students choose to attend CHS 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 CHS*
 - *Parent-Teacher Conferences in November*
 - Other feeder events?
- Create features on successful current CHS students and ask the appropriate feeder district to include them in their newsletters – Call them “Cat Tales”
- Invite 6th, 7th and 8th grade feeder parents and students to current CHS events
 - Sports
 - Activities
- Create events specifically for 6th, 7th and 8th grade feeder students and parents
- Tout the credentials and accomplishments of faculty

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
- Pre-record school closing messages in English and Spanish via SchoolReach
- Determine who will record and execute parent messages through SchoolReach
- Determine in what instances messages should be sent to student phones/email addresses
- Determine location of "Media Room"
- Set up remote website access
- Set up remote parent email access
- 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
- Create "The Book" to be used in case of a technology blackout
- 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

- *Activate Facebook account*
 - 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 followers
- *Activate Twitter account*
 - 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

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)

Objective 8.2

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

Tactics/Activities

- Review district logos for current relevance
- 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

Use district colors consistently

Tactics/Activities

- Determine district pantone/RGB colors
- Use consistently

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
- 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

Objective 10: Create District Publications

Objective 10.1

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

Tactics/Activities

- *Create a card handout highlighting 10 great reasons to choose CHS*
- Create a Rumor or Reality brochure to dispel myths/rumors
- *Distribute publications to 6-8th grade parents at feeder middle schools*
- Distribute publications to community leaders
- Create video and post on website to show what is beyond our doors
- 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

Objective 11: Increase Community Outreach

Objective 11.1

Increase community outreach/relationship building with stakeholder groups

Tactics/Activities

- 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
- Provide a vehicle/opportunities for two-way conversations
- Submit articles about students related to specific community groups to be included in their newsletters
- 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
- Connect with District 33 and other feeders to coordinate communication efforts
- Create a “Virtual Backpack” portion of the website to post information on community events and activities

Evaluation

- Technology
 - Google analytics for website traffic
 - Number of Facebook friends
 - Number of Twitter followers
 - Number of eNewsletter subscribers
- Staff Surveys
- Parent Surveys
- Community Surveys

Timeline/Responsibility (Sample)

[illegible]

Community High School District 94
326 Joliet Street
West Chicago, IL 60185
HR/Personnel Committee Meeting
Small Administration Conference Room
November 26, 2013
12:30 p.m. to 2:00 p.m.

In attendance: Doug Domeracki, Ruben Campos, Kathe Doremus, Rich Nagel,
Dave Blatchley

1. Personnel Update

- a. Technology—The Committee wishes to move forward with a request to the Finance Committee involving hiring a Technology Technician. Other changes to current wages and salaries are on hold.
- b. LPN—The Committee is satisfied with the new ranges as proposed to and agreed by the Administration and Association. The Association plans on conducting a vote on Monday, December 9th.
- c. MIS—The Committee wishes to take the proposal to the Finance Committee.
- d. Division Head—Material was presented to the Committee regarding number of staff and number of class offerings. The Committee would like the decision to advance to the Finance Committee.
- e. Dean—An update was provided regarding our staffing of a new SRO. The Committee was also presented with a recommendation to remove a Special Education Coordinator and replace that position with a Special Education Dean.
- f. Interpreter—Information was share about the need to have a bilingual interpreter on staff. More discussion is needed.
- g. Fitness/Weight Room—The Committee supported this idea and wished this to move to the Finance Committee.

2. Other

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**December 17, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION D -
CONFIDENTIAL MEETING ATTACHMENTS**

Office of Human Resources - Personnel Report

12/17/2013 – Board of Education Meeting

A. Approve the following personnel recommendations:

Employment

NAME	Albert Buenrostro		
Action	Employment		
Classification	Non-Certified		
Initially Proposed	12/17/2013		
Role/ Area	Custodian/Buildings & Grounds		
Education	N/A		
Experience	2 years		
Certification Type	N/A		
Part/Full-Time	Full-Time		
Salary/Schedule	\$13.36/hour		
Replaces	Miguel Juarez		
Effective	12/16/2013		

Leave of Absence

NAME	Mitch McKenna	Christina Sladek	
Action	Leave of Absence Under FMLA	Leave of Absence Under FMLA	
Classification	Certified	Certified	
Initially Proposed	12/17/2013	12/17/2013	
Role/ Area	Teacher/Humanities Division	Teacher/Math & Science Division	
Education			
Experience			
Certification Type			
Part/Full-Time			
Salary/Schedule			
Replaces			
Effective	On or about 01/06/2014 – 01/31/2014	On or about 04/24/2014 – 06/05/2014	

B. Approve the separation of employment for Susan Callahan, LRC Clerk effective 12/31/2013.

Office of Human Resources - Personnel Report

12/17/2013 – Board of Education Meeting

C. Approve the following coaching positions for the 2013/2014 school year:

Name	<i>Garett Walker</i>	<i>Casey Christensen</i>
Sport & Gender	Boys Baseball	Boys Tennis
Action	Employment	Employment
Status	New	New
Position:	Assistant Coach	Head Varsity Coach
Date Proposed	17-Dec-13	17-Dec-13
Int/Ext Employee	Internal	External
Certification	IEIN #: 800456	ASEP Certification #223003427
HS Play Exp	4	4
College Play Exp	0	0
Coaching Exp - In	0	0
Coaching Exp - Out	0	1
# Yrs Coaching	0	1
Current Appendix B Step	1	1
Replaces	Eric Lasky	Sione Moeaki
Beginning of season	Week 35 - 3/3/2014	Week 35 - 3/3/2014
End of season	Week 49 - 6/14/2014	Week 47 - 5/31/2014