

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
July 16, 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: That the Board of Education approve the addition of the topics shown above to this agenda.

PUBLIC PARTICIPATION (Agenda Items Only)

REPORTS AND INFORMATION

- | | |
|---|----------------|
| 1. Coaches Evaluations
(Att. §B - pp. <u>1 – 4</u>) | Doug Mullaney |
| 2. Director of Business Services Report | Gordon Cole |
| 3. Principal’s Report | Moses Cheng |
| 4. Assistant Superintendent’s Report | Kim Chambers |
| 5. Freedom of Information Act Requests
(Att. §B - pp. <u>5 – 223</u>) | Kim Chambers |
| 6. Donations Received in 2012-2013
(Att. §B - pp. <u>224 – 224</u>) | Doug Domeracki |
| 7. Quarterly Outside Facility Use Report
(Att. §B - pp. <u>225 – 227</u>) | Gordon Cole |
| 8. Review of Closed Session Minutes and Tapes | Doug Domeracki |
| 9. Future Dates | |

- a. Regular Semi-Monthly Board of Education Meeting – August 6, 2013
- b. Regular Finance Committee Meeting – To Be Announced
- c. Regular Semi-Monthly Board of Education Meeting – August 20, 2013

All meetings to be held in the Administrative Conference Room of Community High School, unless otherwise noted.

10. Board President's Report Gary Saake

11. 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 - 8)**
Board of Education Regular Meeting - June 18, 2013
RECOMMENDED MOTION: That the Board of Education approve the minutes of the meeting of June 18, 2013, as listed above.
2. **Resolution Reauthorizing Participation in "The Fund"**
For many years the District has utilized the services of PMA for investment management. This is formal approval to remove Superintendent Ponce and add Superintendent Domeracki. The Resolution for the Treasurer's participation in the PMA Financial Network, Inc., PMA Securities, Inc. Prudent Man Advisors, Inc. and Harris N.A. has been modified by the addition of a new Superintendent.
RECOMMENDED MOTION: That the Board of Education approve a Resolution reauthorizing participation in "The Fund" as shown on Att. §B - pp. 228 - 229.
3. **Suspension Hearing Officer**
Annually, the Board appoints hearing officers to hear disciplinary cases involving students in Districts 33 and 94. Each District provides a hearing

officer for the other when one is needed. This may happen once or twice a year.

RECOMMENDED MOTION: That the Board of Education reappoint the Director of Human Resources at District 33, currently Dr. Barbara Clark, to serve as student discipline hearing officer for the 2013-2014 school year; authorize the Assistant Principal for Administrative Services at District 94, currently Mr. Peter Martino, to perform the same function for District 33; and authorize the use of designated legal counsel or substitute hearing officer in the event Dr. Clark is unavailable.

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

Board policy also provides for the appointment of a Compliance Officer for discrimination complaints regarding Section 504 and the Americans with Disabilities Act. Such complaints may require/involve program modifications to help the student function more capably in the high school setting. Administration is recommending the Director of Student Services, currently Ms. Maura Bridges, to serve in this capacity.

RECOMMENDED MOTION: That the Board of Education appoint the Director of Student Services, currently Ms. Maura Bridges, to serve as Compliance Officer for discrimination complaints regarding Section 504 and the Americans with Disabilities Act and other related matters.

5. **Compliance Officer for Title IX**

Board policy stipulates that a Compliance Officer be appointed each year for discrimination complaints consistent with Title VII, Title IX, Sexual Harassment/Intimidation and other related matters. The Assistant Superintendent of Administrative Services, currently Dr. Kimberly Chambers, will handle adult/adult and adult/student complaints. The Deans will handle student/student complaints.

RECOMMENDED MOTION: That the Board of Education reappoint the Assistant Superintendent of Administrative Services, currently Dr. Kimberly Chambers, to serve as a Compliance Officer for adult/adult and adult/student discrimination complaints and the Deans to serve as Compliance Officers for student/student discrimination complaints regarding Title VII, Title IX; Student Sex Equity; Sex Discrimination; Sexual Harassment/Intimidation; and related matters.

6. **Approval of Financials — (Att. §A – pp. 1 - 56)**

a. Approve Current Expenditures

RECOMMENDED MOTION: That the Board of Education approve the expenditures from June 13, 2013 to June 30, 2013 and from July 1, 2013 to July 10, 2013.

b. Imprest Fund Statement

c. Treasurer's Report

- d. Statement of Position
- e. Financial Report
- f. Statement of Revenue/Expenditures YTD Ending June 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. Budget Report

CONSENT AGENDA APPROVAL

NEW BUSINESS

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

RECOMMENDED MOTION:

That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table as shown on Att. §D – pp. 1 - 6.

RECOMMENDED MOTION:

That the Board of Education accept the resignation of Eric Lasky, Teacher in the Math/Science Division, effective July 3, 2013 and Louis Kermend, Teacher in the Special Education Division, effective July 11, 2013.

2. **Tentative 2013-2014 School Budget – (Roll Call)**

The Tentative Budget includes a summary of all funds. It also includes historical data. The budget must be on public display for thirty (30) days, at the end of which a public hearing will be held.

RECOMMENDED MOTION:

That the Board of Education authorize the administration to advertise the tentative budget as shown on Att. §B - pp. 230 - 237 for the 2013-2014 school year, effective July 17, 2013; place the budget on public display for thirty (30) days; schedule a public hearing for September 3, 2013; and present the proposed balanced budget for adoption following the public hearing.

3. **Board Policy Series ¶8000 – (Roll Call)**

Board Policy Series ¶8000 has been reviewed by members of the Board of Education, administration and the District's Attorney.

RECOMMENDED MOTION:

That the Board of Education approve on 1st Reading Policy Series ¶8000, Students, as shown on Att. §B - pp. 238 - 333

4. **Athletic Trainer Contract – (Roll Call)**

For the past three years the District has engaged the services of ATI Physical Therapy for athletic trainer services. The current agreement

expires at the end of July 2013. It is administration's recommendation to enter into a new two year agreement with ATI under the same terms and conditions and pricing of the prior agreement. The cost for the services is \$40,000 per year. The services are outlined in schedule A of the agreement. Minimum staffing includes one certified trainer for 40 hours per week and an additional trainer for 20 hours per week.

RECOMMENDED MOTION: That the Board of Education authorizes the execution of an agreement with ATI Physical Therapy for a term commencing August 1, 2013 through July 31, 2015 for an annual fee of \$40,000 as shown on Att. §B - pp. 334 - 340.

5. **Memorandum of Understanding – Secondary Evaluator**

During the 2012-2013 School Year, the Board of Education and West Chicago High School Teachers' Association, Inc. entered into a one-year Memorandum of Understanding which amended the Evaluation Plan to make evaluations by secondary evaluators informal (unwritten). Teachers had the option of opting-in by completing a form indicating that they would prefer formal (written) evaluations by secondary evaluators. The Evaluation Committee discussed last year's MOU at length and determined to recommend to the Board and the Association an updated MOU for 2013-2014 school year as shown on Att. §B - pp. 341 - 343.

RECOMMENDED MOTION: That the Board approve the *Secondary Evaluator Duties for the 2013-2014 School Year Only* Memorandum of Understanding with the WCHSTA, Inc. effective for the 2013-2014 school year.

OLD BUSINESS - None

PUBLIC PARTICIPATION (Any item)

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 general accepted auditing standards of the United States of America.

BEGIN CLOSED SESSION TAPING

**RECOMMENDED MOTION TO
MOVE TO OPEN SESSION:**
return to Open Session at [Time].

That the Board of Education

END CLOSED SESSION TAPING

ADJOURNMENT

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

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**July 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
5. Financial Report
6. Statement of Revenue/Expenditures
7. 3-Year Budget/Actual Report
8. Grant Reports
9. Cash Fund
10. Activity Account Fund Balance
11. Quarterly Financial Report (Oct., Jan., Apr., July
ONLY)
12. FY13 Budget Reports

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618134	1:1 ONLINE TUTORING S	06/30/2013	APRIL 2013 TUTORING; 1 STUDENT	517.32	517.32
1618135	A To Z Office Furnitu	06/30/2013	USED DESK, CHAIR AND NESTING CHAIRS DESK AND CHAIR BLACK LEATHER CHAIR	1,304.00 848.00 199.00	2,351.00
1618136	ABDO Publishing Compa	06/30/2013	E-BOOKS; LRC	509.25	509.25
1618137	Alexian Brothers Beha	06/30/2013	4/29/13-6/7/13 TUITION; 1 STUDENT	1,080.00	1,080.00
1618138	Amazon.Com	06/30/2013	DVD'S AND AUDIOBOOKS; LRC DVD'S AND AUDIOBOOKS; LRC CLASSROOM MAP; SOC STD CLASSROOM MAP CLASSROOM MAP; SOC STD INSTRUCTIONAL COACHING AND CLASSROOM STRATEGIES BOOKS; LRC	13.59 349.46 39.74 39.74 39.74 103.31	585.58
1618139	AMEREN ENERGY MARKETI	06/30/2013	5/20/13-6/18/13 ELECTRICITY	32,136.41	32,136.41
1618140	AMSTERDAM PRINTING	06/30/2013	BPAC PENS; SUPPLIES; GRANT	147.00	147.00
1618141	At&t Long Distance	06/30/2013	MAY 2013 LONG DISTANCE SVC	112.49	112.49

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618142	ATS PROJECT SUCCESS	06/30/2013	MAY 2013 TUTORING; 2 STUDENTS	222.95	222.95
1618143	Aurora Education Cent	06/30/2013	JUNE 2013 LIFESKILLS TUITION	3,332.88	3,332.88
1618144	AVID Center	06/30/2013	AVID ANNUAL AND WEEKLY FEES	3,894.00	3,894.00
1618145	Baker & Taylor	06/30/2013	BOOK ORDER FOR SPED TEACHERS INSTRUCTIONAL LEARNING; GRANT	311.00	311.00
1618146	Blick Art Materials	06/30/2013	MISC INSTRUCTIONAL SUPPLY; ART	127.98	127.98
1618147	Brightstar	06/30/2013	6/3/13-6/6/13 RN SVCS; GRANT	1,333.75	4,166.25
			6/10/13-6/13/13 RN SVCS; GRANT	2,832.50	
1618148	BSN SPORTS	06/30/2013	PORTABLE BENCHES AND SIDE LINE CHAIRS	6,711.28	8,211.28
			SOFTBALL UNIFORMS	1,500.00	
1618149	BUYONLINENOW.COM	06/30/2013	ROARING SPRING FLEXIBLE COVER BOOKS; WORLD LANGUAGES	193.37	193.37
1618150	Vendor Continued Void	06/30/2013			0.00
1618151	Cdwg	06/30/2013	MS SOFTWARE LICENSE RENEWALS; TECHNOLOGY	15,400.59	79,010.92
			DOCUMENT CAMERAS AND CARTS FOR	8,427.96	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			ENGLISH DEPT CLASSROOMS; TECHNOLOGY LAPTOP COMPUTERS, PRINTERS AND CARTS; GRANT	1,585.52	
			TABLET AND DOCKING STATION; TECHNOLOGY LAPTOP COMPUTERS, PRINTERS AND CARTS; GRANT	563.99	
			LAPTOP COMPUTERS, PRINTERS AND CARTS; GRANT	5,664.40	
			LAPTOP COMPUTERS, PRINTERS AND CARTS; GRANT	1,416.09	
			LAPTOP COMPUTERS, PRINTERS AND CARTS; GRANT	9,440.67	
			LAPTOP COMPUTERS, PRINTERS AND CARTS; GRANT	25,017.82	
			HP SWITCH AND TRANSCEIVERS; TECHNOLOGY	2,679.77	
			VMWARE SSPHERE ESSENTIALS PLUS KIT SUPPORT AND SUBSCRIPTION; TECHNOLOGY	3,295.49	
			TRANSCEIVER MODULES AND FIBER CABLES; TECHNOLOGY	1,457.47	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SAMSUNG	132.29	
			CHROMEBOOKS,		
			CART, PRINTER AND		
			LICENSES		
			DOCUMENT CAMERAS	3,363.30	
			AND CARTS FOR		
			ENGLISH DEPT		
			CLASSROOMS;		
			TECHNOLOGY		
			MS SEL WINDOWS	565.56	
			SGC STD 2012		
			LICENCES		
1618152	Cheng, Moses	06/30/2013	8/12-6/13 MILEAGE	311.32	311.32
			REIMBURSEMENT		
1618153	City Of West Chicago	06/30/2013	MAY 2013 FUEL;	295.38	1,466.71
			DRIVERS ED		
			MAY 2013 FUEL;	1,171.33	
			O&M		
1618154	Clare Woods Academy	06/30/2013	6/17/13-7/19/13	26,247.84	30,622.48
			TUITION; ESY		
			JUNE 2013	4,374.64	
			TUITION; 5		
			STUDENTS		
1618155	Co, Anna	06/30/2013	JAN 2013-JUN 2013	150.29	150.29
			MILEAGE		
			REIMBURSEMENT		
1618156	Combined Roofing Serv	06/30/2013	ROOFING REPAIR	1,184.13	1,184.13
1618157	Comed	06/30/2013	5/17/13-6/18/13	5.30	5.30
			ELECTRIC;		
			KERR-MCGEE		
1618158	Communication Revolvi	06/30/2013	MAY 2013 INTERNET	910.00	910.00
			SVCS		
1618159	Dell Marketing Lp	06/30/2013	SONICWALL NSA	6,529.17	6,529.17

5

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618172	Holstein Garage	06/30/2013	WORKBOOKS; WORLD LANGUAGES VEHICLE SAFETY CHECKS	180.00	180.00
1618173	Honeywell Internation	06/30/2013	VAV SUPPLIES VAV SUPPLY	220.02 175.39	395.41
1618174	iBuy Office Supply	06/30/2013	MISC OFFICE SUPPLIES ORDER; GRANT STORAGE CABINET; HOLE PUNCH	553.72 408.81	962.53
1618175	Illinois State Police	06/30/2013	MAY 2013 BACKGROUND CHECKS	126.00	126.00
1618176	ILLINOIS CENTRAL SCHO	06/30/2013	SPANISH EXCHANGE AND FIELD TRIPS; APRIL 2013	903.87	903.87
1618177	IMAGE AWARDS	06/30/2013	DISTINGUISHED SERVICE AWARD; L PONCE	75.00	75.00
1618178	Infobase Publishing	06/30/2013	DVD SET; MODELS OF NON-FICTION WRITING; LRC	85.96	85.96
1618179	INTERNATIONAL SPORT S	06/30/2013	FOOTBALL FIELD GRAFFITI CLEANUP	775.00	775.00
1618180	Ipswitch Inc	06/30/2013	IMAIL EMAIL/LISTSERV-500 USER LICENSE AND SVC AGREEMENT	1,435.50	1,435.50
1618181	Jostens Inc	06/30/2013	BDG GRADUATION OUTFIT GRADUATE; GRANT	594.00	594.00
1618182	JOSTENS	06/30/2013	NHS GOLD TASSELS	412.50	412.50
1618183	KEY GOVERNMENT FINANC	06/30/2013	LEASE PYMT 3 OF 4	50,876.00	50,876.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618184	LAKE PARK HIGH SCHOOL	06/30/2013	PENDANT BANNERS AND CONFERENCE SIGNS	3,000.00	3,000.00
1618185	Life Fitness	06/30/2013	FITNESS EQUIPMENT; PHYS ED MISC FITNESS EQUIPMENT; HEALTH MISC FITNESS EQUIPMENT; HEALTH	16,517.89 549.18 4,782.57	21,849.64
1618186	Little Friends Inc	06/30/2013	JUNE 2013 SUMMER SCHOOL; 1 STUDENT JULY 2013 SUMMER SCHOOL; 1 STUDENT	2,267.72 2,093.28	4,361.00
1618187	Major Appliance Servi	06/30/2013	MAIN HOSE RUPTURE REPAIR MAIN HOSE RUPTURE REPAIR	390.41 162.00	552.41
1618188	McGraw-Hill Order Ser	06/30/2013	FRENCH WORKBOOKS; LEVELS 1 AND 2; WORLD LANGUAGES	3,707.84	3,707.84
1618189	Menards	06/30/2013	PICTURE SUPPLIES PICTURE SUPPLIES MISC BUILDING REPAIR SUPPLIES	191.73 79.84 155.13	426.70
1618190	Metro Professional Pr	06/30/2013	MISC BUILDING SUPPLIES ORDER BATTERY CONTAINER BOOST RIDER REPAIR BOOST RIDER REPAIR BOOST RIDER	342.81 76.81 165.00 325.43 360.27	1,270.32

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618191	Motion Industries Inc	06/30/2013	REPAIR POCKET CLIP LIGHTS GREENHOUSE BLOWER	50.30 155.77	206.07
1618192	National School Studi	06/30/2013	BEARINGS 16X20 PRINT; GIRLS VARSITY SOCCER	20.00	20.00
1618193	NCS PEARSON	06/30/2013	NOVANET COURSEWARE SUBSCRIPTION ADDITIONS NOVANET - STAR PROGRAM (10 ADDITIONAL LICENSES - 3 YEARS)	2,495.83 16,173.00	18,668.83
1618194	Nicor Gas Bill Paymen	06/30/2013	5/17/13-6/18/13 GARAGE GAS	43.75	43.75
1618195	NORTH CENTRAL COLLEGE	06/30/2013	2013 GRADUATION CEREMONY BALANCE	10,000.00	10,000.00
1618196	Office Depot	06/30/2013	HP PRINTER TONER MISC OFFICE SUPPLIES; GRANT MISC OFFICE SUPPLIES; GRANT MISC OFFICE SUPPLIES; GRANT MISC OFFICE SUPPLIES; GRANT MISC OFFICE SUPPLIES; GRANT MISC OFFICE SUPPLIES; GRANT MISC OFFICE	73.35 51.38 9.00 247.61 258.20 24.90 28.60	1,021.23

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SUPPLIES; GRANT MISC OFFICE	31.95	
			SUPPLIES; GRANT MISC	294.12	
			OFFICE/CLASSROOM SUPPLIES; GRANT MISC	2.12	
			OFFICE/CLASSROOM SUPPLIES; GRANT		
1618197	Otis Elevator Co	06/30/2013	CODE DATA PLATE	185.00	370.00
			CODE DATA PLATE	185.00	
1618198	Paddock Publications	06/30/2013	PREVAILING WAGE AD	33.35	33.35
1618199	Pearson Education Inc	06/30/2013	SPANISH TEXTBOOKS AND WORKBOOKS; WORLD LANGUAGES SPANISH TEXTBOOKS AND WORKBOOKS; WORLD LANGUAGES	12,801.08 2,254.88	15,055.96
1618200	PEARSON SCHOOL SYSTEM	06/30/2013	GPA CUSTOMIZATION SVCS; MIS	2,625.00	2,625.00
1618201	Pentegra Systems	06/30/2013	LICENSE UPGRADES AND SUPPORT; TECHNOLOGY WIRING, HARDWARE AND UPGRADES FOR VOIP SYSTEM; TECHNOLOGY ETHERNET PORT/CABLE INSTALLS; SMARTBOARD INSTALL	5,095.00 31,099.00 2,161.00	45,370.90

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			WIRELESS ACCESS	2,196.00	
			POINTS; GRANT		
			SMARTBOARD AND	3,567.00	
			PROJECTOR; GRANT		
			WIRING AND	703.90	
			SMARTBOARD		
			INSTALL;		
			CLASSROOM 159		
			JUNIPER WIRELESS	549.00	
			ACCESS POINTS		
1618202	Perfection Learning	06/30/2013	BOOK TITLE (12	92.40	92.40
			COPIES); GRANT		
1618203	PIONEER MANUFACTURING	06/30/2013	FENCING	212.50	212.50
1618204	Quest Management Serv	06/30/2013	EOY STAFF BRUNCH	2,537.50	2,537.50
1618205	Rbs Activewear Inc	06/30/2013	BOYS/GIRLS	797.92	1,175.29
			BASKETBALL CAMP		
			SHIRTS		
			GIRLS BASKETBALL	131.78	
			CAMP SHIRTS		
			GIRLS SOFTBALL	245.59	
			CAMP SHIRTS		
1618206	SAMUEL FRENCH INC	06/30/2013	LEND ME A TENOR	300.00	300.00
			ROYALTIES		
1618207	Sased	06/30/2013	MAY 2013	2,589.40	2,589.40
			TRANSPORTATION		
1618208	Septran Inc	06/30/2013	MAY 2013 SHUTTLES	12,739.72	69,841.67
			MAY 2013	57,101.95	
			TRANSPORTATION		
1618209	Sovereign Leasing Llc	06/30/2013	2011 SCHOOL BUSES	21,870.00	21,870.00
			LEASE; ATHLETICS		
1618210	SPECIALIZED TRANSPORT	06/30/2013	6/17/13-6/20/13	1,450.00	1,450.00
			TRANSPORTATION; 1		
			STUDENT		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618211	Sportsfield Inc	06/30/2013	DURAPLAY	457.50	457.50
1618212	Sraga Hauser Llc	06/30/2013	MAY 2013 LEGAL SVCS	3,180.00	3,180.00
1618213	Steiner Electric Comp	06/30/2013	LAMPS LAMPS LAMPS	23.16 40.20 40.20	103.56
1618214	T S Specialties	06/30/2013	OIL CHANGE; SCHOOL BUS OIL CHANGE OIL CHANGE A/C CHARGING	35.95 38.45 42.45 169.00	285.85
1618215	Thompson Elevator Ins	06/30/2013	STATE INSPECTION FEE	300.00	300.00
1618216	Ucp/infinitec	06/30/2013	NOVA CHAT 7 PLUS WARRANTY	3,786.00	3,786.00
1618217	Universal Taxi Dispat	06/30/2013	6/17/13-6/21/13 TRANSPORTATION; 1 STUDENT	490.00	490.00
1618218	Waste Management West	06/30/2013	JULY 2013 RECYCLING JUNE 2013 REFUSE SVC	262.37 2,076.93	2,339.30
1618219	WAYSIDE PUBLISHING	06/30/2013	AP SPANISH LITERATURE TEXTBOOKS; GRANT	1,030.68	1,030.68
1618220	Wcchs General Cash Fu	06/30/2013	ADULT EDUCATION RENT ANDERSON BOOKFAIR SALES REVENUE FOR LRC ADULT EDUCATION RENT JUNE 2013	472.49 732.61 743.32	1,948.42
1618221	West Chicago Printing	06/30/2013	2013-2014 STUDENT	5,308.00	5,704.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			PLANNERS 2013-2014 STUDENT	396.00	
1618222	Winfield Flower Shopp	06/30/2013	PLANNERS GIRLS SOCCER AWARDS BOYS VOLLEYBALL AWARDS BASEBALL AWARDS ADDITIONAL BASEBALL AWARDS SYMPATHY; ATHLETICS GIRLS TRACK AWARDS BOYS TRACK AND BOYS TENNIS AWARDS	37.50 31.50 31.50 14.00 59.95 35.00 42.00	412.25
1618223	Wirth, Maria	06/30/2013	SYMPATHY; SUPT SYMPATHY; BOE FBLA CONFERENCE FOOD	67.90 92.90 97.48	97.48
1618224	Xerox Corporation	06/30/2013	DUPLICATING PHOTOCOPIERS/2012- 2013 DUPLICATING PHOTOCOPIERS/2012- 2013 DUPLICATING PHOTOCOPIERS/2012- 2013 DUPLICATING PHOTOCOPIERS/2012- 2013	2,103.40 1,985.20 338.09 232.03	4,658.72

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618225	Zabelin, Donald	06/30/2013	DENTAL INSURANCE COVERAGE REIMBURSEMENT 4/13-6/13	367.86	367.86
92	Computer		Check(s) For a Total of		530,160.65

	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
	92	Computer	Checks For a Total of	530,160.65
Total For	92	Manual, Wire Tran, ACH & Computer Checks		530,160.65
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	530,160.65

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618237	1:1 ONLINE TUTORING S	07/16/2013	APRIL 2013 TUTORING; 1 STUDENT	431.10	431.10
1618238	247 EDUCATE ONLINE	07/16/2013	APRIL 2013 TUTORING; 1 STUDENT	301.48	3,155.09
			APRIL 2013 TUTORING; 2 STUDENTS	355.23	
			APRIL 2013 TUTORING; 3 STUDENTS	1,145.29	
			MAY 2013 TUTORING; 1 STUDENT	157.50	
			MAY 2013 TUTORING; 2 STUDENTS	372.76	
			MAY 2013 TUTORING; 3 STUDENTS	822.83	
1618239	A To Z Office Furnitu	07/16/2013	32x71 BOOK CASE (CHERRY)	209.00	209.00
1618240	ANDERSON PEST SOLUTIO	07/16/2013	JULY 2013 PREVENTIVE SVC	77.25	77.25
1618241	Apple Inc	07/16/2013	IPADS, WIRELESS KEYBOARDS; POWER SYNC CART, MACBOOK AND VOUCHER FOR APPS; GRANT	14,370.00	22,019.95
			IPADS, WIRELESS KEYBOARDS; POWER	6,050.95	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SYNC CART, MACBOOK AND VOUCHER FOR APPS; GRANT IPADS, WIRELESS KEYBOARDS; POWER	600.00	
			SYNC CART, MACBOOK AND VOUCHER FOR APPS; GRANT IPADS, WIRELESS KEYBOARDS; POWER	999.00	
1618242	ASPEX SOLUTIONS	07/16/2013	SOUTHWEST DUPAGE ONLINE APPLICATION SERVICE	920.00	920.00
1618243	At&t	07/16/2013	6/16/13-7/15/13 PHONE SVC	2,239.40	3,458.53
			6/16/13-7/15/13 INTERNET SVC	1,219.13	
1618244	Baker Tilly Virchow K	07/16/2013	2013 AUDIT PROGRESS BILLING	10,000.00	10,000.00
1618245	Blick Art Materials	07/16/2013	BOOKSTORE SUPPLIES; ART	1,533.52	1,533.52
1618246	Cash	07/16/2013	ATHLETIC BANK; 2013-2014	1,500.00	1,500.00
1618247	Cdwg	07/16/2013	SAMSUNG CHROMEBOOKS, CART, PRINTER AND	12,952.53	12,952.53

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618248	CENERGISTIC	07/16/2013	LICENSES AUGUST 2013	8,900.00	8,900.00
1618249	Cengage Learning/itp	07/16/2013	CONTRACT FEE ACCOUNTING ONLINE WORKING PAPERS; BUSINESS ED	1,793.00	1,793.00
1618250	CINTAS FIRE PROTECTIO	07/16/2013	FIRE ALARM REPAIR	252.25	252.25
1618251	City Of West Chicago	07/16/2013	2013/2014 POLICE LIAISON (PYMT #1)	86,800.00	86,800.00
1618252	Conserv Fs	07/16/2013	PARKING LOT/DRIVEWAY REPAIR	626.68	626.68
1618253	CPC Inc	07/16/2013	JULY 2013 FACILITY TREE SW	150.00	150.00
1618254	Debbie De Iorio-Piano	07/16/2013	VOICING, FILING HAMMERS, STEAMING KNUCKLES AND CLEANING; MUSIC	225.00	225.00
1618255	Dell Marketing Lp	07/16/2013	DELL OPTIPLEX 3010 COMPUTER SYSTEMS FOR LABS 201, 202, 203 AND FACS CLASSROOMS) DELL OPTIPLEX 3010 COMPUTER SYSTEMS FOR LABS 201, 202, 203 AND FACS CLASSROOMS)	5,184.00 3,996.00	9,180.00
1618256	Durbin, Donna	07/16/2013	FBLA NATIONAL CONFERENCE EXPENSES	153.17	153.17
1618257	Federal Express	07/16/2013	JUNE 2013 EXPRESS MAILING	76.20	76.20

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618258	Flagsusa	07/16/2013	ILLINOIS/US FLAGS	195.00	195.00
1618259	Follett Library Resou	07/16/2013	SIX ONLINE DATATASES FOR SOCIAL STUDIES; LRC; PO #0612014003	2,304.00	2,304.00
1618260	Follett Educational S	07/16/2013	CONSUMER EDUCATION & ECONOMICS TEXTBOOKS; BUSINESS EDUCATION	2,135.92	2,135.92
1618261	Ford Credit	07/16/2013	AUGUST 2013 CAR RENTAL; DRV ED; ACCT #48884307	244.94	244.94
1618262	Frontline Placement T	07/16/2013	2013-2014 ANNUAL FEE/AESOP ADVANCED CERTIFICATION TRAINING; 1 STAFF	4,095.60 595.00	4,690.60
1618263	GRAYBAR	07/16/2013	LIGHTING FIXTURES AND BALLASTS	470.13	470.13
1618264	Gw Berkheimer	07/16/2013	MECHANICAL SUPPLY	181.62	181.62
1618265	Hammond And Stephens	07/16/2013	PLAN BOOKS	167.44	167.44
1618266	Heitkotter Inc	07/16/2013	FLOOR AND CEILING TILE	3,032.30	3,032.30
1618267	Highland, John	07/16/2013	APRIL 2013-JUNE 2013 RETIREE HLTH REIMBURSEMENT	615.49	615.49
1618268	Honeywell Internation	07/16/2013	DEC 2012-MARCH 2013 CONTRACT SVC DECEMBER 2012 DUPLICATE CHG	5,041.00 -1,664.16	1,712.68

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			CREDIT MARCH 2013 DUPLICATE CHARGE	-1,664.16	
1618269	HP PRODUCTS	07/16/2013	CREDIT CUSTODIAL SUPPLIES	2,870.49	2,870.49
1618270	Iasa	07/16/2013	2013-2014 MEMBERSHIP DUES FOR IASA AND AASA	1,709.77	1,709.77
1618271	Illinois Association	07/16/2013	2013/2014 RESTRICTED ANNUAL DUES	6,995.00	6,995.00
1618272	In the Swim	07/16/2013	POOL SUPPLIES	14.99	14.99
1618273	Indianapolis Marriott	07/16/2013	AVID CONFERENCE LODGING; 4 STAFF	2,091.96	2,091.96
1618274	Isdlaf Plus - Collect	07/16/2013	7/13-6/14 FIDUCIARY LIABILITY 7/13-6/14 FOREIGN LIABILITY PKG 7/13-6/14 PROPERTY/CASUALTY/ STUDENT ACCIDENT PGM	2,050.00 1,075.00 124,775.00	127,900.00
1618275	Lkh Inc	07/16/2013	CUSTODIAL SUPPLIES	628.37	628.37
1618276	The McGraw-Hill Compa	07/16/2013	HONORS BIOLOGY BOOKS; SCIENCE FOODS TEXTBOOKS; FACS DEPARTMENT; PO #0322014002	5,550.01 1,898.88	7,448.89
1618277	Menards	07/16/2013	MISC BUILDING REPAIR SUPPLIES	179.81	179.81

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618278	Metro Professional Pr	07/16/2013	CUSTODIAL SUPPLIES	11,692.12	12,130.05
			SHAMPOO BRUSH	343.58	
			ASSEMBLY		
			ELECTRONIC	94.35	
			CONTACT CLEANER		
1618279	Monograms Of Distinct	07/16/2013	BABY CONGRATS; SOC STD	45.45	45.45
1618280	Murphy Ace Hardware 2	07/16/2013	20 LB CYLINDER REFILL	31.64	1,107.23
			MISC BUILDING	40.00	
			REPAIR SUPPLY		
			PAINTING SUPPLIES	538.22	
			8' STEP LADDER	93.09	
			HEAVY-DUTY BAR	31.64	
			GRAB		
			MISC BUILDING	49.29	
			REPAIR SUPPLY		
			SPRAY PAINT	44.58	
			SPRAY PAINT	52.01	
			MISC BUILDING	4.32	
			REPAIR SUPPLY		
			MISC BUILDING	3.82	
			REPAIR SUPPLY		
			SPRAY PAINT	18.57	
			MISC BUILDING	31.91	
			REPAIR SUPPLY		
			PAINTING SUPPLIES	27.86	
			PLUMBING SUPPLY	7.70	
			MISC BUILDING	71.44	
			REPAIR SUPPLY		
			SPRAY PAINT	18.57	
			PAINTING SUPPLIES	42.57	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618281	Music Theatre Interna	07/16/2013	"BEAUTY AND THE BEAST" ROYALTIES AND RENTAL	1,790.00	1,790.00
1618282	Nassp/nasc	07/16/2013	2013/2014 MEMBERSHIP; NASC SR ORDER #90000188320	95.00	95.00
1618283	Nassp/nhs/njhs	07/16/2013	2013/2014 MEMBERSHIP; NHS ORDER #9000184577	85.00	85.00
1618284	National School Board	07/16/2013	AFFILIATE FEES 10/13-9/14	2,975.00	2,975.00
1618285	National Lift Truck I	07/16/2013	ANNUAL INSPECTION AND MAINTENANCE	202.29 207.90	410.19
1618286	Nicor Gas Bill Paymen	07/16/2013	JUNE 2013 TRANSPORTATION	1,614.15	1,614.15
1618287	Office Depot	07/16/2013	TAPE CARTRIDGES RETURN; SUPT MISCELLANEOUS OFFICE/SCHOOL SUPPLIES; GRANT MISCELLANEOUS OFFICE/SCHOOL SUPPLIES; GRANT MISCELLANEOUS OFFICE/SCHOOL SUPPLIES; GRANT	-84.63 319.11 19.99 37.98	292.45
1618288	Otis Elevator Co	07/16/2013	BATTERY REPLACEMENT/KEY INSTALLATION	2,704.66	2,704.66
1618289	PER MAR SECURITY SERV	07/16/2013	JUNE 2013 SECURITY	1,264.09	1,264.09

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1618290	Popular Subscription	07/16/2013	MAGAZINE SUBSCRIPTIONS; LRC	-192.00	1,458.00
			MAGAZINE SUBSCRIPTIONS; LRC	1,650.00	
1618291	Ricmar Industries	07/16/2013	CUSTODIAL SUPPLIES	1,529.70	5,205.80
			CUSTODIAL SUPPLIES	1,756.70	
			CUSTODIAL SUPPLIES	1,919.40	
1618292	Self	07/16/2013	2013/2014 SCHOOL EMPLOYEES LOSS FUND	137,823.00	137,823.00
1618293	Sherwin Williams	07/16/2013	PAINT	6,837.24	6,837.24
1618294	STATE INDUSTRIAL PROD	07/16/2013	CLEANING SUPPLIES	1,478.26	1,478.26
1618295	STREICHER, CASS	07/16/2013	JAN 2013-JUN 2013 RETIREE HLTH REIMBURSEMENT	1,230.98	1,230.98
1618296	Trane	07/16/2013	SERVICE AGREEMENT 7/1/13-6/30/14	12,816.00	12,816.00
1618297	TYCO INTEGRATED SECUR	07/16/2013	7/1/13-9/30/13 RECURRING SVC	75.96	75.96
1618298	United States Postal	07/16/2013	JULY 2013 POSTAGE	2,600.00	2,600.00
1618299	West Chicago Printing	07/16/2013	BUSINESS CARDS; SUPT REGISTRATION ENVELOPES REGISTRATION ENVELOPES	72.00 748.00 619.00	1,439.00
1618300	WINZER CORPORATION	07/16/2013	CUSTODIAL AND MAINTENANCE	525.26	1,681.55

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SUPPLIES		
			DEGREASER	236.00	
			CUSTODIAL AND	302.29	
			MAINTENANCE		
			SUPPLIES		
			LANDSCAPING	618.00	
			SUPPLIES		
1618301	YONAN FLOOR COVERINGS	07/16/2013	CARPET/INSTALLATIO	640.00	640.00
			N		
1618302	Zabelin, Donald	07/16/2013	4/13-6/13 RETIREE	615.49	615.49
			HLTH		
			REIMBURSEMENT		
		66	Computer	Check(s) For a Total of	528,417.22

	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
	66	Computer	Checks For a Total of	528,417.22
Total For	66	Manual, Wire Tran, ACH & Computer Checks		528,417.22
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	528,417.22

COMMUNITY HIGH SCHOOL DISTRICT NO. 94
BOARD OF EDUCATION - BILL LISTING SUMMARY
June 2013 Expenditures, July 16, 2013 Bill List

	(Taxes) Certificates Of Deposit Purchased For The Month Of June 2013	Net Payroll For The Month Of June 2013	Operating Checks* Drawn During The Month Of June 2013	Bill List Vouchers Paid In The Month Of June 18, 2013	Bill List Vouchers Paid In The Month Of June 30, 2013	Total	Bill List Vouchers Paid In The Month Of July 16, 2013
EDUCATIONAL FUND	\$ 8,214,285.24	\$ 825,052.75	\$ 641,790.36	\$ 178,348.11	\$ 305,694.16	\$ 10,165,170.62	\$ 193,184.03
OPERATIONS & MAINTENANCE FUND	1,343,025.27	68,830.95	57,338.00	96,561.25	72,984.55	1,638,740.02	69,510.19
DEBT SERVICES FUND	387,015.73	-	-	-	52,176.00	439,191.73	-
TRANSPORTATION FUND	172,691.16	-	-	79,765.43	97,144.94	349,601.53	-
ILLINOIS MUNICIPAL RETIREMENT FUND	172,697.45	-	43,218.94	-	-	215,916.39	-
SOCIAL SECURITY AND MEDICARE FUND	-	-	38,853.78	-	-	38,853.78	-
CAPITAL IMPROVEMENTS - HIGHLAKE	120,269.35	-	-	8,879.00	2,161.00	131,309.35	-
WORKING CASH FUND	-	-	-	-	-	-	-
TORT IMMUNITY FUND	-	-	-	-	-	-	265,723.00
TOTAL	\$ 11,825,452.57	\$ 893,883.70	\$ 781,201.08	\$ 363,553.79	\$ 530,160.65	\$ 12,978,783.42	\$ 528,417.22

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

The investments and payroll disbursements for the month of June 2013
June 14, 2013 to June 30 & July 10, 2013 to be paid July 16, 2013 Totaling: \$13,143,646.85 .

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

July 10, 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

ACCOUNT	BATCH	CHECK	CHECK	INVOICE	
NUMBER	NUMBER VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
10E950 3000 4050 00 950000	IP0604 Baxter, Allison	06/04/2013	1311435	BILINGUAL HONORS NIGHT REFRESHMENTS; 5/22/13	50.03
10E104 1503 4050 00 000000	IP0604 BEGOVICH, MARK	06/04/2013	1311436	DRAMA SUPPLIES AND AWARDS	776.70
10E906 2210 3320 00 906000	IP0604 Blume, Nancy	06/04/2013	1311437	LIFESMARTS WORKSHOP MEALS	13.03
10E070 2410 4000 00 000000	IP0604 Chisholm, John	06/04/2013	1311438	TARGET GIFT CARD REIMBURSEMENTS	60.00
10E070 2410 4000 00 000000	IP0604 Chisholm, John	06/04/2013	1311438	PHOTOGRAPH REIMBURSEMENTS	79.10
10E002 1130 3350 00 000000	IP0604 Cortez/reimbursement, Helen	06/04/2013	1311439	APRIL 2013 MILEAGE REIMBURSEMENT; HMBD TUTORS	29.69
10E002 1130 3350 00 000000	IP0604 Cortez/reimbursement, Helen	06/04/2013	1311439	MAY 1, 2013-MAY 15, 2013 MILEAGE REIMBURSEMENT	17.32
10E002 1130 3350 00 000000	IP0604 Cortez/reimbursement, Helen	06/04/2013	1311439	5/16/13-5/31/13 MILEAGE; HMBD TUTORS	14.84
10E002 1130 3350 00 000000	IP0604 Cox, Elizabeth	06/04/2013	1311440	MARCH 2013 MILEAGE REIMBURSEMENT; HMBD TUTORS	4.06
10E002 1130 3350 00 000000	IP0604 Cox, Elizabeth	06/04/2013	1311440	APRIL 2013 MILEAGE REIMBURSEMENT; HMBD TUTORS	0.73
10E002 1130 3350 00 000000	IP0604 Cox, Elizabeth	06/04/2013	1311440	MAY 2013 MILEAGE REIMBURSEMENT; HMBD TUTORS	5.93
10E002 1130 3350 00 000000	IP0604 Cox, Elizabeth	06/04/2013	1311440	5/16/13-5/31/13 MILEAGE REIMBURSEMENT; HMBD TUTORS	1.69
10E006 1130 4050 00 000000	IP0604 Culbertson, Jennifer	06/04/2013	1311441	SOPHOMORE CHALLENGE T-SHIRTS	184.05
10E002 1130 3350 00 000000	IP0604 Parker, John	06/04/2013	1311442	5/15/13-5/31/13 MILEAGE; HMBD TUTORS	18.08
10E002 1130 3350 00 000000	IP0604 Schomig/reimbursement, Beth	06/04/2013	1311443	APRIL 2013 MILEAGE REIMBURSEMENT; HMBD TUTORS	4.66
10E002 1130 3350 00 000000	IP0604 Schomig/reimbursement, Beth	06/04/2013	1311443	MAY 2013 MILEAGE REIMBURSEMENT; HMBD TUTORS	2.26
10E002 1130 3350 00 000000	IP0604 Schomig/reimbursement, Beth	06/04/2013	1311443	5/16/13-5/31/13 MILEAGE; HMBD TUTORS	5.08
10E014 2220 6450 00 000000	IP0604 Stoner, Mike	06/04/2013	1311444	CONFERENCE MILEAGE REIMBURSEMENT	55.08
10E002 1130 3350 00 000000	IP0604 Vondrak/reimbursement, Kirsten	06/04/2013	1311445	MAY 2013 MILEAGE REIMBURSEMENT; HMBD TUTORS	27.12
10E002 1130 3350 00 000000	IP0604 Vondrak/reimbursement, Kirsten	06/04/2013	1311445	5/16/13-5/31/13 MILEAGE; HMBD TUTORS	40.68
10E009 1130 4050 00 000000	IP0604 Walters, Michelle	06/04/2013	1311446	MATH INSTRUCTIONAL SUPPLIES REIMBURSEMENT	76.67
10E905 2540 6997 00 905000	IP0604 Zabelin, Donald	06/04/2013	1311447	SHIPPING COSTS FOR GRANT	39.53

ACCOUNT	BATCH	CHECK	CHECK	INVOICE		
NUMBER	NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
					PROPOSAL	
10E902 2210 3143 00 902000	IP0604	Zabelin, Donald	06/04/2013	1311447	CONFERENCE MILEAGE AND PARKING; GRANT	202.63
10E075 2310 3190 00 000000	IP0604	ACCURATE BIOMETRICS	06/05/2013	1311448	BUS DRIVER PERMIT FINGERPRINTING; K BALDUS	60.00
10E100 1500 4000 00 000000	IP0604	GLORIA'S JEWELRY	06/05/2013	1311449	ATHLETE OF THE YEAR AWARDS; BOY AND GIRL	171.24
10E006 1130 6450 00 000000	IP0604	Jennings, Dave	06/05/2013	1311450	CHICAGOLAND TV EDUCATORS COUNCIL MEMBERSHIP/REGISTRATION	80.00
10E075 2310 3190 00 000000	IP0604	ACCURATE BIOMETRICS	06/05/2013	1311451	BUS DRIVER FINGERPRINTING PERMIT; 1 STAFF	60.00
10E035 1459 3350 00 000000	IP0604	Blume, Nancy	06/05/2013	1311452	CWT COORDINATOR MILEAGE REIMBURSEMENT; MAY 2013	25.43
10E052 2130 4190 00 000000	IP0604	Jones/reimbursement, Beth	06/05/2013	1311453	MISC SUPPLY; NURSE	23.98
10E075 2310 3190 00 000000	IP0605	ACCURATE BIOMETRICS	06/05/2013	1311454	BUS DRIVER PERMIT FINGERPRINTING; A LYNCH	60.00
10E075 2310 3190 00 000000	IP0605	ACCURATE BIOMETRICS	06/05/2013	1311455	BUS DRIVER PERMIT FINGERPRINTING; M LABUHN	60.00
10E075 2310 3190 00 000000	IP0605	ACCURATE BIOMETRICS	06/05/2013	1311456	BUS DRIVER PERMIT FINGERPRINTING; M GONZALEZ	60.00
10E075 2310 3190 00 000000	IP0605	ACCURATE BIOMETRICS	06/05/2013	1311457	BUS DRIVER PERMIT FINGERPRINTING; V COOK	60.00
10E075 2310 3190 00 000000	IP0605	ACCURATE BIOMETRICS	06/05/2013	1311458	BUS DRIVER PERMIT FINGERPRINTING; R MORRONE	60.00
10E075 2310 3190 00 000000	IP0605	ACCURATE BIOMETRICS	06/05/2013	1311459	BUS DRIVER PERMIT FINGERPRINTING; L MAJCHROWSKI	60.00
10E075 2310 3190 00 000000	IP0605	ACCURATE BIOMETRICS	06/05/2013	1311460	BUS DRIVER PERMIT FINGERPRINTING; L HEAVEY	60.00
10R104 1730 0000 00 020000	IP0607	Goti, Jackie	06/07/2013	1311461	SPIRITWEAR REFUND (NEVER RECEIVED)	20.00
10E906 2210 3320 00 906000	IP0607	Hilton Garden Inn	06/07/2013	1311462	2013 CONFERENCE LODGING	241.98
10E906 2210 3320 00 906000	IP0607	IFACSTA	06/07/2013	1311463	2013 CONFERENCE REGISTRATION; BAUER	125.00
20E000 2543 3242 00 000000	IP0607	Wet/usa Inc	06/07/2013	1311464	FEBRUARY 2013 CONTRACT SVC	135.00
10E100 1500 3191 00 000000	061013	Scudero, Tim	06/10/2013	1311465	BASKETBALL; FROSH GAMES; 12/17/12	133.00
10E906 2210 3320 00 906000	061013	STONEY CREEK INN	06/10/2013	1311466	ACTE REGION III CONFERENCE LODGING	156.80

ACCOUNT	BATCH	CHECK	CHECK	INVOICE	
NUMBER	NUMBER VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
10E100 1500 6430 00 000000	061013 Streamwood High School	06/10/2013	1311467	BOYS BASKETBALL FROSH CHRISTMAS TOURNAMENT	200.00
10E014 2220 4322 00 000000	061013 Torres, Michele	06/10/2013	1311468	REPLACEMENT FOR CK #1616723; DOCERI DESKTOP LICENSE KEY	30.00
10R104 1730 0000 00 020000	061013 WCCHS BOOSTER CLUB	06/10/2013	1311469	BALANCE OF ITEMS SOLD IN BOOKSTORE	35.00
10R000 1720 0000 00 160000	IP0613 Hernandez, Guadalupe	06/13/2013	1311470	SS BTW REFUND - ID FINES; ID #36514	88.00
10R000 1811 0000 00 000000	IP0613 McGowan, Dagmar	06/13/2013	1311471	TEXTBOOK FEE REFUND; ID #35192	215.00
10E072 2330 6450 00 000000	IP0613 Pdk International	06/13/2013	1311472	MEMBERSHIP RENEWAL; ID #641350	85.00
10R000 1720 0000 00 160000	IP0613 Salinas, Blanca	06/13/2013	1311473	SS BTW REFUND - BOTANY FEES; ID #35257	40.00
10E931 2210 4051 00 931000	IP0613 SCHAUMBURG BOOMERS BASEBALL	06/13/2013	1311474	SUMMER SCHOOL BASEBALL GAME; GRANT	63.00
10E930 1220 4050 00 930000	IP0613 SCHAUMBURG BOOMERS BASEBALL	06/13/2013	1311474	SUMMER SCHOOL BASEBALL GAME; GRANT	175.00
10E070 2410 3410 00 000000	IP0613 WEST CHICAGO POST OFFICE	06/13/2013	1311475	SEMESTER 2 GRADE MAILERS	979.80
10E906 2210 3320 00 906000	IP0619 Hilton Garden Inn	06/19/2013	1311476	2013 CONFERENCE LODGING; BAUER	241.98
10E906 2210 3320 00 906000	IP0619 IFACSTA	06/19/2013	1311477	2013 CONFERENCE REGISTRATION; BAUER	125.00
10L000 4001 0000 00 000000	IP0619 WCCHS STUDENT ACTIVITY FUND	06/19/2013	1311478	BLOOMINGFEST DEPOSIT REIMBURSEMENTS	200.00
10E930 2210 3190 00 930000	IP0619 Wheaton North High School	06/19/2013	1311479	COUNTY WIDE INSTITUTE DAY; C THIELBERG	20.00
10E001 1130 3250 00 000000	IP0619 Xerox Corporation	06/19/2013	1311480	BALANCE OF INVOICE #67476131; CREDIT #068000700 TAKEN AS \$200 MORE THAN AUTHORIZED	200.00
10E104 1503 4050 00 000000	IP0620 BEGOVICH, MARK	06/20/2013	1311481	ROYALTIES AND SCRIPT NEW DIRECTOR SHOW	82.00
10E100 1500 7001 00 000000	IP0620 Best Buy #1778	06/20/2013	1311482	ALL SPORTS HD VIDEO CAMERA	501.96
10L000 4051 0000 00 000000	IP0620 WCCHS BOOSTER CLUB	06/20/2013	1311483	2013 SENIOR BBQ DONATIONS	655.00
10E022 1220 3193 00 000000	IP0624 Cash	06/24/2013	1311484	SUMMER SCHOOL MOVIE ADMISSION; FT; 6/25/13	66.00
10E070 2410 4000 00 000000	IP0624 State Bank Of Illinois	06/24/2013	1311485	CREDIT CARD CHARGES	854.92
10E075 2310 4059 00 000000	IP0624 State Bank Of Illinois	06/24/2013	1311486	RETIREMENT GIFTS; LUNCH MTG SUPPLIES	180.29

ACCOUNT	BATCH	CHECK	CHECK	INVOICE	
NUMBER	NUMBER VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
10E083 2511 2301 00 000000	IP0624 State Bank Of Illinois	06/24/2013	1311486	RETIREMENT GIFTS; LUNCH MTG SUPPLIES	580.96
10E083 2511 2301 00 000000	IP0624 Wchs Educational Foundation	06/24/2013	1311487	RETIREMENT GIFT DONATION FROM L PONCE	150.00
10E052 2130 4190 00 000000	IP0625 School Health Corporation	06/25/2013	1311488	Health Supplies for DLP Program	45.10
10E052 2130 4190 00 000000	IP0625 School Health Corporation	06/25/2013	1311488	Health Supplies for DLP Program	1.57
10E052 2130 4190 00 000000	IP0625 School Health Corporation	06/25/2013	1311488	Health Supplies for DLP Program	-1.57
20E000 2540 5410 00 000000	IP0625 Spartan Tool, L.L.C.	06/25/2013	1311489	Misc. Plumbing Device - Capital Outlay	2,893.00
20E000 2540 5410 00 000000	IP0625 Spartan Tool, L.L.C.	06/25/2013	1311489	Misc. Plumbing Device - Capital Outlay	290.00
20E000 2540 5410 00 000000	IP0625 Spartan Tool, L.L.C.	06/25/2013	1311489	Misc. Plumbing Device - Capital Outlay	239.00
20E000 2540 5410 00 000000	IP0625 Spartan Tool, L.L.C.	06/25/2013	1311489	Misc. Plumbing Device - Capital Outlay	-478.00
20E000 2540 5410 00 000000	IP0625 Spartan Tool, L.L.C.	06/25/2013	1311489	Misc. Plumbing Device - Capital Outlay	-239.00
10R040 1321 0000 00 030000	IP0626 Davalos, Avisaaak	06/27/2013	1311490	SUMMER SCHOOL REFUND; ID #38543	180.00
10E041 1602 4057 00 020000	IP0626 Oglanian, Dina	06/27/2013	1311491	GIRLS BASKETBALL SUMMER CAMP REFUND; ID #37074	75.00
10R040 1321 0000 00 030000	IP0626 Sawicki, Sharon	06/27/2013	1311492	SUMMER SCHOOL REFUND; ID #35262	100.00
10E007 1130 4100 00 000000	ip0626 SOCIEDAD HONORARIA HISPANICA	06/27/2013	1311493	PRIORITY MAIL CHARGES FOR SPANISH AWARDS	7.00
10R040 1321 0000 00 030000	IP0626 Thompson, Debby	06/27/2013	1311494	SUMMER SCHOOL REFUND; ID #35290	50.00
10E041 1615 4057 00 150000	IP0626 Velasco, Edith	06/27/2013	1311495	TENNIS SUMMER CAMP REFUND; ID #36375	70.00
10R040 1321 0000 00 030000	IP0626 Verbout, Kim	06/27/2013	1311496	SUMMER SCHOOL REFUND; ID #37572	50.00
10R040 1321 0000 00 030000	IP0626 Wilson, Donald	06/27/2013	1311497	SUMMER SCHOOL REFUND; ID #35312	100.00
Totals for checks					12,512.40

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	ED FUND	855.00	878.00	7,939.40	9,672.40
20	OPER & MAINT	0.00	0.00	2,840.00	2,840.00
***	Fund Summary Totals ***	855.00	878.00	10,779.40	12,512.40

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

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

**TREASURER'S REPORT
FOR MONTH ENDING JUNE 2013**

FUND	CASH BALANCE Thru May 31, 2013	RECEIPTS June 30, 2013	DISBURSEMENTS June 30, 2013	CASH BALANCE Thru June 30, 2013	INVESTMENTS AT COST Thru 6/30/2013
EDUCATIONAL	\$ 99,092.39	\$ 10,144,193.06	\$ 10,183,576.59	\$ 59,708.86	\$ 13,413,705.38
OPERATIONS & MAINTENANCE	\$ (78,476.94)	\$ 1,819,029.50	\$ 1,791,843.40	\$ (51,290.84)	\$ 1,695,532.29
DEBT SERVICES	\$ 1,106,887.25	\$ 1,343,025.27	\$ 1,395,201.27	\$ 1,054,711.25	\$ 1,905,009.29
TRANSPORTATION	\$ (128,494.15)	\$ 697,036.73	\$ 563,926.10	\$ 4,616.48	\$ 944,193.83
I.M.R.F.	\$ (277,339.02)	\$ 172,691.16	\$ 205,128.49	\$ (309,776.35)	\$ 464,783.74
SOCIAL SECURITY/MEDICARE	\$ (258,975.77)	\$ 172,697.45	\$ 205,709.87	\$ (291,988.19)	\$ 468,100.67
CAP IMPROVEMENTS HILAKE	\$ (1,432,408.38)	\$ 100,294.00	\$ 11,040.00	\$ (1,343,154.38)	\$ 7,664,738.10
WORKING CASH	\$ 1,162,864.69	\$ -	\$ 1,564.34	\$ 1,161,300.35	\$ 908,147.72
TORT	\$ (154,640.45)	\$ 280,269.35	\$ 119,126.59	\$ 6,502.31	\$ 175,216.73
TOTAL	\$ 38,509.62	\$ 14,729,236.52	\$ 14,477,116.65	\$ 290,629.49	\$27,639,427.75
Monthly Invest. Int., Adj. & Fees/YTD Interest thru 6/30/2013 <i>(included in revenue and investment totals)</i>	\$ 98,667.93	7,956.78	359.36		\$ 106,265.35

PLUS INVESTMENTS \$27,639,427.75

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

\$ 27,930,057.24

Kevin Kotche, Treasurer

Date

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

Percent of Fiscal Year Complete: 100.00

	IMPREST, PETTY CASH & SCHLSHP	CASH BALANCES	INVESTMENT BALANCES	ACCOUNTS RECEIVABLE	OTHER ASSETS	TOTAL ASSETS
ASSETS						
EDUCATIONAL	17,436	59,709	13,413,705			13,490,850
OPERATIONS & MAINTENANCE		(51,291)	1,695,532			1,644,241
DEBT SERVICES		1,054,711	1,905,009			2,959,721
TRANSPORTATION		4,616	944,194			948,810
MUNICIPAL RETIREMENT		(309,776)	464,784			155,007
SOCIAL SECURITY/MEDICARE		(291,988)	468,101			176,112
CI - HIGHLAKE		(1,343,154)	7,664,738	4,599		6,326,183
WORKING CASH		1,161,300	908,148			2,069,448
TORT		6,502	175,217			181,719
TOTAL	17,436	290,629	27,639,428	4,599	-	27,952,093

	TAX WARRENTS	ACCOUNTS PAYABLE	ENCUMBERED PAYABLES	OTHER LIABILITIES	FUND EQUITY	TOTAL LIABILITY AND FUND EQUITY
LIABILITIES AND FUND EQUITY						
EDUCATIONAL		(44,668)			13,535,518	13,490,850
OPERATIONS & MAINTENANCE		3,859			1,640,383	1,644,241
DEBT SERVICES					2,959,721	2,959,721
TRANSPORTATION					948,810	948,810
MUNICIPAL RETIREMENT					155,007	155,007
SOCIAL SECURITY/MEDICARE					176,112	176,112
CI - HIGHLAKE					6,326,183	6,326,183
WORKING CASH					2,069,448	2,069,448
TORT					181,719	181,719
TOTAL	-	(40,810)	-	-	27,992,902	27,952,093

	BUDGET 2012 - 2013	CURRENT REVENUES	Y.T.D. REVENUES	Y.T.D. OTHER	UNREALIZED BALANCE	PERCENT REALIZED
RECEIPTS						
EDUCATIONAL	21,894,588	8,663,406	22,237,668		(343,080)	101.57%
OPERATIONS & MAINTENANCE	3,110,756	1,417,807	2,983,419		127,337	95.91%
DEBT SERVICES	3,036,287	1,343,025	2,869,126		167,161	94.49%
TRANSPORTATION	1,220,275	387,027	1,578,163		(357,888)	129.33%
MUNICIPAL RETIREMENT	506,575	172,691	438,298		68,277	86.52%
SOCIAL SECURITY/MEDICARE	424,025	172,697	398,167		25,858	93.90%
CI - HIGHLAKE	57,000	100,495	147,533		(90,533)	258.83%
WORKING CASH	8,000	81	1,564		6,436	19.55%
TORT	304,890	120,269	302,408		2,482	99.19%
TOTAL	30,562,396	12,377,498	30,956,348	-	(393,952)	101.29%

	BUDGET 2012 - 2013	CURRENT EXPENDITURES	Y.T.D. EXPENDITURES	ENCUMBERED PAYABLES	UNENCUMBERED BALANCE	PERCENT ENCUMBERED
DISBURSEMENTS						
EDUCATIONAL	21,892,152	1,950,336	21,148,080		744,072	96.60%
OPERATIONS & MAINTENANCE	3,105,719	473,517	2,769,832		335,887	89.18%
DEBT SERVICES	3,055,240	52,176	3,047,357		7,883	99.74%
TRANSPORTATION	1,217,750	176,889	1,235,368		(17,618)	101.45%
MUNICIPAL RETIREMENT	503,291	32,351	439,464		63,827	87.32%
SOCIAL SECURITY/MEDICARE	420,161	33,051	426,116		(5,955)	101.42%
CI - HIGHLAKE	57,000	11,040	306,288		(249,288)	537.35%
WORKING CASH	8,000	-	-		8,000	0.00%
TORT	302,450	(1,143)	274,764		27,686	90.85%
TOTAL	30,561,762	2,728,218	29,647,269	-	914,492	97.01%

	JULY 1 EQUITY	YEAR-TO-DATE RECEIPTS	YEAR-TO-DATE EXPENDITURES	INTEREST TRANSFER	CURRENT EQUITY
FUND BALANCE					
EDUCATIONAL	12,444,366	22,237,668	21,148,080	1,564	13,535,518
OPERATIONS & MAINTENANCE	1,426,796	2,983,419	2,769,832	-	1,640,383
DEBT SERVICES	3,137,952	2,869,126	3,047,357	-	2,959,721
TRANSPORTATION	606,015	1,578,163	1,235,368	-	948,810
MUNICIPAL RETIREMENT	156,173	438,298	439,464	-	155,007
SOCIAL SECURITY/MEDICARE	204,062	398,167	426,116	-	176,112
CI - HIGHLAKE	6,484,937	147,533	306,288	-	6,326,183
WORKING CASH	2,069,448	1,564	-	(1,564)	2,069,448
TORT	154,074	302,408	274,764	-	181,719
TOTAL	26,683,822	30,956,348	29,647,269	-	27,992,902

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

PERCENT OF FISCAL YEAR COMPLETED: 100.00

DISTRICT 94 REVENUE & EXPENDITURE RPT

JUNE 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 FY12
9. ARRA AID/ARRA FEDERAL FUNDING
10. FEDERAL AID/GRANTS FY12 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/TCD
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

PERMANENT TRANSFER OF INTEREST

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
\$12,444,366	\$1,426,796	\$3,137,952	\$ 606,015	\$ 156,173	\$204,062	\$6,484,937	\$2,069,448	\$ 154,074	\$26,683,822
\$21,894,588	\$3,110,756	\$3,036,287	\$ 1,220,275	\$ 506,575	\$424,025	\$ 57,000	\$ 8,000	\$ 304,890	\$30,562,396
\$ 580,668	\$ 80,152		\$ 139,821	\$ 90,037	\$ 49,775			\$ 59,914	1,000,366
113,473									113,473
30,329	2,270	2,248	1,418	317	426	11,462	1,564	200	50,234
735,992									735,992
	47,479								47,479
						35,777			35,777
1,561,228									1,561,228
1,314,297			656,927						1,971,224
1,736									1,736
995,436									995,436
8,243,837	1,438,140	1,524,042	393,026					122,041	11,721,086
103,409				175,272	175,294				453,974
									-
						100,294			100,294
8,213,248	1,415,297	1,342,837	386,971	172,672	172,672			120,254	11,823,952
344,016	80								344,096
\$ 22,237,668	\$ 2,983,419	\$ 2,869,126	\$ 1,578,163	\$ 438,298	\$ 398,167	\$ 147,533	\$ 1,564	\$ 302,408	\$ 30,956,348
<i>101.57%</i>	<i>95.91%</i>	<i>94.49%</i>	<i>129.33%</i>	<i>86.52%</i>	<i>93.90%</i>	<i>0.00%</i>	<i>19.55%</i>	<i>99.19%</i>	<i>101.29%</i>
\$21,892,152	\$3,105,719	\$3,055,240	\$1,217,750	\$ 503,291	\$420,161	\$ 57,000	\$ 8,000	\$ 302,450	\$30,561,762
\$ 13,930,508	\$ 1,206,084								15,136,591.66
3,446,220	247,988								3,694,208
				439,464					439,464
					223,527				223,527
					202,589				202,589
1,850,761	382,671	87,937	416,321						2,737,690
			30,710						30,710
			585,287						585,287
			50,519						50,519
			152,422						152,422
								27,036	27,036
									-
								6,650	6,650
								123,374	123,374
								116,526	116,526
								1,164	1,164
	573,705								573,705
559,328	129,913								689,240
									-
316,560	129,128					201,434			647,122
						104,853			104,853
									-
		602,590							602,590
417,599	50	1,830	110					13	419,602
		2,355,000							2,355,000
202,128	100,294								302,422
416,830									416,830
8,147									8,147
\$ 21,148,080	\$ 2,769,832	\$ 3,047,357	\$ 1,235,368	\$ 439,464	\$ 426,116	\$ 306,288	\$ -	\$ 274,764	\$ 29,647,269
\$ 1,564							\$ (1,564)		\$ -
<i>96.60%</i>	<i>89.18%</i>	<i>99.74%</i>	<i>101.45%</i>	<i>87.32%</i>	<i>101.42%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>97.01%</i>
\$ 1,089,588	\$ 213,587	\$ (178,231)	\$ 342,795	\$ (1,166)	(27,949)	\$ (158,755)	\$ 0	\$ 27,645	\$ 1,309,079
\$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
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

June 30, 2013

DEPARTMENT/SUMMARY	FUND	#	DEPT	10 ACTUAL	11 ACTUAL	12 BUDGET	12 ACTUAL	% CHANGE	13 BUDGET	% CHANGE	13 ACTUAL	YTD %
GENERAL H.S.	10	1	TTL	1,001,708	773,536	1,192,759	810,220	-35.15%	282,620	-65.12%	176,829	62.57%
HMBD TUTORS	10	2	TTL	29,616	38,785	29,776	56,131	30.26%	47,100	-16.09%	32,974	70.01%
ART	10	3	TTL	195,791	209,508	213,578	222,921	-1.91%	240,660	7.96%	242,711	100.85%
SCIENCE	10	4	TTL	1,010,205	1,145,279	1,171,149	1,232,931	-2.21%	1,191,359	-3.37%	1,171,911	98.37%
DRIVER'S ED	10	5	TTL	133,973	117,616	149,453	116,583	-21.30%	119,306	2.34%	120,537	101.03%
ENGLISH	10	6	TTL	1,464,086	1,548,311	1,430,661	1,396,370	8.22%	1,400,277	0.28%	1,420,396	101.44%
FOREIGN LANG	10	7	TTL	507,930	545,707	510,341	556,377	6.93%	562,792	1.15%	586,667	104.24%
HEALTH ED	10	8	TTL	1,467	476	500	505	-4.83%	500	-1.08%	1,557	311.42%
MATHEMATICS	10	9	TTL	1,232,191	1,283,006	1,277,719	1,219,463	0.41%	1,253,117	2.76%	1,255,515	100.19%
MUSIC	10	10	TTL	157,985	162,335	208,991	212,723	-22.32%	216,481	1.77%	203,333	93.93%
PHYSICAL DEV	10	11	TTL	1,139,024	1,132,258	1,180,530	1,209,159	-4.09%	1,144,808	-5.32%	1,177,891	102.89%
SOC STUDIES	10	13	TTL	1,253,658	1,351,103	1,295,030	1,261,511	4.33%	1,293,404	2.53%	1,328,298	102.70%
TECHNOLOGY	10	14	TTL	435,862	469,264	485,020	523,754	-3.25%	685,620	30.91%	555,012	80.95%
DEV LEARNING	10	22	TTL	2,701,771	2,880,832	2,865,736	2,788,804	0.53%	2,788,766	0.00%	2,968,587	106.45%
ADULT ED - LOCAL	10	28	TTL	8,555	7,731	5,319	6,860	45.34%	8,425	22.81%	7,275	86.35%
SUMR ADLT ED	10	29	TTL	2,351	1,716	2,000	915	-14.18%	1,000	9.31%	2,948	294.81%
BUSINESS ED	10	30	TTL	573,807	651,819	655,159	630,056	-0.51%	631,086	0.16%	544,383	86.26%
FACS	10	32	TTL	252,513	240,299	229,630	230,158	4.65%	225,457	-2.04%	229,520	101.80%
IND ARTS-TECH ED	10	34	TTL	123,052	138,842	132,350	128,265	4.90%	131,849	2.79%	133,269	101.08%
B T I	10	35	TTL	1,053	719	800	574	-10.13%	250	-56.44%	774	309.56%
PHOTOGRAPHY	10	36	TTL	14,003	14,431	12,200	13,685	18.29%	16,000	16.91%	11,540	72.12%
SUMMER SCH/R	10	40	TTL	100,356	130,991	155,209	71,221	-15.60%	141,900	99.24%	98,184	69.19%
SUMMER SPORTS CAMPS	10	41	TTL	-	1,732	45,200	45,052	-96.17%	46,886	4.07%	38,348	81.79%
BILINGUAL	10	45	TTL	614,435	647,605	626,995	514,779	3.29%	509,277	-1.07%	520,119	102.13%
SOCIAL WORKE	10	50	TTL	279,969	291,821	305,484	291,294	-4.47%	308,925	6.05%	309,255	100.11%
GUIDANCE DEP	10	51	TTL	738,310	606,722	623,467	632,118	-2.69%	641,786	1.53%	651,380	101.49%
SCHOOL NURSE	10	52	TTL	164,390	126,813	135,553	158,264	-6.45%	162,384	2.60%	154,638	95.23%
PSYC SERVICE	10	53	TTL	61,482	68,109	68,939	56,636	-1.20%	128,054	126.10%	131,783	102.91%
AVID PROGRAM	10	54	TTL	-	-	-	34,311	100.00%	73,130	113.14%	76,104	0.00%
SPEECH PATH/AUDIO	10	55	TTL	-	-	-	49,680	100.00%	56,125	12.97%	56,163	0.00%
COD DCC	10	59	TTL	1,905	1,091	2,390	5,106	-54.33%	4,000	-21.66%	-	0.00%
LEARNING RES	10	61	TTL	292,031	292,268	312,791	285,510	-6.56%	290,013	1.58%	307,639	106.08%
STAFF & CURR DEV	10	62	TTL	13,034	47,056	38,020	88,300	23.77%	133,578	51.28%	34,712	25.99%
UTTERBACK DONATION	10	64	TTL	-	-	-	-	0.00%	-	0.00%	26,338	0.00%
ASST PRINCIPAL	10	69	TTL	-	-	-	393	100.00%	741,889	188767.23%	965,906	130.20%
PRINCIPAL	10	70	TTL	1,070,849	1,008,037	1,101,270	1,076,132	-8.47%	1,095,741	1.82%	832,537	75.98%
SUPT OFFICE	10	71	TTL	320,354	355,197	349,757	287,289	1.56%	291,883	1.60%	302,678	103.70%
DIR OF PRSNL	10	72	TTL	288,364	277,899	252,158	292,747	10.21%	298,130	1.84%	316,224	106.07%
ED FOUNDATIO	10	74	TTL	17,899	8,628	8,235	8,392	4.77%	5,000	-40.42%	10,025	200.51%
BOARD OF ED	10	75	TTL	92,393	90,403	130,500	123,504	-30.73%	120,900	-2.11%	122,853	101.61%
DIR OF BUSIN	10	80	TTL	116,826	127,482	121,850	132,640	4.62%	133,945	0.98%	140,678	105.03%
CAFETERIA	10	82	TTL	594,610	576,177	22,000	34,858	2518.98%	59,000	69.26%	14,452	24.50%
EMP BENEFITS	10	83	TTL	105,501	(208,079)	(93,779)	465,900	121.88%	232,500	-50.10%	120,423	51.79%
FISCAL SVCS	10	85	TTL	273,871	219,383	250,358	236,976	-12.37%	246,219	3.90%	255,369	103.72%
DATA PROCESS	10	90	TTL	299,435	291,622	320,068	310,305	-8.89%	327,161	5.43%	317,165	96.94%

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

June 30, 2013

DEPARTMENT/SUMMARY	FUND	#	DEPT	10 ACTUAL	11 ACTUAL	12 BUDGET	12 ACTUAL	% CHANGE	13 BUDGET	% CHANGE	13 ACTUAL	YTD %
PMT OTH DIST	10	97	TTL	1,738,901	1,378,472	1,542,363	1,089,809	-10.63%	1,293,300	18.67%	912,609	70.56%
ATH/INTERSCH	10	100	TTL	670,595	718,891	702,320	727,497	2.36%	788,129	8.33%	779,851	98.95%
AQUATICS	10	102	TTL	23,265	11,637	20,000	5,175	-41.82%	2,500	-51.69%	460	18.40%
PE ENTERPRIS	10	103	TTL	1,209	-	-	-	-	-	-	-	-
INTERSCHOLAS	10	104	TTL	315,697	191,172	197,249	182,094	-3.08%	246,860	35.57%	204,664	82.91%
ARRA GEN AID	10	485	TTL	147,756	-	-	-	-	-	-	-	-
ARRA TITLE 1	10	851	TTL	83,400	8,497	-	-	-	-	-	-	0.00%
ARRA IDEA B	10	857	TTL	234,532	278,475	6,000	41,711	4541.25%	-	-100.00%	-	0.00%
ARRA-HOMELES	10	862	TTL	2,019	-	-	-	0.00%	-	0.00%	-	-
ARRA-JOBS ED	10	880	TTL	-	115,487	-	1,736	100.00%	-	-100.00%	-	-
ADULT ED	10	902	TTL	99,610	99,563	93,392	93,306	6.61%	93,400	0.10%	75,858	81.22%
CTEIG	10	903	TTL	41,739	43,652	48,267	47,300	-9.56%	48,250	2.01%	49,084	101.73%
BILING TBE	10	904	TTL	112,216	110,815	91,215	95,722	21.49%	91,250	-4.67%	91,742	100.54%
A E & L	10	905	TTL	52,719	54,482	48,030	48,030	13.43%	48,000	-0.06%	37,001	77.09%
C PERKINS	10	906	TTL	28,153	35,086	35,601	35,170	-1.45%	35,600	1.22%	33,535	94.20%
TITLE 1-LOW	10	908	TTL	211,491	181,335	165,000	220,139	9.90%	165,000	-25.05%	299,809	181.70%
S.S.E. IMPRV	10	914	TTL	9,089	2,695	8,182	-	-67.06%	-	100.00%	-	0.00%
DRUG FREE SC	10	916	TTL	6,388	-	-	-	-	-	-	-	-
TECH ENHANCE	10	923	TTL	1,688	-	-	-	-	-	-	-	-
ISLG GRANT	10	925	TTL	3,135	-	1,395	1,598	-100.00%	2,900	81.50%	1,721	0.59
MEDICAID DIRECT DVC	10	929	TTL	38,441	173,834	150,000	154,317	15.89%	150,000	-2.80%	149,578	99.72%
94-142 FLOW	10	930	TTL	354,480	329,079	391,716	410,130	-15.99%	391,700	-4.49%	371,531	94.85%
ADM OUTREACH	10	931	TTL	114,993	42,476	50,100	23,499	-15.22%	50,000	112.78%	14,792	29.58%
TEACHER QUALITY	10	932	TTL	50,792	58,061	55,000	49,440	5.57%	55,000	11.25%	44,633	81.15%
ED-TO-CAREER	10	938	TTL	750	-	-	-	-	-	-	-	-
TECH PREP	10	939	TTL	894	1,000	1,000	-	100%	1,000	100.00%	-	0.00%
FED ADULT ED	10	944	TTL	91,014	94,893	95,000	90,341	-0.11%	90,850	0.56%	72,792	80.12%
LEARN SERVE	10	945	TTL	8,790	15,806	22,259	13,581	-28.99%	22,259	63.89%	6,914	31.06%
EL/CIVICS	10	946	TTL	8,407	9,000	8,730	8,730	3.09%	8,700	-0.34%	-	0.00%
LIPLEPS	10	950	TTL	35,419	37,013	18,150	30,026	103.93%	18,150	-39.55%	26,607	146.59%
O&M FUND	20	0	TTL	2,710,678	2,673,723	2,908,948	2,736,938	-8.09%	3,105,719	13.47%	2,769,832	89.18%
DEBT SVC FND	30	0	TTL	2,970,756	3,064,325	3,073,875	3,108,905	-0.31%	3,055,240	-1.73%	3,047,357	99.74%
TRANSPORTATION	40	0	TTL	1,098,026	1,145,231	1,142,250	991,109	0.26%	1,117,250	12.73%	1,090,700	97.62%
SCIENCE	40	4	TTL	-	-	-	-	-	-	-	128	-
ENGLISH	40	6	TTL	(173)	402	-	(205)	0.00%	-	-100.00%	(36)	-
FOREIGN EXCH	40	7	TTL	284	190	100	110	89.79%	-	-100.00%	935	-
MUSIC	40	10	TTL	1,497	1,011	-	113	0.00%	-	-100.00%	844	-
PHYSICAL DEV	40	11	TTL	-	-	(435)	-	-100.00%	-	0.00%	-	-
SOCIAL STUDIES	40	13	TTL	-	(97)	(1,382)	(134)	-92.99%	-	-100.00%	91	-
SPECIAL ED	40	22	TTL	-	-	-	-	0.00%	-	0.00%	45,797	0.00%
BUSINESS ED	40	30	TTL	-	-	-	-	-	-	-	-	-
FACS	40	32	TTL	-	-	-	-	-	-	-	-	-
PHOTOGRAPHY	40	36	TTL	(72)	-	-	(758)	0.00%	-	-100.00%	758	-
ATH/INTERSCH	40	100	TTL	78,536	71,887	96,000	92,259	-25.12%	98,000	6.22%	94,015	95.93%
PEP BUS	40	104	TTL	-	-	2,500	5,314	-100.00%	2,500	-52.95%	2,137	0.85

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

June 30, 2013

DEPARTMENT/SUMMARY	FUND	#	DEPT	10 ACTUAL	11 ACTUAL	12 BUDGET	12 ACTUAL	% CHANGE	13 BUDGET	% CHANGE	13 ACTUAL	YTD %
IMRF	50	0	TTL	680,795	737,453	802,812	393,088	-8.14%	503,291	28.04%	439,464	87.32%
SOC SEC & MEDCARE	51	0	TTL	-	-	-	419,481	0.00%	420,161	0.16%	426,116	-
C&I HIGHLAKE	61	0	TTL	-	-	7,500	-	-100.00%	-	0.00%	-	-
H.S. GENERAL	61	1	TTL	-	-	-	-	-	-	-	-	-
HILAKE	61	3	TTL	-	-	-	-	-	-	-	-	-
HILAKE	61	5	TTL	-	-	-	-	-	-	-	-	-
HILAKE INTST	61	11	TTL	-	-	-	-	-	-	-	-	-
SOC STUDY	61	13	TTL	-	-	-	-	-	-	-	-	-
HILK/TECH	61	14	TTL	-	-	-	-	-	-	-	-	-
DATA PROCESS	61	90	TTL	-	-	-	-	-	-	-	-	-
CAP OUT ATHL	61	100	TTL	-	7,479	-	-	-	-	-	-	-
HILAKE INTEREST	62	0	TTL	6,923	5,319	5,500	5,900	-3.29%	-	-100.00%	-	0.00%
TECH DEPT	62	14	TTL	193,294	-	-	-	-	-	-	-	-
CAPITAL PROJECTS	65	0	TTL	106,566	68,876	480,500	419,383	-85.67%	57,000	-86.41%	306,288	537.35%
W/C	70	0	TTL	-	-	8,000	-	-100.00%	8,000	100.00%	-	-
TORT FUND	80	0	TTL	208,041	248,866	294,117	281,878	-15.39%	302,450	7.30%	274,764	90.85%
		TOTALS		\$ 30,229,455	\$ 29,690,617	\$ 30,396,420	\$ 29,642,109	-2.32%	\$ 30,561,763	3.10%	\$ 29,647,269	97.01%

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

Percentage of Fiscal Year
100.00%

NAME	SOURCE	CODE	DEPT	AMENDED BUDGET	PRIOR YEAR REVENUE	FY 13 REVENUE	EXPENDITURES	ENCUMBERED	BALANCE	% UNREALIZED REVENUE
Adult Ed Summer School & Computer La	Local	132300	29	\$ 1,000	\$ -	\$ 2,948	\$ 2,948	\$ -	\$ 0	-195%
Education Foundation/Leadership Mini G	Local	199990	74/918	\$ 5,000	\$ -	\$ -	\$ 10,025	\$ -	\$ (10,025)	100%
Adult Ed Citizenship	Local	199998	28	\$ 8,425	\$ 3,877	\$ 1,550	\$ 7,275	\$ -	\$ (5,725)	82%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 49,645	\$ -	\$ 49,645	\$ 49,084	\$ -	\$ 561	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 103,390	\$ 42,914	\$ 45,360	\$ 91,742	\$ -	\$ (46,382)	56%
Adult Ed State Basic 3-1	State	340000	902	\$ 75,858	\$ 23,348	\$ 69,537	\$ 75,858	\$ -	\$ (6,322)	8%
Adult Ed Performance	State	340100	905	\$ 37,001	\$ 12,008	\$ 33,918	\$ 37,001	\$ -	\$ (3,083)	8%
State Library Grant	State	380000	925	\$ 2,900	\$ -	\$ 3,335	\$ 1,721	\$ -	\$ 1,614	-15%
Title 1 Low Income NCLB	Federal	430000	908	\$ 165,000	\$ 42,905	\$ 105,100	\$ 299,809	\$ 29,970	\$ (224,679)	36%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 392,695	\$ 135,754	\$ 279,020	\$ 371,531	\$ -	\$ (92,511)	29%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 33,940	\$ -	\$ 33,090	\$ 33,535	\$ -	\$ (445)	3%
Tech Prep Perkins Mini Grant	Federal	477000	939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 72,792	\$ -	\$ 66,726	\$ 72,792	\$ -	\$ (6,066)	8%
Learn & Serve Grant	Federal	491000	945	\$ 22,259	\$ 10,057	\$ -	\$ 6,914	\$ -	\$ (6,914)	100%
Adult Ed El Civics	Federal	480500	946	\$ 8,700	\$ -	\$ 6,066	\$ -	\$ -	\$ 6,066	30%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 150,000	\$ 124,181	\$ 14,894	\$ 149,578	\$ -	\$ (134,684)	90%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 50,000	\$ 6,910	\$ 19,859	\$ 14,792	\$ -	\$ 5,067	60%
Title III LIPLEPS	Federal	490900	950	\$ 21,300	\$ 18,713	\$ 9,211	\$ 26,607	\$ -	\$ (17,396)	57%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 55,000	\$ 10,570	\$ 34,758	\$ 44,633	\$ -	\$ (9,875)	37%
TOTAL				\$ 1,254,905	\$ 431,236	\$ 775,016	\$ 1,295,846	\$ 29,970	\$ (550,800)	38.2%

** Special Ed Grants

COMMUNITY HIGH SCHOOL

DISTRICT 94

LOCAL, STATE, FEDERAL GRANTS
Ending June 30, 2013

Percent of Fiscal Year
100.00%

JUNE 30, 2013

GRANT REVENUE

NAME	SOURCE	CODE	DEPT	DIST. BUDGET	AMENDED*	PRYR LATE REVENUE	FY13 REVENUE	\$ UNREALIZED	% UNREALIZED	% REALIZED
Adult Ed Summer School & Comput	Local	132300	29	\$ 1,000	\$ 1,000	\$ -	\$ 2,948	\$ (1,948)	-195%	295%
Education Foundation/Leadership M	Local	199990	74/918	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000	100%	0%
Adult Ed Citizenship	Local	199998	28	\$ 8,425	\$ 8,425	\$ 3,877	\$ 1,550	\$ 6,875	82%	18%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 48,250	\$ 49,645	\$ -	\$ 49,645	\$ -	0%	100%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 91,250	\$ 103,390	\$ 42,914	\$ 45,360	\$ 58,030	56%	44%
Adult Ed State Basic 3-1	State	340000	902	\$ 93,400	\$ 75,858	\$ 23,348	\$ 69,537	\$ 6,322	8%	92%
Adult Ed Performance	State	340100	905	\$ 48,000	\$ 37,001	\$ 12,008	\$ 33,918	\$ 3,083	8%	92%
State Library Grant	State	380000	925	\$ 2,900	\$ 2,900	\$ -	\$ 3,335	\$ (435)	-15%	115%
Title 1 Low Income NCLB	Federal	430000	908	\$ 165,000	\$ 165,000	\$ 42,905	\$ 105,100	\$ 59,900	36%	64%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 391,700	\$ 392,695	\$ 135,754	\$ 279,020	\$ 113,675	29%	71%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 35,600	\$ 33,940	\$ -	\$ 33,090	\$ 850	3%	97%
Tech Prep Mini Perkins Grant	Federal	477000	939	\$ 1,000	\$ -	\$ -	\$ -	\$ -	0%	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 90,850	\$ 72,792	\$ -	\$ 66,726	\$ 6,066	8%	92%
Learn and Serve Grant	Federal	491000	945	\$ 22,259	\$ 22,259	\$ 10,057	\$ -	\$ 22,259	100%	0%
Adult Ed El Civics	Federal	480500	946	\$ 8,700	\$ 8,700	\$ -	\$ 6,066	\$ 2,634	30%	70%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 150,000	\$ 150,000	\$ 124,181	\$ 14,894	\$ 135,106	90%	10%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 50,000	\$ 50,000	\$ 6,910	\$ 19,859	\$ 30,141	60%	40%
Title III LIPLEPS	Federal	490900	950	\$ 18,150	\$ 21,300	\$ 18,713	\$ 9,211	\$ 12,089	57%	43%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 55,000	\$ 55,000	\$ 10,570	\$ 34,758	\$ 20,242	37%	63%
TOTAL				\$ 1,286,484	\$ 1,254,905	\$ 431,236	\$ 775,016	\$ 479,889	38.2%	61.8%

* Amended Revenue activity may occur throughout FY12/13 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	\$ 1,000	\$ 1,000	2,948	\$ -	\$ (1,948)	-101%	201%
Education Foundation/Leadership M	Local	199990	74/918	\$ 5,000	\$ 5,000	10,025	\$ -	\$ (5,025)	-101%	201%
Adult Ed Citizenship	Local	199998	28	\$ 8,425	\$ 8,425	7,275	\$ -	\$ 1,150	14%	86%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 48,250	\$ 49,645	49,084	\$ -	\$ 561	1%	99%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 91,250	\$ 103,390	91,742	\$ -	\$ 11,648	11%	89%
Adult Ed State Basic 3-1	State	340000	902	\$ 93,400	\$ 75,858	75,858	\$ -	\$ -	0%	100%
Adult Ed Performance	State	340100	905	\$ 48,000	\$ 37,001	37,001	\$ -	\$ -	0%	100%
State Library Grant	State	380000	925	\$ 2,900	\$ 2,900	1,721	\$ -	\$ 1,179	41%	59%
Title 1 Low Income NCLB	Federal	430000	908	\$ 165,000	\$ 165,000	299,809	\$ 29,970	\$ (164,779)	-100%	200%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 391,700	\$ 392,695	371,531	\$ -	\$ 21,164	5%	95%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 35,600	\$ 33,940	33,535	\$ -	\$ 405	1%	99%
Tech Prep Mini Perkins Grant	Federal	477000	939	\$ 1,000	\$ -	-	\$ -	\$ -	0%	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 90,850	\$ 72,792	72,792	\$ -	\$ -	0%	100%
Learn and Serve Grant	Federal	491000	945	\$ 22,259	\$ 22,259	6,914	\$ -	\$ 15,345	69%	31%
Adult Ed El Civics	Federal	480500	946	\$ 8,700	\$ 8,700	-	\$ -	\$ 8,700	100%	0%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 150,000	\$ 150,000	149,578	\$ -	\$ 422	0%	100%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 50,000	\$ 50,000	14,792	\$ -	\$ 35,208	70%	30%
Title III LIPLEPS	Federal	490900	950	\$ 18,150	\$ 21,300	26,607	\$ -	\$ (5,307)	-25%	125%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 55,000	\$ 55,000	44,633	\$ -	\$ 10,367	19%	81%
TOTAL				\$ 1,286,484	\$ 1,254,905	\$ 1,295,846	\$ 29,970	\$ (70,911)	-6%	106%

** Special Ed Grants

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

This listing represents payments from the High School Cash Fund for June 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 July 16, 2013.

<u>DATE PAID</u>	<u>PAID TO</u>	<u>FOR</u>	<u>AMOUNT</u>
Jun 03, 2013	Sue Junkroski	Supply Reimbursement	\$ 5.60
Jun 05, 2013	Jennifer Grenchik	Mileage Reimbursement	4.52
Jun 05, 2013	Louis Kermend	Mileage Reimbursement	2.03
Jun 05, 2013	Guadalupe Vences	Mileage Reimbursement	3.11
Jun 06, 2013	Regina Morrone	Mileage Reimbursement	6.78

\$ 22.04

Director of Business Services

July 10, 2013
Date

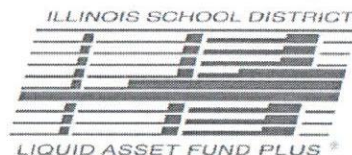
LOC	LOC	June 2012-13 Beginning Balance	June 2012-13 Debits	June 2012-13 Credits	June 2012-13 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
503	STD COUNCIL 12	882.72CR				882.72CR
505	CHES	1,925.88CR				1,925.88CR
506	SPED RECYC/SHRD	1,370.93CR		73.13	-73.13	1,444.06CR
507	BEST BUDDIES	4,456.15CR	90.66		90.66	4,365.49CR
508	CRTE ENT	820.21CR				820.21CR
511	ART COLLECTION	301.03CR				301.03CR
513	INTL CLUB	1,271.92CR	132.85	264.43	-131.58	1,403.50CR
514	CHRONICLE	7,691.51CR		65.00	-65.00	7,756.51CR
515	CHEERLEADING	1,208.18CR	575.17	3,507.07	-2,931.90	4,140.08CR
516	DANCE PROD	3,402.01CR				3,402.01CR
517	SPEECH	36.39CR				36.39CR
518	FBLA	2,410.83CR	3,359.88	3,698.94	-339.06	2,749.89CR
520	GERMAN CLUB	5,462.41CR		148.15	-148.15	5,610.56CR
521	FICA-SKILLS	2,485.83CR				2,485.83CR
524	HORTICULTURE	1,848.80CR		720.82	-720.82	2,569.62CR
526	PEP CLUB	346.79CR	43.55		43.55	303.24CR
527	POMS	2,089.54CR	1,646.91	5,238.07	-3,591.16	5,680.70CR
528	SNOWBALL	3,698.16CR				3,698.16CR
529	SADD	1,662.78CR				1,662.78CR
530	EXCHANGE	5,466.85CR	409.10	1,029.02	-619.92	6,086.77CR
531	SPANISH CLUB	3,365.91CR				3,365.91CR
533	STUDENT COUNCIL	57,248.30CR		3,670.69	-3,670.69	60,918.99CR
534	SUNDRY	1,651.40CR				1,651.40CR
535	THESPIANS	9,477.10CR	1,670.64	397.00	1,273.64	8,203.46CR
536	VOCATIONAL SIGN	1,119.04CR		281.50	-281.50	1,400.54CR
537	YEARBOOK	10,817.90CR	612.00	175.00	437.00	10,380.90CR
538	BAND-JAZZ	586.58CR		507.24	-507.24	1,093.82CR
539	CHORAL-CHOIR	1,590.43CR	239.25	168.00	71.25	1,519.18CR
540	ORCHESTRA	1,831.92CR				1,831.92CR
541	KEY CLUB	3,084.13CR				3,084.13CR
542	ANL	16,658.73CR		80.00	-80.00	16,738.73CR
543	WEGO CARES	1,139.97CR				1,139.97CR
544	SCHOLASTIC BOWL	213.44CR				213.44CR
545	PHOTGRAPHY	123.01CR				123.01CR
547	NHS	585.19CR		93.52	-93.52	678.71CR
548	GSA	596.23CR				596.23CR
549	CREATIVE WRITNG	715.66CR				715.66CR
551	TRANSITION CTR	2,702.47CR		125.00	-125.00	2,827.47CR

LOC	LOC	June 2012-13 Beginning Balance	June 2012-13 Debits	June 2012-13 Credits	June 2012-13 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
560	WEGO 2 AFR	1,373.66CR				1,373.66CR
561	SLC9 2 AFRICA	2,503.70CR				2,503.70CR
562	PRESCHOOL	1,933.64CR	288.52	6.00	282.52	1,651.12CR
563	Teen Mom	67.87CR		100.00	-100.00	167.87CR
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	455.13CR				455.13CR
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	643.35CR				643.35CR
584	GREEN CLUB	473.68CR				473.68CR
585	FRENCH CLUB	407.54CR				407.54CR
587	LIFESMARTS	744.72CR				744.72CR
589	CONSUMER ED	242.84CR				242.84CR
591	TECHNOLOGY	5.50CR				5.50CR
592	HABITAT FOR HUM	25.92CR				25.92CR
600	ATHLETIC TRAINR	821.84CR	190.00	520.00	-330.00	1,151.84CR
601	BADMINTON	2,318.34CR	1,648.98		1,648.98	669.36CR
602	BASEBALL	12,267.03CR	931.40	374.00	557.40	11,709.63CR
603	BOY'S BB	676.04CR		61.35	-61.35	737.39CR
604	BOY'S CROSS CTY	2,097.17CR				2,097.17CR
605	BOY'S SOCCER	2,652.64CR				2,652.64CR
606	BOY'S TENNIS	320.33CR				320.33CR
607	BOY'S TRACK	2,190.52CR	460.26	347.75	112.51	2,078.01CR
608	GIRL'S FDR BB	2,458.07CR				2,458.07CR
609	FOOTBALL	10,849.64CR	4,029.32	230.00	3,799.32	7,050.32CR
610	GIRL'S BASKETBL	4,283.34CR				4,283.34CR
611	GIRL'S CROSS CT	1,277.04CR				1,277.04CR
612	GIRL'S SOCCER	2,957.86CR	792.80	90.00	702.80	2,255.06CR
613	GIRL'S TENNIS	1,430.30CR		91.90	-91.90	1,522.20CR
614	GIRL'S TRACK	2,250.16CR	1,894.03	367.71	1,526.32	723.84CR
615	GOLF	3,827.78CR	650.00	358.84	291.16	3,536.62CR
616	MUSIC	7,101.78CR	1,754.90		1,754.90	5,346.88CR
617	SOFTBALL	3,002.51CR	420.00		420.00	2,582.51CR
618	BOYS SWIM TEAM	3,898.90CR	500.00	1,620.00	-1,120.00	5,018.90CR

LOC	LOC	June 2012-13 Beginning Balance	June 2012-13 Debits	June 2012-13 Credits	June 2012-13 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
619	VOLLEYBALL	10,985.43CR		1,639.43	-1,639.43	12,624.86CR
621	WRESTLING	1,799.44CR				1,799.44CR
622	ATHLETIC DIR	66.85CR				66.85CR
623	GIRLS SWIM TEAM	1,469.22CR		1,930.00	-1,930.00	3,399.22CR
---	*STUDENT ACTIVI	260,966.63CR	22,340.22	27,979.56	-5,639.34	266,605.97CR
<hr/>						
	Grand Equity To	260,966.63CR	22,340.22	27,979.56	-5,639.34	266,605.97CR

Number of Accounts: 80

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



10242-101
COMMUNITY HIGH SCHOOL DIST 94 / INVESTED FUNDS
LALO PONCE
326 JOLIET STREET

AS 242

WEST CHICAGO, IL 60185-

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

Activity Statement **FRI, Liquid Class, Max Class (Combined)**

6/1/13 to 6/30/13

Term Series Purchases

Trans	Trade Date	Maturity Date	Transaction Description	Transaction \$ Amount	Share Price
186979	6/21/13	12/20/13	ISDLAF+ TERM SERIES - 20131220AA02	\$800,000.00	1.00
187000	6/21/13	7/24/13	ISDLAF+ TERM SERIES - 20130724AD02	\$4,900,000.00	1.00
187018	6/21/13	3/19/14	ISDLAF+ TERM SERIES - 20140319AB02	\$900,000.00	1.00
187032	6/21/13	2/19/14	ISDLAF+ TERM SERIES - 20140219AC02	\$1,300,000.00	1.00
187041	6/21/13	4/11/14	ISDLAF+ TERM SERIES - 20140411AB02	\$1,700,000.00	1.00
187056	6/21/13	10/31/13	ISDLAF+ TERM SERIES - 20131031AB02	\$1,500,000.00	1.00

Totals for Period: \$11,100,000.00

Investment Portfolio

As of 6/30/13

Current Portfolio

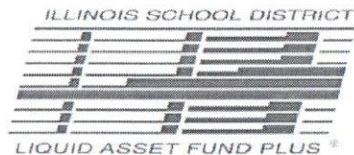
Desk	Trans	Trade	Settlement	Maturity	Provider/Instrument Name	Face Amount	Cost	Rate	Market Value
MMA			6/30/13		ISDLAF+ LIQ Account	\$905,929.46	\$905,929.46	0.010	\$905,929.46
MMA			6/30/13		ISDLAF+ MAX Account	\$1,334,404.52	\$1,334,404.52	0.040	\$1,334,404.52
TS	187000	6/21/13	6/21/13	7/24/13	ISDLAF+ TERM SERIES - 20130724AD02	\$4,900,221.51	\$4,900,000.00	0.050	\$4,900,000.00
TS	187056	6/21/13	6/21/13	10/31/13	ISDLAF+ TERM SERIES - 20131031AB02	\$1,500,488.23	\$1,500,000.00	0.090	\$1,500,000.00
TS	186979	6/21/13	6/21/13	12/20/13	ISDLAF+ TERM SERIES - 20131220AA02	\$800,398.91	\$800,000.00	0.100	\$800,000.00
TS	187032	6/21/13	6/21/13	2/19/14	ISDLAF+ TERM SERIES - 20140219AC02	\$1,301,125.13	\$1,300,000.00	0.130	\$1,300,000.00
TS	187018	6/21/13	6/21/13	3/19/14	ISDLAF+ TERM SERIES - 20140319AB02	\$900,935.51	\$900,000.00	0.140	\$900,000.00
TS	187041	6/21/13	6/21/13	4/11/14	ISDLAF+ TERM SERIES - 20140411AB02	\$1,702,190.91	\$1,700,000.00	0.160	\$1,700,000.00
DTC	26706	5/23/12	5/25/12	5/27/14	0.8% - GE Capital Retail Bank / GE Money Bank Certificate of Deposit	\$248,000.00	\$248,236.67	0.752	\$248,295.12
DTC	26707	5/23/12	5/25/12	5/27/14	0.8% - GE Capital Financial Inc Certificate of Deposit	\$248,000.00	\$248,236.67	0.752	\$248,295.12
DTC	26712	5/23/12	5/30/12	5/30/14	0.8% - Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,233.34	0.753	\$248,290.16
DTC	26708	5/23/12	5/31/12	6/2/14	0.8% - Compass Bank Certificate of Deposit	\$248,000.00	\$248,236.67	0.752	\$248,647.28
DTC	26881	6/7/12	6/15/12	6/16/14	0.85% - Firstbank Of Puerto Rico Certificate of Deposit	\$249,000.00	\$249,237.75	0.802	\$249,642.42
CD	186948	6/21/13	6/21/13	6/23/14	BANK OF EAST ASIA	\$249,976.82	\$249,400.00	0.230	\$249,400.00
CD	186949	6/21/13	6/21/13	6/23/14	ONEWEST BANK FSB	\$249,972.14	\$249,200.00	0.308	\$249,200.00
CD	186950	6/21/13	6/21/13	6/23/14	IDB BANK- NY	\$249,976.77	\$249,400.00	0.230	\$249,400.00
CD	186951	6/21/13	6/21/13	6/23/14	BANK OF CHINA	\$249,979.14	\$249,400.00	0.231	\$249,400.00
CD	186952	6/21/13	6/21/13	6/23/14	PRIVATE BANK - MI	\$249,977.39	\$249,400.00	0.230	\$249,400.00

Run Date: 7/1/13

COMMUNITY HIGH SCHOOL DIST 94 / INVESTED FUNDS - JUNE 2013

Page 7

SEC Transactions -> PMA Securities, Inc. is affiliated with Prudent Man Advisors, Inc. Member: FINRA, SIPC. Note: (CD/DTC/CDR - Certificates of Deposit) (CP - Commercial Paper) (SEC - Government Securities) (MMA - Money Market Account) (TS - Term Series)



10242-101
COMMUNITY HIGH SCHOOL DIST 94 / INVESTED FUNDS
LALO PONCE
326 JOLIET STREET

Activity Statement

FRI, Liquid Class, Max Class (Combined)

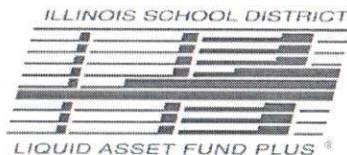
PMA Financial Network, Inc.
 2135 CityGate Lane
 7th Floor
 Naperville, Illinois 60563
 Telephone : (630) 657-6400
 Facsimile : (630) 718-8701
<http://eps.pmanetwork.com/>

AS 242		WEST CHICAGO, IL 60185-						6/1/13 to 6/30/13	
CD	186953	6/21/13	6/21/13	6/23/14	PLAINSCAPITAL BANK	\$249,979.27	\$249,400.00	0.231	\$249,400.00
CD	186954	6/21/13	6/21/13	6/23/14	ROCKFORD B&TC	\$249,976.77	\$249,400.00	0.230	\$249,400.00
CD	186955	6/21/13	6/21/13	6/23/14	AFFILIATED BANK	\$249,976.77	\$249,400.00	0.230	\$249,400.00
CD	186956	6/21/13	6/21/13	6/23/14	BANCO POPULAR NORTH AMERICA	\$82,665.91	\$82,500.00	0.200	\$82,500.00
CD	186957	6/21/13	6/21/13	6/23/14	BANCO POPULAR NORTH AMERICA	\$83,166.91	\$83,000.00	0.200	\$83,000.00
CD	186958	6/21/13	6/21/13	6/23/14	BANCO POPULAR NORTH AMERICA	\$84,166.92	\$83,998.00	0.200	\$83,998.00
CD	186959	6/21/13	6/21/13	6/23/14	BANK OF THE WEST	\$249,996.90	\$249,470.00	0.210	\$249,470.00
DTC	27424	7/11/12	7/18/12	7/18/14	1% - BMW Bank Of North America Certificate of Deposit	\$248,000.00	\$248,230.29	0.953	\$248,741.52
DTC	27778	8/22/12	8/29/12	8/29/14	0.9% - Sallie Mae Bank Certificate of Deposit	\$248,000.00	\$248,231.81	0.853	\$248,473.68
DTC	29765	6/20/13	6/26/13	6/26/15	0.5% - Discover Bank Certificate of Deposit	\$249,000.00	\$248,901.04	0.520	\$247,588.17
DTC	29762	6/20/13	6/28/13	6/29/15	0.5% - Safra National Bank Certificate of Deposit	\$249,000.00	\$249,347.21	0.430	\$247,623.03
DTC	29763	6/20/13	6/28/13	6/29/15	0.6% - Ally Bank Certificate of Deposit	\$249,000.00	\$248,901.03	0.620	\$247,575.72
Totals for Period:						\$18,329,505.89	\$18,320,094.46		\$18,317,474.20

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

Time and Dollar Weighted Portfolio Yield: 0.335 % Weighted Ave. Portfolio Maturity: 218.95 Days

CD: 13.61% DTC: 13.57%
 TS: 60.59% MM: 12.23% CP: 0.00% SEC: 0.00%



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

AS 2504

WEST CHICAGO, IL 60185-

Activity Statement **FRI, Liquid Class, Max Class (Combined)**

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

6/1/13 to 6/30/13

Investment Portfolio

As of 6/30/13

Current Portfolio

Desk	Trans	Trade	Settlement	Maturity	Provider/Instrument Name	Face Amount	Cost	Rate	Market Value
MMA			6/30/13		ISDLAF+ LIQ Account	\$8.22	\$8.22	0.010	\$8.22
MMA			6/30/13		ISDLAF+ MAX Account	\$3,876,752.79	\$3,876,752.79	0.040	\$3,876,752.79
Totals for Period:						\$3,876,761.01	\$3,876,761.01		\$3,876,761.01
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CDR, CD, DTC, TS, CP, & SEC desk. Time and Dollar Weighted Portfolio Yield: 0.000 % Weighted Ave. Portfolio Maturity: 0.00 Days									CD: 0.00% MM: 100.00% CP: 0.00% SEC: 0.00%



Account Activity

Report created: 07/01/2013 08:45:02 AM (ET)
Account: 071905943 • *5336 • Checking • Money Market • Available \$1,197,574.79
Date range: 6/1/2013 to 7/1/2013
Transaction types: All transactions
Detail option: Includes transaction detail

071905943 • *5336 • Checking • Money Market • Available \$1,197,574.79

<i>Post Date</i>	<i>Reference</i>	<i>Additional Reference</i>	<i>Description</i>	<i>Debit</i>	<i>Credit</i>	<i>Calculated Balance</i>
06/07/2013	0000000000000000		INTEREST CREDIT		\$27.30	\$1,197,494.05
06/14/2013	0000000000000000		INTEREST CREDIT		\$26.70	\$1,197,520.75
06/21/2013	0000000000000000		INTEREST CREDIT		\$27.10	\$1,197,547.85
06/28/2013	0000000000000000		INTEREST CREDIT		\$26.94	\$1,197,574.79
07/01/2013	Totals			\$0.00	\$108.04	



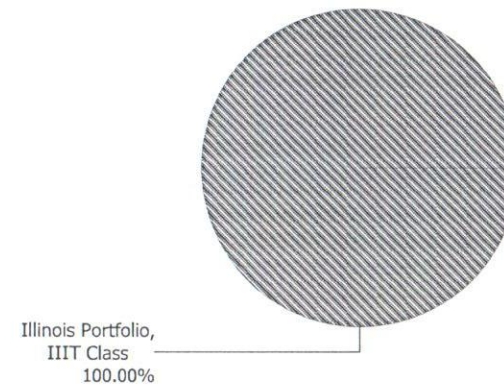
Account Statement - Transaction Summary

For the Month Ending **June 30, 2013**

BOARD OF EDUCATION COMM HIGH SD - GENERAL FUND - 450077

Illinois Portfolio, IIIT Class	
Opening Market Value	4,040,873.51
Purchases	85.96
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$4,040,959.47
Cash Dividends and Income	85.96

Asset Summary		
	June 30, 2013	May 31, 2013
Illinois Portfolio, IIIT Class	4,040,959.47	4,040,873.51
Total	\$4,040,959.47	\$4,040,873.51
Asset Allocation		



SUMMARY BY FUND

JUNE 2013

	2011-12	2012-13	2012-13	June 2011-12	June 2012-13	FY 11	FY 12	FY 13
	FY Activity	Revised Budget	FY Activity	Monthly Activity	Monthly Activity	4th Quarter	4th Quarter	4th Quarter
EDUCATION - 10								
REVENUES	22,199,233	21,955,259	22,237,668	8,405,748	8,662,526	9,526,438	9,479,827	9,831,849
EXPENSES	21,173,458	21,860,493	21,148,080	2,041,818	1,950,222	5,542,700	5,325,832	5,432,334
NET	1,025,774	94,766	1,089,588	6,363,930	6,712,304	3,983,738	4,153,995	4,399,515
O & M - 20								
REVENUES	3,001,114	3,110,756	2,983,419	1,372,803	1,417,807	1,408,609	1,451,386	1,454,979
EXPENSES	2,736,938	3,105,719	2,769,832	334,078	473,517	845,275	720,956	849,830
NET	264,176	5,037	213,587	1,038,724	944,290	563,334	730,431	605,149
TRANSPORTATION - 40								
REVENUES	1,472,634	1,220,275	1,578,163	374,646	387,027	458,399	589,044	577,134
EXPENSES	1,087,809	1,217,750	1,235,368	155,748	176,889	327,189	314,106	420,168
NET	384,825	2,525	342,795	218,899	210,137	131,210	274,938	156,966
IMRF - 50								
REVENUES	367,166	506,575	438,298	(50,369)	172,691	(22,669)	(32,375)	202,230
EXPENSES	393,088	503,291	439,464	(175,071)	32,168	(81,626)	(101,355)	116,173
NET	(25,922)	3,284	(1,166)	124,702	140,523	58,957	68,981	86,057
FICA / MEDICARE - 51								
REVENUES	434,571	424,025	398,167	384,513	172,697	394,198	408,604	202,236
EXPENSES	419,481	420,328	426,116	246,526	32,868	283,517	318,587	109,745
NET	15,089	3,697	(27,949)	137,987	139,829	110,681	90,017	92,491
TORT - 80								
REVENUES	262,972	304,890	302,408	116,323	120,269	120,640	123,869	145,585
EXPENSES	281,878	302,450	274,764	150	(1,143)	19,947	4,030	10,565
NET	(18,906)	2,440	27,645	116,173	121,412	100,693	119,839	135,020
WORKING CASH - 70								
REVENUES	1,546	8,000	1,564	165	81	2,363	422	295
EXPENSES	-	8,000	-	-	-	-	-	-
NET	1,546	-	1,564	165	81	2,363	422	295
OPERATING FUNDS TOTALS								
REVENUES	27,739,235	27,529,780	27,939,689	10,603,828	10,933,098	11,887,978	12,020,778	12,414,309
EXPENSES	26,092,652	27,418,031	26,293,624	2,603,248	2,664,522	6,937,002	6,582,156	6,938,815
NET	1,646,583	111,749	1,646,065	8,000,580	8,268,576	4,950,976	5,438,623	5,475,493
CAPITAL PROJECTS - 60								
REVENUES	131,634	44,500	147,533	13,254	100,495	241,603	14,007	100,917
EXPENSES	425,284	75,000	306,288	289,960	11,040	289,960	309,230	12,854
NET	(293,650)	(30,500)	(158,754)	(276,706)	89,455	(48,357)	(295,223)	88,063
DEBT SERVICE - 30								
REVENUES	2,982,042	3,036,287	2,869,126	1,452,332	1,343,025	1,452,815	1,452,800	1,343,914
EXPENSES	3,108,905	3,068,375	3,047,357	52,551	52,176	468,251	131,104	311,634
NET	(126,864)	(32,088)	(178,232)	1,399,781	1,290,849	984,564	1,321,696	1,032,280
NON-OPERATING FUND TOTALS								
REVENUES	3,113,675	3,080,787	3,016,659	1,465,586	1,443,520	1,694,419	1,466,806	1,444,830
EXPENSES	3,534,189	3,143,375	3,353,645	342,511	63,216	758,211	440,334	324,488
NET	(420,513)	(62,588)	(336,986)	1,123,075	1,380,304	936,208	1,026,473	1,120,342
TOTALS								
REVENUES	30,852,910	30,610,567	30,956,348	12,069,414	12,376,618	13,582,397	13,487,584	13,859,139
EXPENSES	29,626,841	30,561,406	29,647,269	2,945,760	2,727,738	7,695,213	7,022,489	7,263,303
NET	1,226,069	49,161	1,309,079	9,123,654	9,648,880	5,887,184	6,465,095	6,595,836

REVENUES

JUNE 2013

	2011-12	2012-13	2012-13	June 2011-12	June 2012-13	FY 11	FY 12	FY 13
	FY Activity	Revised Budget	FY Activity	Monthly Activity	Monthly Activity	4th Quarter	4th Quarter	4th Quarter
PROPERTY TAXES	23,756,804	24,198,214	23,998,692	11,604,383	11,825,453	11,608,026	11,607,948	11,826,828
CPPRT	943,063	1,070,000	998,132	-	-	305,684	266,821	421,702
OTHER TAXES	2,519	2,600	2,554	-	-	145	104	-
INVESTMENT INCOME	57,060	84,500	50,234	15,961	8,155	16,361	22,136	18,516
SUMMER SCHOOL	69,029	82,445	65,850	22,390	29,292	34,311	32,265	41,572
SUMMER SPORTS CAMPS	34,730	45,200	47,623	23,835	24,423	31,330	30,140	40,556
ATHLETICS	119,805	116,500	93,349	1,632	4,548	21,731	16,539	13,790
FOOD SERVICE	22,794	30,000	19,092	2,895	-	60,880	7,240	4,340
DRAMA	14,912	14,000	12,716	-	-	7,652	6,589	5,478
STUDENT FEES / OPTIONAL	178,310	169,850	175,265	4,573	8,768	51,828	120,856	23,629
STUDENT FEES / SCHOOL STORE	29,606	35,450	21,813	-	103	709	1,019	1,401
STUDENT FEES / LAB FEES	14,763	19,300	23,442	410	844	1,400	850	1,960
STUDENT FEES/TUITION	318,726	325,000	328,630	(508)	7,706	15,197	15,371	18,487
FACILITY RENTALS	56,799	55,000	47,479	1,818	2,250	8,381	12,515	5,502
DONATIONS	106,692	5,500	(400)	-	-	5,876	446	-
IMPACT FEES	98,236	25,000	35,777	-	-	127,291	-	-
OTHER LOCAL INCOME	103,452	97,500	84,582	3,156	109	8,582	8,159	21,879
STUDENT FINES	13,004	12,550	8,090	276	1,939	954	4,045	2,946
SASED FLOW THRU	255,509	250,000	313,509	28,595	-	28,595	28,595	-
GENERAL STATE AID	1,438,223	1,561,228	1,561,228	62,007	141,223	313,932	335,227	423,670
SPED STATE FUNDS	932,871	655,800	970,025	91,349	-	91,349	311,139	252,281
TRANSPORTATION REGULAR STATE	48,313	40,000	57,515	-	-	-	12,114	10,257
TRANSPORTATION SPED STATE	465,420	245,000	599,413	-	-	-	118,684	120,720
STATE GRANTS	441,615	406,244	344,272	4,759	59,444	82,154	81,953	181,859
FEDERAL GRANTS	1,330,656	1,063,686	997,172	200,044	132,228	659,736	446,830	366,997
TRANSFERS	-	-	-	-	-	-	-	-
TOTALS	30,852,910	30,610,567	30,856,054	12,067,573	12,246,483	13,482,103	13,487,584	13,804,369
STATE FUNDING								
SASED FLOW THRU								
Prior Year	226,914	-	313,509	-	-	-	-	-
Current Year	28,595	250,000	-	28,595	-	28,595	28,595	-
GENERAL STATE AID								
Prior Year	-	-	-	-	-	-	-	-
Current Year	1,438,223	1,561,228	1,561,228	62,007	141,223	313,932	335,227	423,670
SPED STATE FUNDS								
Prior Year	404,345	-	340,234	-	-	-	-	-
Current Year	528,526	655,800	629,791	91,349	-	91,349	311,139	252,281
TRANSPORTATION REGULAR STATE								
Prior Year	24,045	-	26,688	-	-	-	12,114	-
Current Year	24,268	40,000	30,827	-	-	-	-	10,257
TRANSPORTATION SPED STATE								
Prior Year	228,052	-	237,369	-	-	-	118,684	-
Current Year	237,369	245,000	362,044	-	-	-	-	120,720
STATE GRANTS								
Prior Year	1,582	2,900	3,335	(28,595)	42,495	(28,595)	-	46,255
Current Year	435,597	390,644	340,937	33,354	16,949	110,749	81,953	135,604
Prior Year	884,938	2,900	921,135	(28,595)	42,495	(28,595)	130,798	46,255
Current Year	2,692,578	3,142,672	2,924,827	215,305	158,173	544,625	756,914	942,532
	3,577,515	3,145,572	3,845,962	186,710	200,668	516,030	887,712	988,787
Less GSA								
Prior Year	884,938	2,900	921,135	(28,595)	42,495	(28,595)	130,798	46,255
Current Year	1,254,354	1,581,444	1,363,599	153,298	16,949	230,693	421,687	518,862
	2,139,292	1,584,344	2,284,733	124,703	59,444	202,098	552,485	565,117

EXPENDITURE OBJECT by FUND

JUNE 2013

	2011-12	2012-13	2012-13	June 2011-12	June 2012-13	FY 11	FY 12	FY 13
Description	FY Activity	Revised Budget	FY Activity	Monthly Activity	Monthly Activity	4th Quarter	4th Quarter	4th Quarter
EDUCATION FUND								
1000 SALARIES	13,816,023	14,338,343	13,930,508	1,200,673	1,177,343	3,516,771	3,500,096	3,523,228
2000 BENEFITS	3,576,840	3,460,912	3,446,220	271,941	259,541	885,990	859,480	846,252
3000 PURCHASED SERVICES	1,694,082	1,830,097	1,850,761	269,837	228,079	660,549	526,878	542,655
4000 SUPPLIES & MATERIALS	536,688	556,757	559,328	115,320	101,056	220,373	190,973	202,684
5000 CAPITAL OUTLAY	270,735	202,454	252,846	147,038	152,091	184,177	171,824	168,220
6000 OTHER	1,196,613	1,397,331	1,036,557	11,572	15,614	31,849	32,446	121,178
7000 EQUIPMENT/ TRANSFERS	60,961	36,600	63,714	17,682	16,499	35,238	36,380	28,118
8000 TERMINATION BENEFITS	21,517	38,000	8,147	-	-	-	-	-
TOTALS	21,173,458	21,860,493	21,148,080	2,034,063	1,950,222	5,534,945	5,318,078	5,432,334
OPERATIONS & MAINTENANCE FUND								
1000 SALARIES	1,214,954	1,235,343	1,206,084	102,563	102,755	295,415	299,115	309,645
2000 BENEFITS	252,921	264,802	247,988	21,072	18,969	42,144	63,215	56,898
3000 PURCHASED SERVICES	384,033	346,475	382,671	25,465	29,600	65,709	61,642	73,539
4000 SUPPLIES & MATERIALS	818,307	867,900	703,617	157,679	108,340	314,414	269,217	193,859
5000 CAPITAL OUTLAY	61,123	383,700	126,721	26,040	113,361	26,040	26,040	113,361
6000 OTHER	0	-	100,344	-	100,294	100,294	-	100,294
7000 SMALL EQUIPMENT/TRANSFERS	5,599	7,500	2,407	1,259	199	1,259	1,726	2,233
8000 TERMINATION BENEFITS	-	-	-	-	-	-	-	-
TOTALS	2,736,938	3,105,719	2,769,832	334,078	473,517	845,275	720,956	849,830
TRANSPORTATION								
1000 SALARIES								
2000 BENEFITS								
3000 PURCHASED SERVICES	1,087,632	1,217,500	1,235,258	155,748	176,889	327,189	314,088	420,105
4000 SUPPLIES & MATERIALS								
5000 CAPITAL OUTLAY								
6000 OTHER	177	250	110	-	-	-	18	63
7000 SMALL EQUIPMENT/TRANSFERS								
8000 TERMINATION BENEFITS								
TOTALS	1,087,809	1,217,750	1,235,368	155,748	176,889	327,189	314,106	420,168
IMRF								
1000 SALARIES								
2000 BENEFITS	393,020	503,291	439,464	(174,980)	32,168	(81,535)	(101,264)	116,173
3000 PURCHASED SERVICES								
4000 SUPPLIES & MATERIALS								
5000 CAPITAL OUTLAY								
6000 OTHER	68	-	-	(91)	-	(91)	(91)	-
7000 SMALL EQUIPMENT/TRANSFERS								
8000 TERMINATION BENEFITS								
TOTALS	393,088	503,291	439,464	(175,071)	32,168	(81,626)	(101,355)	116,173

	2011-12 FY Activity	2012-13 Revised Budget	2012-13 FY Activity	June 2011-12 Monthly Activity	June 2012-13 Monthly Activity	FY 11 4th Quarter	FY 12 4th Quarter	FY 13 4th Quarter
FICA / MEDICARE								
1000 SALARIES								
2000 BENEFITS	419,390	420,328	426,116	246,435	32,868	283,426	318,496	109,745
3000 PURCHASED SERVICES								
4000 SUPPLIES & MATERIALS								
5000 CAPITAL OUTLAY								
6000 OTHER	91	-	-	91	-	91	91	-
7000 SMALL EQUIPMENT/TRANSFERS								
8000 TERMINATION BENEFITS								
TOTALS	419,481	420,328	426,116	246,526	32,868	283,517	318,587	109,745
TORT								
1000 SALARIES								
2000 BENEFITS								
3000 PURCHASED SERVICES	281,802	302,200	274,750	150	(1,143)	19,947	4,030	10,565
4000 SUPPLIES & MATERIALS								
5000 CAPITAL OUTLAY								
6000 OTHER	76	250	13	-	-	-	-	-
7000 SMALL EQUIPMENT/TRANSFERS								
8000 TERMINATION BENEFITS								
TOTALS	281,878	302,450	274,764	150	(1,143)	19,947	4,030	10,565
WORKING CASH								
1000 SALARIES								
2000 BENEFITS								
3000 PURCHASED SERVICES								
4000 SUPPLIES & MATERIALS								
5000 CAPITAL OUTLAY								
6000 OTHER	-	-	-	-	-	-	-	-
7000 SMALL EQUIPMENT/TRANSFERS	-	8,000	-	-	-	-	-	-
8000 TERMINATION BENEFITS								
TOTALS	-	8,000	-	-	-	-	-	-
CAPITAL PROJECTS								
1000 SALARIES	-	-	-	-	-	-	-	-
2000 BENEFITS	-	-	-	-	-	-	-	-
3000 PURCHASED SERVICES								
4000 SUPPLIES & MATERIALS								
5000 CAPITAL OUTLAY	419,383	75,000	306,288	289,960	11,040	289,960	309,230	12,854
6000 OTHER	5,900	-	-	-	-	-	-	-
7000 SMALL EQUIPMENT/TRANSFERS	-	-	-	-	-	-	-	-
8000 TERMINATION BENEFITS								
TOTALS	425,284	75,000	306,288	289,960	11,040	289,960	309,230	12,854

	2011-12 FY Activity	2012-13 Revised Budget	2012-13 FY Activity	June 2011-12 Monthly Activity	June 2012-13 Monthly Activity	FY 11 4th Quarter	FY 12 4th Quarter	FY 13 4th Quarter
DEBT SERVICE								
1000 SALARIES								
2000 BENEFITS								
3000 PURCHASED SERVICES	195,065	150,000	87,937	50,876	50,876	39,240	50,876	50,876
4000 SUPPLIES & MATERIALS								
5000 CAPITAL OUTLAY								
6000 OTHER	2,913,841	2,918,375	2,959,421	1,675	1,300	428,770	80,228	260,758
7000 SMALL EQUIPMENT/TRANSFERS								
8000 TERMINATION BENEFITS	-	-	-	-	-	241	-	-
TOTALS	3,108,905	3,068,375	3,047,357	52,551	52,176	468,251	131,104	311,634
TOTALS								
1000 SALARIES	15,030,977	15,573,685	15,136,592	1,303,236	1,280,098	3,812,185	3,799,211	3,832,874
2000 BENEFITS	4,642,172	4,649,331	4,559,788	364,468	343,546	1,130,025	1,139,927	1,129,068
3000 PURCHASED SERVICES	3,642,614	3,846,272	3,831,378	502,076	484,301	1,112,634	957,515	1,097,741
4000 SUPPLIES & MATERIALS	1,354,995	1,424,657	1,262,945	272,999	209,395	534,787	460,190	396,543
5000 CAPITAL OUTLAY	751,242	661,154	685,855	463,038	276,492	500,177	507,094	294,435
6000 OTHER	4,116,766	4,316,206	4,096,445	13,247	117,208	560,913	112,692	482,293
7000 SMALL EQUIPMENT/TRANSFERS	66,560	52,100	66,121	18,941	16,698	36,497	38,106	30,351
8000 TERMINATION BENEFITS	21,517	38,000	8,147	-	-	241	-	-
TOTALS	29,626,841	30,561,406	29,647,269	2,938,005	2,727,738	7,687,459	7,014,735	7,263,303

EDUCATION FUND DEPARTMENT EXPENSE SUMMARY

	2011-12 FY Activity	2012-13 Revised Budge	2012-13 FY Activity	June 2011-12 Monthly Activity	June 2012-13 Monthly Activity	FY 11 4th Quarter	FY 12 4th Quarter	FY 13 4th Quarter
1 GENERAL HIGH SCHOOL								
BUSINESS SERVICES	377,304	234,830	128,569	(8,825)	11,535	56,691	65,009	36,038
PRINCIPAL	19,023	18,040	15,203	784	1,114	3,619	6,021	2,701
ASSISTANT PRINCIPAL	398,672	26,750	33,056	48,337	12,726	107,349	106,879	22,908
REGISTRATION	15,221	3,000	-	27	-	58	58	-
2 HOMEBOUND TUTOR	56,131	47,100	32,974	5,662	5,606	20,545	17,089	16,861
3 ART	222,921	240,660	242,711	23,402	23,069	58,572	62,168	64,485
4 SCIENCE	1,232,931	1,191,359	1,171,911	161,223	91,018	350,890	362,053	287,814
5 DRIVERS EDUCATION	116,583	119,306	120,537	10,984	9,002	36,068	36,292	33,224
6 ENGLISH	1,396,370	1,400,277	1,420,396	118,342	109,996	343,229	352,290	352,565
7 FOREIGN LANGAUGE	556,377	562,792	586,667	49,169	69,669	134,273	143,031	169,127
8 HEALTH	505	500	1,557	90	-	566	90	(228)
9 MATH	1,219,463	1,253,117	1,255,515	96,950	102,514	294,424	302,890	316,166
10 MUSIC	212,723	216,481	203,333	21,427	15,625	52,623	57,416	52,025
11 PHYSICAL EDUCATION	1,209,159	1,154,808	1,177,891	118,890	114,871	308,257	327,955	307,696
13 SOCIAL STUDIES	1,261,511	1,293,404	1,328,298	103,474	105,813	310,316	321,731	331,187
14 TECHNOLOGY	523,754	635,620	555,012	94,276	123,088	181,181	170,373	201,967
22 SPECIAL EDUCATION	2,788,804	2,788,766	2,968,587	231,172	267,023	741,771	761,195	817,349
28 ADULT CITIZENSHIP	6,860	8,425	7,275	79	630	1,013	899	1,656
29 SUMMER ADULT EDUCATION	915	1,000	2,948	155	1,166	155	155	2,694
30 BUSINESS EDUCATION	630,056	631,086	544,383	52,894	42,081	155,824	161,711	132,697
32 FACS	230,158	225,457	229,520	19,331	16,388	53,563	57,538	53,285
34 INDUSTRIAL ARTS	128,265	131,849	133,269	10,556	10,694	32,272	32,763	33,665
35 BTI	574	250	774	355	60	438	449	355
36 PHOTOGRAPHY	13,685	16,000	11,540	96	-	1,426	592	481
40 SUMMER PROGRAMS	71,221	141,900	98,184	4,463	14,339	4,829	4,829	14,970
41 SUMMER CAMPS	45,052	46,886	38,348	1,005	4,644	1,005	1,005	4,644
45 BILINGUAL	514,779	509,277	520,119	33,302	30,628	137,706	131,483	133,452
50 SOCIAL WORKER	291,294	308,925	309,255	22,369	25,003	68,893	73,102	77,740
51 GUIDANCE	632,118	641,786	651,380	54,480	57,065	180,972	185,802	198,003
52 NURSE	158,264	162,384	154,638	13,032	12,357	37,176	41,379	38,402
53 PSYCHOLOGICAL SERVICES	56,636	128,054	131,783	4,742	11,387	14,738	15,246	35,405
54 AVID	34,311	73,130	76,104	14,044	13,962	15,354	16,394	25,224
55 SPEECH PATHOLOGY	49,680	56,125	56,163	4,546	4,516	9,299	14,052	14,042
59 COD DUAL CREDIT	5,106	4,000	-	1,833	-	1,638	1,833	-
61 LRC	285,510	290,013	307,639	28,356	27,569	69,455	72,643	78,931
62 STAFF/CURRICULUM DEVELOP	73,032	126,840	45,408	36,716	985	26,998	26,998	18,632
64 A. UDDERBACH DONATION	-	-	26,338	-	7,041	-	-	19,595
69 ASSISTANT PRINCIPAL	393	741,889	965,906	393	24,279	393	393	170,308
70 PRINCIPAL	1,076,132	1,095,741	832,537	101,342	85,234	266,437	279,532	217,153
71 SUPERINTENDENT	287,289	291,883	302,678	25,872	31,114	77,036	74,080	80,327
72 ASST. SUPT ADM SERVICES	292,747	295,130	316,224	27,454	29,498	73,381	78,856	77,374
73 COMMUNITY RELATIONS	-	-	-	-	-	-	-	-
74 EDUCATION FOUNDATION	8,392	5,000	10,025	-	10,025	425	-	10,025
75 BOARD OF EDUCATION	123,504	120,900	122,853	17,021	7,622	24,126	21,215	18,340
80 DIRECTOR OF BUSINESS	132,640	133,945	140,678	10,700	22,699	89,219	92,425	88,584
82 CAFETERIA	34,858	59,000	14,452	2,066	1,807	107,978	9,089	4,493
83 EMPLOYEE BENEFITS	465,900	232,500	120,423	10,229	5,629	425,237	24,176	17,101
85 FISCAL SERVICES	236,976	246,219	255,369	26,138	43,012	124,233	133,994	134,161
90 DATA PROCESSING	351,500	327,161	317,165	102,641	35,562	153,101	144,272	101,241
97 PAYMENTS TO OTHER DISTRICTS	1,089,809	1,293,300	912,609	5,868	-	20,889	20,309	87,037
100 ATHLETICS	727,497	835,049	779,851	41,303	43,547	186,400	169,140	176,906
102 AQUATICS	5,175	2,500	460	-	-	2,545	-	-
104 ACTIVITIES	182,094	241,860	204,664	13,430	16,261	43,430	45,477	51,074
	19,849,877	20,612,275	19,883,179	1,762,194	1,699,472	5,408,015	5,024,371	5,129,882

STATE GRANT PROGRAMS

		2011-12 FY Activity	2012-13 Revised Budge	2012-13 FY Activity	June 2011-12 Monthly Activity	June 2012-13 Monthly Activity	FY 11 4th Quarter	FY 12 4th Quarter	FY 13 4th Quarter
902 STATE BASIC ADULT EDUCATION									
S	REVENUES	136,022	75,858	92,885	7,783	6,322	23,348	31,131	37,929
	EXPENSES	93,306	75,858	75,858	43,755	10,398	56,673	56,303	23,346
	NET	42,716	-	17,027	(35,973)	(4,076)	(33,325)	(25,172)	14,583
903 CTEIG									
S	REVENUES	48,267	49,645	49,645	3,617	4,873	42,779	10,517	6,428
	EXPENSES	47,300	49,645	49,084	1,355	3,262	1,355	2,650	4,312
	NET	967	-	561	2,262	1,611	41,424	7,867	2,116
904 BILIGUAL									
S	REVENUES	125,192	194,640	88,274	-	42,495	-	2,722	44,644
	EXPENSES	95,722	103,390	91,742	17,727	21,834	20,674	20,797	23,986
	NET	29,470	91,250	(3,468)	(17,727)	20,662	(20,674)	(18,075)	20,658
905 ADULT EDUCATION - FAMILY LIT									
S	REVENUES	67,804	37,001	45,925	4,003	3,083	12,008	16,010	18,500
	EXPENSES	48,030	37,001	37,001	4,012	1,523	16,603	11,059	6,874
	NET	19,774	-	8,924	(10)	1,561	(4,595)	4,951	11,626
914 ADA BLOCK GRANT									
S	REVENUES	-	8,200	-	-	-	-	-	-
	EXPENSES	-	-	-	(1,774)	-	(1,454)	(1,454)	-
	NET	-	8,200	-	1,774	-	1,454	1,454	-
925 STATE LIBRARY PER CAPITA									
S	REVENUES	1,582	2,900	3,335	-	-	-	-	1,611
	EXPENSES	1,598	2,900	1,721	1,388	512	1,598	1,598	1,721
	NET	(16)	-	1,614	(1,388)	(512)	(1,598)	(1,598)	(110)

FEDERAL GRANT PROGRAMS

857 ARRA IDEA									
F	REVENUES	27,432	-	-	-	-	105,468	-	-
	EXPENSES	41,711	-	-	-	-	27,995	-	-
	NET	(14,279)	-	-	-	-	77,473	-	-
906 PERKINS									
F	REVENUES	35,558	33,940	33,090	25,734	8,993	41,863	30,387	18,953
	EXPENSES	35,170	33,940	33,535	3,072	2,079	8,544	25,346	9,438
	NET	388	-	(445)	22,662	6,914	33,319	5,041	9,515
908 TITLE 1									
F	REVENUES	93,937	165,000	148,005	-	-	80,754	39,718	105,100
	EXPENSES	178,944	165,000	299,809	34,465	112,323	43,578	42,416	120,770
	NET	(85,007)	-	(151,804)	(34,465)	(112,323)	37,176	(2,698)	(15,670)
929 DIRECT SERVICE COSTS									
F	REVENUES	446,088	150,000	14,894	163,884	-	140,602	166,198	-
	EXPENSES	154,317	150,000	149,578	20,321	18,244	59,493	49,053	49,636
	NET	291,770	-	(134,684)	143,563	(18,244)	81,108	117,145	(49,636)
930 IDEA FLOW THRU									
F	REVENUES	351,136	392,695	414,774	-	116,860	281,047	157,581	116,860
	EXPENSES	410,130	392,695	371,531	117,511	77,767	133,184	135,742	84,308
	NET	(58,994)	-	43,243	(117,511)	39,093	147,863	21,839	32,552
931 ADMINISTRATIVE OUTREACH									
F	REVENUES	27,639	50,000	26,768	-	-	36,251	7,495	7,295
	EXPENSES	23,499	50,000	14,792	268	997	2,061	944	4,927
	NET	4,141	-	11,976	(268)	(997)	34,190	6,551	2,368
932 TITLE II TEACHER QUALITY									
F	REVENUES	43,560	55,000	45,328	-	-	13,575	12,018	34,758
	EXPENSES	49,440	55,000	44,633	9,920	9,875	10,570	10,570	9,875
	NET	(5,880)	-	695	(9,920)	(9,875)	3,005	1,448	24,883
944 FEDERAL ADULT BASIC									
F	REVENUES	90,835	72,792	66,726	7,570	6,066	15,139	22,709	18,198
	EXPENSES	90,341	72,792	72,792	15,162	8,162	32,421	31,612	22,594
	NET	494	-	(6,066)	(7,592)	(2,096)	(17,282)	(8,903)	(4,396)
945 LEARN & SERVE									
F	REVENUES	2,237	22,259	10,057	-	-	1,920	1,190	-
	EXPENSES	13,581	22,259	6,914	576	-	2,850	3,142	-
	NET	(11,344)	-	3,143	(576)	-	(930)	(1,952)	-
946 ADULT ED CIVICS									
F	REVENUES	8,730	8,700	6,066	728	-	1,455	2,183	-
	EXPENSES	8,730	8,700	-	3,437	-	4,776	4,663	-
	NET	0	-	6,066	(2,709)	-	(3,321)	(2,480)	-

950 LIPLEPS

F	REVENUES	18,560	21,300	27,924	-	-	1,550	601	4,074
	EXPENSES	30,026	21,300	26,607	6,692	5,411	15,053	14,265	10,098
	NET	(11,466)	-	1,317	(6,692)	(5,411)	(13,503)	(13,664)	(6,024)

862 ARRA MCKENNY VENTO

F	REVENUES	123,626	-	1,736	-	-	(66,972)	-	-
	EXPENSES	3,472	-	-	3,472	-	(264,416)	3,472	-
	NET	120,154	-	1,736	(3,472)	-	197,444	(3,472)	-

939 TECH PREP

F	REVENUES	-	1,000	-	-	-	-	-	-
	EXPENSES	-	1,000	-	-	-	-	-	-
	NET	-	-	-	-	-	-	-	-

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

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

**SECTION B -
Regular Meeting Attachments**

Community High School District 94
West Chicago Wildcat Athletics
Evaluation Framework – Head Coach



Name: _____ Date: _____
Position: _____ Sport: _____

Conversation Log:

Pre-Season Conversation:

Mission Statement:

Vision Statement:

General goals: Goal 1:

Goal 2:

Goal 3:

Pre-season strategies (list):

In-Season Conversations:

Date: _____ Summary:

Date: _____ Summary:

Date: _____ Summary:

Post-Season Evaluation:

(Section below is to be completed by the Coach)

Accomplishments: Use the space below to comment on any noteworthy accomplishments for the current season.

Growth Areas: Use the space below to comment on areas for growth for the next season.

(Section below is to be completed by the Evaluator)

Summary of the season: (Example of noted areas: organization, practice management, coaching strategies, game strategies, rapport with athletes, skill building, and program oversight.)

Areas of Strength:

Areas for Growth:

Signature of Coach: _____ Date: _____

Signature of Evaluator: _____ Date: _____

**The employee's signature indicates that he/she has reviewed this report. The employee's signature does not necessarily indicate agreement with the report's contents.

Community High School District 94
West Chicago Wildcat Athletics
Evaluation Framework – Assistant Coach



Name: _____ Date: _____
Sport: _____

Level: ☐ Var ☐ JV ☐ JVI ☐ JVII ☐ So ☐ So-B ☐ FR ☐ FR-A ☐ FR-B

Head Coach: _____

Coach Profile:

Years coaching within this coaching assignment: _____

Number of years coaching in District 94: _____

Number of years coaching at the High School Level: _____

Summative (To be completed by the head coach)

Enter Domain #, then category skill number, i.e. 1,A,2

Domain#:

Progress and Recommendation

Domain#:

Progress and Recommendation:

Recommendation:

Signature of Coach: _____ Date: _____

Signature of Evaluator: _____ Date: _____

****The employee's signature indicates that he/she has reviewed this report. The employee's signature does not necessarily indicate agreement with the report's contents.**

FRAMEWORK FOR COACHING DOMAINS:

#1 Planning and Preparation

- A– Demonstrates Knowledge of Sport and Winning Strategies
 - 1. Knowledge of sport and current strategies
 - 2. Objective strategies for evaluation of athletes
- B– Demonstrates Knowledge of Athletes
 - 1. Understands athlete's learning progression
 - 2. Understands athlete's skill and current ability
 - 3. Recognizes and differentiates of athlete's needs and cultural heritage
- C– Selecting Coaching Outcomes
 - 1. Practice sequence parallels with level of expectation
 - 2. Clarity of expectations
 - 3. Has realistic expectations for athletes
- D– Inquiry of Sports Resources
 - 1. Uses new and updated methods
 - 2. Incorporates Recourses that promote skill development
- E– Providing Authentic Coaching
 - 1. Incorporates game assimilation drills
 - 2. Provides appropriate equipment to athletes
- F– Player Evaluation Structured Towards Intended Outcomes
 - 1. Criteria and standards for player post season evaluation
 - 2. Clear communication with athlete in regards to continued participation

#2 Practice and game environment

- A–Creating an Environment of Respect and Rapport
 - 1. Coaching interactions with athletes
 - 2. Teammate interaction and leadership
- B– Establishing a Culture for Character and Fair Play
 - 1. Recognize athlete's motivation for participation
 - 2. Recognize positive character behavior
 - 3. Promote sportsmanship
 - 4. Look for opportunities to teach culture
- C–Managing Practice and Game Procedures
 - 1. Organization of practices
 - 2. Evaluation of practice and game performance
 - 3. Proper organization of equipment
 - 4. Proper storage and upkeep of equipment
 - 5. Supervision and evaluation of assistants
- D–Managing Athletes Behavior
 - 1. Express clear expectations
 - 2. Support Wildcat code and school code
 - 3. Monitor and supervise athlete's behavior
 - 4. Response to athlete's non compliance and misbehavior
- E– Organization of Practice Facilities and Game Facilities
 - 1. Cleanliness before and after activity
 - 2. Report any non conducive condition
 - 3. Organize and care for safety

#3 Coaching and Leadership

A- Communication with Athletes

1. Communicates Expectations for growth
2. Communicates Directions, establishing procedures within program
3. Effective use of oral and written communication

B- Getting Feedback from Athletes

1. Evaluative questions to athletes
2. Athlete's response to instruction

C- Engaging Athletes throughout the Season

1. Authentic techniques
2. Challenging athlete's abilities
3. Purposeful training methods
4. Comprehensive preparation

D- Flexibility and Responsiveness

1. Adjusting plans and strategies for level of ability
2. Response to athlete's performance

#4 Professional Responsibilities

A- Reflecting on coaching strategies

1. Accuracy
2. Current
3. Innovative

B- Maintaining Statistics and Records

1. Individual stats
2. Team stats
3. Opponent's stats
4. IHSA, DVC stats and records

C- Communicating with Families

1. Expectations for their athletes
2. Role they will play in your season
3. Team parent responsibilities
4. Communication of concerns

D- Participation in Professional Community

1. Communication with DVC coaches
2. IHSA responsibilities
3. Relationship with colleagues
4. Service to the school

E- Growing and Developing Professionally

1. Attending clinics and athletic conferences
2. Receptivity to feedback from colleagues and Athletic Director
3. Providing leadership for youth programs
4. Teaching opportunities in professional community

F- Demonstrating Professionalism

1. Integrity and ethical conduct
2. Service to students
3. Advocacy
4. Decision making

From: Cheryl Glunt
Sent: Wednesday, June 19, 2013 9:20 AM
To: 'Courtney Bell'
Cc: Kim Chambers
Subject: RE: FIOA Request

Good morning,

In response to the request for information that we received from your organization on June 18th, please find the attachments. Included are an invoice from Illinois Central School Bus for March, 2013.

If you have any questions, please feel free to contact me.

Cheryl Glunt
Administrative Assistant to the Superintendent
Community High School District 94
326 Joliet Street
West Chicago, IL 60185
630-876-6210
From: Courtney Bell [<mailto:courtney@teamsters777.org>]
Sent: Tuesday, June 18, 2013 9:13 AM
To: Cheryl Glunt
Subject: FIOA Request

Hello,

I would like to request information with regard to bus service. I am requesting Illinois Central School Bus's billing to the school from March.

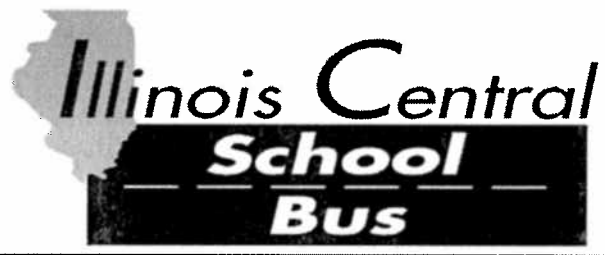
Thanks for your time!

Courtney

--

Courtney Bell, MPA
Teamsters Local 777
Business Agent
708-777-1081
courtney@teamsters777.org

Mexica



300 N. Randall Rd.
St. Charles, IL. 60174

www.illinois-central.com

Office: 630-584-1658

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00752
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID		Due Date
	01986	572 BATAV/W CHG		4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price
*CONTRACT REVENUE	Reg Ed Routes March 2013	1.00	\$33,583.26	\$33,583.26
*FUEL SURCHARGE	Fuel Surcharge	1.00	\$1,899.59	\$1,899.59
<div>Illinois 62</div> <div>40E000 255003301 (Reg routes) 33 28,394.80</div> <div>RECEIVED</div> <div>APR 04 2013</div> <div>BY: <i>clif</i></div> <div>3303 (TCD) 1917.17 3835.00</div> <div>3304 (fuel adj) 1899.59</div> <div>3305 (ED/LS) 101 1353.46</div> <div>approval m. Reszerek</div> <div><i>[Signature]</i></div>				

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432
ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount \$0.00
Total Due \$35,482.85

West Chicago High School District 94

March-13

March 1st - 29th

Regular Education Routes:

ROUTE	DAYS	Miles	Total # Rts	AMOUNT	SUB-TOTAL	Monthly Miles	NOTES
WCB001	14	14.12	1	\$36.88	\$516.32	197.68	SHARED AM ONLY
WCB002	14	9.32	1	\$36.88	\$516.32	130.48	SHARED AM ONLY
WCB003	14	13.89	1	\$36.88	\$516.32	194.39	SHARED AM ONLY
WCB004	14	8.74	1	\$36.88	\$516.32	122.29	SHARED AM ONLY
WCB005	14	16.48	1	\$36.88	\$516.32	230.65	SHARED AM ONLY
WCH006/206	14	31.08	2	\$73.75	\$2,065.00	435.12	AM/PM
WCB007	14	16.12	1	\$36.88	\$516.32	225.61	SHARED AM ONLY
WCH008/208	14	50.17	2	\$73.75	\$2,065.00	702.38	AM/PM
WCH009/209	14	60.65	2	\$73.75	\$2,065.00	849.1	AM/PM
WCB010	14	8.83	1	\$36.88	\$516.32	123.55	SHARED AM ONLY
WCB011	14	13.98	1	\$36.88	\$516.32	195.72	SHARED AM ONLY
WCB012	14	18.70	1	\$36.88	\$516.32	261.8	SHARED AM ONLY
WCH013/213	14	50.88	2	\$73.75	\$2,065.00	712.32	AM/PM
WCB014	14	16.60	1	\$36.88	\$516.32	232.4	SHARED AM ONLY
WCB015	14	15.93	1	\$36.88	\$516.32	222.95	SHARED AM ONLY
WCB016	14	12.00	1	\$36.88	\$516.32	168	SHARED AM ONLY

WCB017	14	15.18	1	\$36.88	\$516.32	212.52	SHARED AM ONLY
WCB018	14	9.76	1	\$36.88	\$516.32	136.64	SHARED AM ONLY
WCH019 AM ONLY	14	35.67	1	\$73.75	\$1,032.50	499.38	AM SINGLE ROUTE
WCH020 AM ONLY	14	5.08	1	\$73.75	\$1,032.50	71.12	AM SINGLE ROUTE
WCB022	14	9.41	1	\$36.88	\$516.32	131.67	SHARED AM ONLY
WCH201	14	38.53	1	\$73.75	\$1,032.50	539.42	PM SINGLE ROUTES
WCH202	14	25.00	1	\$73.75	\$1,032.50	350	PM SINGLE ROUTES
WCH203	14	31.88	1	\$73.75	\$1,032.50	446.32	PM SINGLE ROUTES
WCH204	14	20.47	1	\$73.75	\$1,032.50	286.58	PM SINGLE ROUTES
WCH205	14	23.59	1	\$73.75	\$1,032.50	330.26	PM SINGLE ROUTES
WCH207	14	19.66	1	\$73.75	\$1,032.50	275.24	PM SINGLE ROUTES
WCH210	14	19.38	1	\$73.75	\$1,032.50	271.32	PM SINGLE ROUTES
WCH211	14	15.84	1	\$73.75	\$1,032.50	221.76	PM SINGLE ROUTES
WCH212	14	20.81	1	\$73.75	\$1,032.50	291.34	PM SINGLE ROUTES
WCH219	14	32.14	1	\$73.75	\$1,032.50	449.96	PM SINGLE ROUTES
TCD101/201 (STARTED 8/28/12)	13	73.51	2	\$73.75	\$1,917.50	955.63	AM/PM
TCD102/202 (STARTED 8/28/12)	13	73.78	2	\$73.75	\$1,917.50	959.14	AM/PM
Early Dismissal Charge	1	0.00	15	\$36.58	\$548.70	0	
Late Start Charge	1	0.00	22	\$36.58	\$804.76	0	
						11432.74	
Regular Education Routes Total						\$33,583.26	

Fuel Clause:		
Avg Price Per Gallon,		\$4.08
Contract Fuel Peg Amount		\$3.00
Fuel Cost Monthly Difference Per Gallon #Gallons		\$1.08 1758.88
Total Fuel Clause Amt,		\$1,899.59

11432.74	Monthly Miles
6.5	mpg
1758.88	# gallons

TOTAL WEST CHICAGO HIGH SCHOOL DISTRICT 94	\$35,482.85
--	-------------

From: Gwen Geiger [<mailto:gwen.geiger@sbcglobal.net>]
Sent: Monday, June 24, 2013 11:51 AM
To: Kim Chambers
Subject: Freedom Of Information Act Request

Dear Kim:

I respectfully request the following information through the Freedom of Information Act.

I would like to have a list of referenda submitted to the District 94 voters over the past 40 years. I would also like to know the purpose of each referendum, the dollar amount requested, and the success or failure of each referendum.

Thank you so much for your assistance.

Respectfully,

Gwen E. Geiger
1309 E. Coolidge Ave.
Wheaton, IL 60189
630-653-5418

Hi Gwen,

In response to your FOIA request, the District does not retain referenda information separate from other documents. We have done a search of Board of Education minutes for the past 40 years in an attempt to gather the information you have requested. In that search, we have found evidence of the following:

1. August 27, 1974 BOE meeting minutes – reference to a referendum to approve a unit district; cannot locate evidence as to whether this was actually put on a ballot for public vote.
2. April 29, 1975 BOE meeting minutes – reference to a unit district referendum; cannot locate evidence as to whether this was actually put on a ballot for public vote.
3. November 19, 1974 BOE documents – Bond Referenda language; cannot locate evidence as to whether this was actually put on a ballot for public vote.
4. September 21, 1976; October 14, 1976; October 19, 1976 – BOE meeting minutes – reference a referendum
5. November 13, 1976 BOE documents – “unofficial results” of referendum conducted for “building additions” on November 13, 1976. The proposition passed.
6. January 25, 1995 BOE meeting minutes – motion to place a public question on the April 4, 1995 ballot the authorize the Board to “build and equip additions, additions, and alterations to the Community High School District 94 facility and to acquire land useful for school purposes and further authorization to issue bonds in the amount of \$32,000,000 to finance the same”
7. April 7, 1995 BOE documents – canvass of votes from April 4, 1995 election – proposition was defeated.
8. March 21, 1996 BOE meeting minutes – motion to canvass results from March 19, 1996 referendum vote –proposition was defeated.
9. July 16, 1996 BOE meeting minutes – motion to place a referendum on the ballot on November 5, 1996 for the purpose of “building renovating at Community High School District 94 to include additional classrooms/auditorium, HVAC renovation, and internal remodeling”. Unable to locate further references to this ballot measure; cannot locate canvass of votes.
10. August 19, 1997 BOE meeting minutes – motion to place a referendum on the ballot for November 4, 1997
11. November 6, 1997 BOE meeting minutes – canvass of votes on “successful passage of the Building Referendum”

Since I have been affiliated with the District (since 1998/99), the Board has not put a referendum on the ballot. As such, I did not ask that a review of BOE minutes from 1998 to the present be done as it is a very time consuming process (gathering 1 – 11 above took two staff members the better part of a work day).

Attached are pages from BOE minutes which are related to the above.

Kim

Dr. Kimberly C. Chambers
Assistant Superintendent of Administrative Services
Community High School District 94
326 Joliet Street
West Chicago, IL 60185
Voice: 630-876-6216

Fax: 630-876-6217

e-mail: kchambers@d94.org

website: www.d94.org

Want to be a Wildcat? Check our open positions at
<http://www.d94.org/HumanResources/possible.htm>.

MINUTES OF AN ADJOURNED MEETING FROM
AUGUST 20, 1974 OF THE BOARD OF
EDUCATION OF SCHOOL DISTRICT #94 DU PAGE
COUNTY, WEST CHICAGO, ILLINOIS HELD
ON AUGUST 27, 1974

476

The adjourned meeting of the Board of Education was called to order at 8:00 P.M. by Secretary Treudt in the absence of President Westrom. On roll call the following members were present: Richard Gatehouse, Nancy Stroebel, Robert Willett, June Zimmerman, and Bruce Treudt. Absent: Gary Shepard and Robert Westrom.

Present also were: Dr. Jerald J. Saimon, Superintendent; Richard Howard, Director of Business; Dr. Richard Kamm, Principal; Gwen Kallhauge, Recording Secretary; interested citizens; Mr. Fred Burnham, Illinois School Consulting Service; and Robert Chaney and Norm Thompson from Nicol & Nicol, Vanek and Chaney.

PRESIDENT PRO TEM APPOINTED Motion by Stroebel, second by Willett to appoint Richard Gatehouse as President Pro Tem in the absence of President Westrom.

Ayes: Stroebel, Willett, Zimmerman, and Treudt,
Nays: None.

Passed: Gatehouse. Motion carried 4-0.

DISCUSS LIFE SAFETY SURVEY Mr. Fred Burnham, Illinois School Consulting Service, reviewed the prospectus that was distributed to the municipal bond dealers pertaining to the sale of life safety survey bonds. The School Fire Prevention & Safety Bonds to be sold by the Community High School, District #94, DuPage County, Illinois would be in the amount of \$674,000.00. It was noted by Mr. Burnham that the non-litigation certificate, to be supplied by the law firm of Chapman & Cutler, Chicago, Illinois, will indicate the status of the following: Community High School District Number 94, DuPage County, Illinois, is included in Community Unit Petition No. 13, DuPage County, Illinois, filed February 7, 1972, and granted after hearing on May 25, 1972. It is now in litigation and therefore referendum to approve a unit district has not been held nor has a date been set for a referendum.

BOARD MEMBER WESTROM ARRIVED Board Member Westrom arrived at 9:00 P.M.

REVIEW AND APPROVE SUBMITTED WINDOW REPLACEMENT BIDS Discussion was held on various types of windows and bids received on window replacement on the life safety survey.

Motion by Zimmerman, second by Stroebel to approve DeVac Inc. bid Number C in the amount of \$48,400.00 with the stipulation that persons from the administration and board building committee will inspect and approve this type of window in existing buildings and arrange for a deduction for screens not needed. Copy of bidders made a part of the minutes.

ADJOURNED MEETING - APRIL 29, 1975

Page 2

FORWARD LETTER TO
HEMPHILL
CORPORATION

Moved by Walter, second by Stroebel that a letter be sent from the President of the board to the City of West Chicago and in turn to the Hemphill Corporation, regarding donations of land or cash in lieu of land as per ordinance formula.

Ayes: Walter, Stroebel, Gatehouse, Zimmerman, Willett, Treudt, and Westrom.

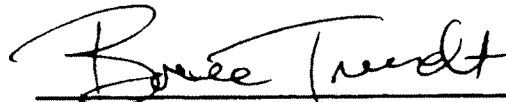
Nays: None. Motion carried 7-0.

UNIT DISTRICT
DISCUSSION

Superintendent Saimon informed the board membership that Merrill Gates of the Educational Service Region was to host a meeting on Saturday, May 2, 1975, 10:30 A.M. to review and discuss the unit district referendum. The Appellate Court in Elgin ruled in favor of the proponents and thus the need for the meeting. President Westrom indicated that the maximum amount of time prior to referendum should be utilized in order to get the proper information to the citizens.

ADJOURNMENT

Moved by Walter, second by Stroebel at 9:40 P.M. to adjourn the meeting. Voice vote and ayes carried.


Bruce Treudt - Secretary
Robert Westrom - President

BOND REFERENDA

Bonds of the School District for the building, equipping, altering, or repairing of school buildings or the purchasing or improving of school sites may be issued if authorized by an affirmative referendum as provided in the School Code of the State of Illinois, at an interest rate not exceeding seven per cent (7%) per annum, and for a period not exceeding twenty (20) years from date of issuance.

Exceptions to the above stated may be authorized by the Board of Education in the area of a tax for fire prevention and safety purposes as prescribed under Section 17-2.11 of the School Code of the State of Illinois.

AUTHORIZE LEGAL
COUNSEL TO APPEAL
THE FAIR EMPLOYMENT
PRACTICE COMMISSION
DECISION - DE WOLFE

Motion by Gatehouse, second by Willett to authorize the District's legal counsel to appeal the Fair Employment Practice Commission decision pertaining to employee Dianne DeWolfe, before the full FEPC Commissioners.

Ayes: Gatehouse, Hapgood, Walter, Willett,
Zimmerman, Orlandini, and Westrom.

Nays: None. Motion carried 7-0.

ITEMS DISCUSSED
PROPOSED BUILDING
CONSTRUCTION PROGRAM

The Board membership reviewed and discussed the following items pertaining to the proposed building construction program:

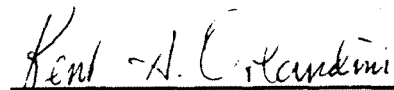
1. referendum costs
2. location of the field house
3. location of the swimming pool
4. parking sites
5. estimated costs for total project
6. consensus among the members that the larger field house was preferred
7. the greenhouse program to be retained
8. land acquisition needs


ADJOURNMENT

Motion by Hapgood, second by Walter at 12:58 A.M. to adjourn the meeting to October 14, 1976 at 7:45 P.M.

Ayes: Gatehouse, Hapgood, Walter, Willett,
Zimmerman, Orlandini, and Westrom.

Nays: None. Motion carried 7-0.


Kent Orlandini - Secretary


Robert Westrom - President

MINUTES OF THE ADJOURNED MEETING OF THE
BOARD OF EDUCATION OF SCHOOL DISTRICT #94
DUPAGE COUNTY, WEST CHICAGO, ILLINOIS
ON OCTOBER 14, 1976

The adjourned meeting of the Board of Education from September 21, 1976 was called to order at 7:53 P.M. by President Westrom. On roll call the following members were present: Duane Walter, Robert Willett, June Zimmerman and Robert Westrom. Absent: Richard Gatehouse, Lawrence Hapgood, and Kent Orlandini.

Also present were: Dr. Jerald J. Saimon, Superintendent; Dr. Richard Kamm, Principal; Richard Howard, Director of Business; Fred Burnham of Illinois School Consulting Service; and Architects T. Ernst and C. Meland.

PUBLIC HEARING

No public response.

OLD BUSINESS



Board members, administrators, architects, and consultant reviewed and discussed the proposed building referendum. Items focused upon were as follows:

1. referendum date to be November 13, 1976, with polls to be open from 11:00 A.M. to 7:00 P.M.
2. four precincts will be used with judges' salary to be \$26.00 and \$31.00 for head judge plus two meals.
3. custodian service to be provided by District #33, #94, and #25, cost borne by District #94.
4. legal notice of the forthcoming referendum to be placed in two (2) newspapers, West Chicago Press and Winfield Examiner. The West Chicago Press to be the official notice.
5. Chapman & Cutler will serve as the district's legal counsel throughout the referendum process.
6. the north addition (pool-field house) to be called the School Physical Education and Community Recreation Center.
7. Illinois School Consulting Service fees and assistance was reviewed.
8. land acquisition appraisals regarding four (4) pieces of property were distributed and discussed.
9. Meland Association presented cost projections for the proposed referendum. The final estimated cost, encompassing all facets of the program, were identified as follows:
 - a. pupil services-learning center \$1,200,000
 - b. phys. educ. and com. rec. center

pool	896,000
physical education	1,416,000
 - c. renovation of existing facilities 490,000
 - d. sitework 139,000

Page 2

e. equipment	\$315,000
f. fees	309,000
g. site acquisition	315,000
h. contingency	<u>220,000</u>
TOTAL	\$5,300,000

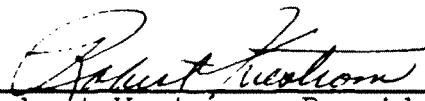
PLANNED UNIT
DEVELOPMENTS

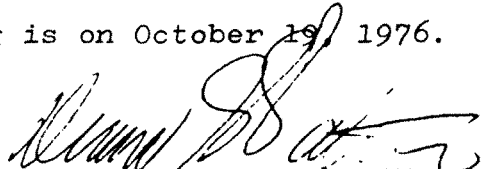
Other business centered upon the Hemphill Planned Unit Development. Richard Howard reviewed the recent DuPage County Zoning Board Meeting with Hemphill and he felt that District #94 will receive full support by the Zoning Board prior to any action taken. The question of the difference in the Naperville Land Donation Ordinance and the updated West Chicago Ordinance was reviewed. It was recommended that the Superintendent contact the Naperville Schools to request them to update their ordinance in keeping with the most recent Illinois Office of Education recommendation for school sites. Richard Howard was directed to send the board's policy position paper to the County regarding planned unit developments.

ADJOURNMENT

It was moved by Walter, second by Zimmerman at 10:16 P.M. to adjourn the meeting. On roll call the following members voted aye: Walter, Zimmerman, Willett, and Westrom. Nays: None. Motion carried 4-0.

Next regular meeting is on October 19, 1976.


Robert Westrom - President


Duane Walter - Secretary Pro-Tem

Page 2

TREASURER'S
REPORT

The treasurer's report was reviewed by the board membership. The treasurer's report was received and filed as presented and made a part of the minutes.

STATEMENT OF
POSITION

The Statement of Position was reviewed by the board membership.

FINANCE
COMMITTEE

Richard Gatehouse reported for the Finance Committee on the costs of the proposed referendum; computer report was reviewed; need for an additional teacher in the English as a second language program; authorized purchase of a vacuum cleaner for the track-football field area; committee had budgeted for a night custodial foreman; and authorized an aide for the bilingual class as identified in the bilingual grant.

BUILDING
COMMITTEE

Lawrence Hapgood reported for the Building & Grounds Committee and discussed the need for spectator lights behind the west side football bleachers; the mini-van bid; the cooling units in math and registrar's office; and the energy needs for the proposed new addition.

APPROVE VAN BID

Motion by Walter, second by Orlandini to approve the mini-van bid from Krumpholz Chevrolet, in the amount of \$5,322.18. Five bids were solicited and Krumpholz was the only bid received. List of bidders attached to official minutes.

Ayes: Gatehouse, Hapgood, Walter, Willett,
and Orlandini.

Nays: None. Motion carried 5-0.

POLICY & PERSONNEL
COMMITTEE

Robert Willett reported on several items for the Policy & Personnel Committee with discussion centering upon the question of providing transportation for a special education student who participates in an extra-curricular activity at the student's assigned high school.

PARK DISTRICT
MEETING

Richard Gatehouse reported on the Park District meeting and stated that the Park District indicated they would support the high school referendum with an adopted resolution.

PUBLIC HEARING

No response on the public hearing section of the agenda. Dr. Saimon noted to the board membership that Mr. Greenberg of the WCHTA, Inc., received the information he had requested regarding attorney's fees.

AUTHORIZE SALARIES
GAME WORKERS
AT GIRLS
ATHLETIC EVENTS

Motion by Willett, second by Walter to authorize the following salaries for game workers at girls' athletic events - basketball - \$9.50 per event; volleyball - \$6.50 per event; and gymnastics - \$6.50 per event.

Ayes: Gatehouse, Hapgood, Walter, Willett, and Orlandini.

Nays: None. Motion carried 5-0.

ACCEPT COMMUNITY
EDUCATION GRANT

Motion by Willett, second by Hapgood to accept the Community Education Grant in the amount of \$2989.00 from the Illinois Office of Education.

Ayes: Gatehouse, Hapgood, Willett, and Orlandini.

Nays: None.

Passed: Walter. Motion carried 4-0.

APPOINT HEARING
OFFICER

Motion by Walter, second by Willett to appoint Tom Barnhart, District #33, Director of Instructional Services, as the District #94 hearing officer for student suspension, Title IX, and student records.

Ayes: Gatehouse, Hapgood, Walter, Willett, and Orlandini.

Nays: None. Motion carried 5-0.

AUTHORIZE
APPOINTMENT ILLINOIS
SCHOOL CONSULTING
SERVICE

Motion by Hapgood, second by Orlandini to authorize appointment of Illinois School Consulting Service as referendum consultants and make a copy of the contract a part of the minutes.

Ayes: Gatehouse, Hapgood, Walter, Willett, and Orlandini.

Nays: None. Motion carried 5-0.

INFORMATION
ITEMS

1. Parent open house will be held on November 9, 1976, 7:30 P.M.
2. the DAVEA bus has been rerouted to pick up the two students from St. Francis High School.
3. special education student placement report was reviewed by the board membership.
4. non-certified personnel changes was reviewed by the board membership.

CITY OF NAPERVILLE
VS. ILLINOIS HOME
BUILDERS ASSOC.

The district was notified that the circuit court decision on the suit involving City of Naperville vs. the Illinois Home Builders Association was upheld by the appellate court.

Nov. 13, 1976

UNOFFICIAL RESULTS

PRECINCT #1

YES	430
NO	436

TOTAL YES — 1262
NO — 1157



COMMUNITY HIGH SCHOOL DISTRICT 94
326 JOLIET STREET
WEST CHICAGO, ILLINOIS 60185

DR. JERALD J. SAIMON Superintendent
DR. RICHARD M. KAMM Principal
RICHARD L. HOWARD Director of Business

Telephone 312 231-0880

October 8, 1976

Dear

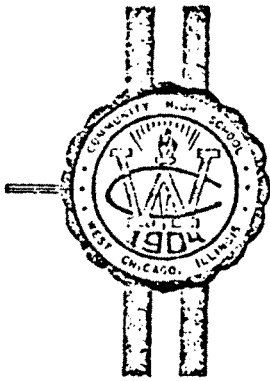
This is to remind you that the Citizens Committee to support the high school referendum will meet on Wednesday, October 13, 1976, 7:30 P.M. at 312 E. Forest Avenue, West Chicago.

We look forward to seeing you again and anticipate a great deal of discussion pertaining to organizing the referendum vote.

Cordially,

Dr. Jerald J. Saimon
Superintendent

JJS/gk



COMMUNITY HIGH SCHOOL DISTRICT 94
326 JOLIET STREET
WEST CHICAGO, ILLINOIS 60185

DR. JERALD J. SAIMON Superintendent
DR. RICHARD M. KAMM Principal
RICHARD L. HOWARD Director of Business

Telephone 312 231-0880

December 9, 1976

Congressman John Erlenborn
DuPage Center
421 N. County Farm Road
Wheaton, Illinois 60187

Dear Representative Erlenborn:

Community High School District #94, DuPage County, West Chicago, Illinois recently submitted an Application For Support-Demonstration Program of Solar Heating and Cooling (PON DSE 76-2) to the United States Energy Research and Development Administration (ERDA).

The purpose for sending you a copy of our proposal is to inform you that the Board of Education and Staff of District #94 are making every effort to not only conserve energy, but to also search for additional methods to utilize new energy sources for public schools.

Our school district successfully passed a 5.3 million dollar building addition referendum on November 13, 1976 for the West Chicago High School, which included a swimming pool, school-community recreation center, library learning center and student services complex. Our hope, with a grant approval, is to operate those areas, in part, with solar energy.

If I may be of any service to you in answering any questions regarding this project, please contact my office.

Respectfully,

Jerald J. Saimon
Dr. Jerald J. Saimon
Superintendent

JJS/gk
enc.

Similar letter sent to Senator Stevenson and
Senator Percy

5433
MINUTES OF SPECIAL BOARD OF
EDUCATION MEETING
JANUARY 25, 1995

Ayes: Mueller, Nagel, Owens,
Ribe, French, Wienecke,
Landis.
Nays: None. Motion carried 7-0.

APPROVAL OF SUMMER
PROJECTS FOR 1995

Motion by Mueller, second by French,
to award to SINNETT BUILDERS,
Elgin, Illinois, the lowest responsible
bidder, the 1995 summer interior
remodeling projects per
specifications publicly advertised in
the Daily Herald on January 6, 1995.

Ayes: Nagel, Owens, Ribe,
French, Mueller, Landis.
Nays: None.
Pass: Wienecke.
Motion carried: 6-0.

RESOLUTION -
APRIL 4, 1995
REFERENDUM

Motion by Mueller, second by Nagel,
to adopt a resolution, as read aloud
by Board Secretary Norma Wienecke,
to provide for and requiring the
submission of a public question
regarding the authorization of the
Board of Education to build and equip
additions, alterations and
improvements to the Community High
School District 94 facility and to
acquire land useful for school
purposes and further authorization to
issue bonds in the amount of
\$32,000,000.00 to finance the same
to the voters of Community High
School District 94, DuPage County,
Illinois, at the consolidated election
to be held on the 4th day of April,
1995; a copy of said resolution to be
made a part of the minutes.

ABSTRACT OF VOTES

Cast at the consolidated election held on April 4, 1995, in Community High School District Number 94, DuPage County, Illinois.

We the undersigned members of the Local Canvassing Board of Community High School District Number 94, do hereby certify that on April 7th 1995, we canvassed the returns of said election and do hereby certify that the proposition to build and equip additions, alterations and improvements to the Community High School facility and to acquire land useful for school purposes, and to issue bonds in the amount of \$32,000,000 for the purposes of paying the costs thereof, received the following number of votes:

<u>Precinct #</u>	<u>Yes</u>	<u>No</u>
-------------------	------------	-----------

(See Attached)

Total	<u>2,854</u>	<u>1,838</u>
-------	--------------	--------------

We further certify that the proposition is declared to be defeated.

We further certify that the foregoing is a true and complete Abstract of Votes and was prepared in our presence this 7th day of April, 1995.

Herald L. Landis
Member Local Canvassing Board

[Signature]
Member Local Canvassing Board

[Signature]
Member Local Canvassing Board

Norma Thunke
Member Local Canvassing Board

[Signature]
Member Local Canvassing Board

[Signature]
Member Local Canvassing Board

[Signature]
Member Local Canvassing Board

E X H B I T A

**MINUTES OF A PUBLIC HEARING
CANVASSING OF REFERENDUM
VOTES OF MARCH 19, 1996 ELECTION
AND MINUTES OF REGULAR
BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
MARCH 21, 1996**

5606

A public meeting for the purpose of canvassing referendum votes from the General Primary Election held on March 19, 1996 and the regular meeting of the Board of Education was called to order at 7:35 p.m. by President Landis. On roll call the following members were present: Robert V. French, Maria F. Owens, Ellen Ribe, Michael J. Mueller, David M. Augustyn, Gerald L. Landis. Arrived after roll call: Rich A. Nagel (7:50 p.m.).

Others present: Joel W. Morris, Superintendent; Alan C. Jones, Principal; James L. Mast, Assistant Superintendent-Business; Linda S. Kime, Assistant Superintendent-Personnel; Shirley L. Woomer, Recording Secretary and interested citizens.

ADDITIONS TO AGENDA

- #16A. Chess Team
- #18A. Thorium Removal

**CANVASSING OF VOTES
RESULTS OF REFERENDUM
VOTE - GENERAL PRIMARY
ELECTION - MARCH 19, 1996**

President Landis announced that the Official Canvass of the March 19, 1996 General Primary Election has been received from the DuPage County Board of Election Commissioners and that the Board of Education review the official results and declare the results of the election.

Whereupon, there was a motion by Ribe, second by Augustyn, to adopt a resolution, as read aloud by Secretary Michael J. Mueller, canvassing and declaring the results of the votes cast upon the proposition to build and equip additions, alterations and improvements to the Community High School District 94 facility and to acquire land useful for school purposes, and to

5658
MINUTES OF REGULAR BOARD OF
EDUCATION MEETING - JULY 16, 1996

PRINCIPAL JONES
ARRIVED

Principal Jones arrived at 7:40 p.m.

NOVEMBER 5, 1996
REFERENDUM

Motion by Owens, second by Augustyn, to plan to place before the voters of Community High School District 94, on the November 5, 1996 General Election Ballot, a referendum for the purpose of building/renovating at Community High School District 94 to include additional classrooms/ auditorium, HVAC renovation, and internal remodeling.

Ayes: Nagel, Owens, Ribe,
Augustyn, Mueller, Landis.
Nays: None. Motion carried 6-0.

DEMOGRAPHIC STUDY

Motion by Nagel, second by Owens, to authorize the administration to contract with a consulting firm to provide a demographic study of the district covering a period of ten years (1996-1997 to 2006-2007) at a cost not to exceed \$5,000.00.

Ayes: Augustyn, Nagel, Owens,
Ribe, Mueller, Landis.
Nays: None. Motion 6-0.

FACILITIES STUDY

Motion by Owens, second by Ribe, to authorize the administration to contract with a consulting firm to provide a facilities study of the high school at a cost not to exceed \$5,000.00.

Ayes: Nagel, Owens, Ribe,
Augustyn, Mueller, Landis.
Nays: None. Motion carried 6-0.

REFERENDUM STUDY

Motion by Nagel, second by Owens, to authorize the administration to

5809

MINUTES OF THE REGULAR BOARD
OF EDUCATION MEETING

August 19, 1997 — 7:15 p.m. to 9:35 p.m.

was now involved in non-specific Special Education activities, staff development activities, and that the DIEC board would probably meet quarterly vs. monthly. She stated that the next meeting would be August 28, 1997. DIEC is still undergoing changes and restructuring allowing for a little more flexibility in Board structure.

Mrs. Ribe requested another Board member to attend the meeting with her in order to replace Mrs. Ribe. Mr. Landis asked if there was a volunteer. Mrs. Owens agreed to accept the duties from Mrs. Ribe.

REFERENDUM

Dr. Powell addressed the Board regarding their consideration of placing a referendum question on the November 4, 1997 ballot. Discussion ensued among the Board membership regarding the pros and cons of seeking a \$29.8 million referendum to finance Plan B, or a \$37.5 million referendum to finance Plan A; and whether to place the referendum on the November 4, 1997 ballot or the March 18, 1998 ballot. Mr. Coyne responded to clarifying questions asked by some members of the Board. When asked by Mr. Landis, the consensus was to place the referendum on the November 4, 1997 ballot. When asked by Mr. Landis, the consensus was to seek a referendum in the amount of \$29.8 million to finance Plan B.

Moved by Mr. Nagel, seconded by Mr. French that the Board of Education approve the Resolution, as set before this Board, to place a referendum on the November 4, 1997 ballot seeking \$29.8 million to finance Plan B.

5810

MINUTES OF THE REGULAR BOARD
OF EDUCATION MEETING

August 19, 1997 — 7:15 p.m. to 9:35 p.m.

Ayes: Ribe, Skidgel, Nagel, French,
Owens, and Landis

Nays: None Motion carried: 6 - 0

OPENING OF SCHOOL
1997-1998

Dr. Powell stated that registration was now completed and that we had a good turnout on each day. He stated that new teachers would be in the building for orientation on all three remaining days this week. He expressed his appreciation to the area service organizations, such as the Kiwanis and Lions, for the luncheon scheduled for this Friday at St. Andrews. He stated that all the teachers would be back on Monday, August 25, 1997, with the students returning on Wednesday, August 27, 1997. Dr. Jones advised the Board that the first football game of the season would be against Glenbard South. Dr. Powell hopes to have students attend future Board of Education meeting so that they can tell us about themselves.

NATIONAL NIGHT OUT
August 5, 1997

Dr. Powell expressed his appreciation to all of the organizers, as well as to West Chicago's Fire and Police Departments for the great success of this event. There were 2,300 people on our campus, including our State Representative and Senator. He commended the West Chicago Police Department for putting extra policemen in the neighborhood while others attended National Night Out, thus keeping crime down.

DISTRICT PRIORITIES -
Superintendent

Dr. Powell referred the Board to the set of priorities he had distributed. These included a focus on passing the referendum, review of Board policies, networking with community, and a successful negotiation of the teachers' contract, which expires at the end of the 1997-1998 school year.

**MINUTES
OF THE SPECIAL
BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
NOVEMBER 6, 1997**

The Special Meeting of the Board of Education was called to order at 7:00 p.m. by President Landis. On roll call, the following members were present: Deborah E. Skidgel, Robert V. French, Rich A. Nagel, Michael J. Mueller, Maria F. Owens, and Gerald L. Landis.

Others present were: Griff E. Powell, Superintendent; James L. Mast, Assistant Superintendent- Business; and interested citizens. Member(s) absent: Ellen Ribe

**APPROVAL OF
MINUTES OF REGULAR
BOARD MEETING**

Motion by Mr. Mueller, seconded by Mrs. Owens to approve the minutes of the Regular Board of Education Meeting held on October 21, 1997.

Motion carried by voice vote.

**CANVASS OF VOTES
November 4, 1997
Nonpartisan Election**

President Landis took a few minutes to thank the West Chicago Community; Board Members; Administration; Staff; Referendum Committee co-Chairs Sherry Bowne and Karen Stott; the We-Go Cares Club and their sponsor, Barbara Laimins; and Superintendent Powell for their commitment and hard work toward the successful passage of the Building Referendum.

After review of the Canvass of Votes, motion by Mr. Nagel, and seconded by Mrs. Skidgel, that the Board of Education adopt a Resolution regarding the November 4, 1997 Nonpartisan election results naming PATRICIA K. DAVIDSON, KAREN KOSTAL, RICH A. NAGEL, and MARIA F. OWENS each elected to serve a full term of four (4) years and DEBORAH E. SKIDGEL elected to serve two (2) years on the Board of Education of Community High

From: Gordon Cole
Sent: Tuesday, July 02, 2013 4:50 PM
To: courtney@teamsters777.org
Cc: Cheryl Glunt; Kim Chambers; C. Olsen
Subject: FOIA CHS 94

Attached are the files related to your request. Any questions, please let me know.

Gordon Cole
Director of Business Services
630-876-6333

From: Courtney Bell [<mailto:courtney@teamsters777.org>]
Sent: Friday, June 28, 2013 2:20 PM
To: Cheryl Glunt
Subject: FIOA Request

Hello,

Thanks for your timely response to my first FIOA response! I would like to also request the IL Central School Bus contract from 2012-2014, as well as charter billing for March 2013.

Sincerely,

Courtney Bell

--

Courtney Bell, MPA
Teamsters Local 777
Business Agent
708-777-1081
courtney@teamsters777.org

Community High School District 94
Board of Education Meeting
June 21, 2011

RECOMMENDED MOTION: That the Board of Education award the student transportation contract for a three-year period to **Illinois Central Bus Company** at the rates contained in the Bid Pricing Page, Exhibit A and B, including the Bid Documents and response as available at table which will be made a part hereof.

MOTION: Mr. Campos

SECOND: Mr. Gunderson

VOTE: Ayes: Campos, Doremus, Gunderson, Kotche,
Molinaro, Saake

Nays: None

Abstain: Nagel

Motion Carried: 6- 0, 1 Abstain

2011-2012 Pupil Transportation Joint District Bid Specifications

West Chicago Elementary School District 33 and Community High School District 94

Bid Submission and Due Date

The necessary bid proposal forms shall be submitted at the offices of the Board located at 312 E. Forest Avenue, West Chicago, IL 60185. The sealed bid must be submitted on the forms provided and all forms must be completed in full and are due no later than 10:00 a.m. on Tuesday, May 24, 2011.

Legal Public Notice

Notice is hereby given by the Board of Education of West Chicago Elementary District #33 and Board of Education of Community High School District 94, in the county of DuPage, State of Illinois are soliciting bids for Pupil Transportation for said school districts for the 2011-2012 school year. The necessary bid proposal forms must be submitted at the office of the Board of Education located at the John Henig Educational Service Center, 312. E. Forest Avenue, West Chicago, Illinois, 60185. The sealed bid must be submitted on the forms provided and all form must be completed in full and are due not later than 10:00 a.m. on Tuesday, May 24, 2011.

Submitted by:
Dr. Kathy Wolfe
Asst. Superintendent Bsn. & Operations
West Chicago Elementary Dist. #33

CONTACT INFORMATION

Interested bidders may contact the undersigned in person or by telephone in case of questions or for an opportunity to examine all available maps and other documents reflecting the pupils to be transported, the approximate routes and schedules to be followed.

Person to Contact: Dr. Kathy L. Wolfe
Asst. Superintendent of Business & Operations
Address: 312 E. Forest Avenue
West Chicago, IL 60185
Phone: (630) 293-6000 ext. 227

TERM

The term of this contract shall be three (3) years, commencing 9/01/11 for the school years 2011-2012, 2012-2013, 2013-2014. Upon mutual agreement of West Chicago Elementary School District # 33 and Community High School District 94 and the Contractor, the term of this agreement may be extended for a period of an additional two (2) years, including the 2014-2015, 2015-2016 school years.

GENERAL INFORMATION

All bids submitted must be valid for a minimum period of 60 days after the date set for the bid opening.

Any explanation, statement or alternate which the bidder wishes to make must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached thereto. Unless the bidder so indicates, it is understood that the bidder has bid in strict accordance with the specification requirements. Alternate bids will be considered only secondarily to the contract specifications. Any alternates submitted must be thoroughly detailed to merit consideration.

All figures given for passengers, routes, or lengths of routes are based on estimates from the present operation (2010-2011 year) and projected enrollment for the 2011-2012 school year.

NO contract shall be assigned or any part of the same subcontracted without the written consent of the Board, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract.

It shall be an obligation of the Contractor, in cooperation with the School District(s), to institute a good public relations program within the community and the news media so that pertinent items affecting the transportation program can be brought to the attention of the public. The Contractor shall make every effort to improve the Public image of school bus transportation within the District(s).

AWARD OF CONTRACT

1. Factors to be considered in evaluating proposals will include an analysis of the cost, quality of performance, and quality of supervision, training procedures and practices, and general experience.
2. The District(s) will award the contract on the basis of the proposal that, in the Districts' sole and absolute judgment, will best serve the interest of the District(s).
3. Bid will be award by June 30, 2011, at a regularly schedule meeting of the Board of Education of the respective districts.

SCOPE

The Contractor shall provide during the contract period:

- a. The required number of school buses to transport conveniently and safely any and all students designated by the District(s) to be served under this contract.
- b. Transportation for each and every day that school is in session and in accordance with bus routes and schedules submitted by the Contractor to the District(s) and approved by the District(s). The District(s) reserves the right to revise or change any and all routes and the number of buses required hereunder to best suit its needs at any time before or during the school year. In the event of any change, appropriate notice will be given to the contractor.
- c. Transportation for all students, or other personnel, as may be required by the District(s) on field trips, athletic activities or any other purpose designated by the District(s).
- d. Vehicles that provide easy access and safe transportation for handicapped students confined to wheelchairs.
- e. A full fleet of buses in operation at all times during the contract period.
- f. Provide each District the location of the designated bus yard(s) for the fleet assigned to the respective District(s).

REFERENCES

At the time of bid submission Contractor shall supply a minimum of three (3) references of current client districts. References will be of districts that consist of similar size and scope (to include full size Regular Education routes) of West Chicago Elementary School District 33 and Community High School District 94.

EQUIPMENT

The Contractor shall keep all equipment used for the transportation of students in strict accordance with the State, Federal and any other local government Minimum Standards for School buses, and

such additional standards as hereinafter set forth. Contractor shall keep all buses in a clean and sanitary condition and open to examination by the District(s).

During each of the school years the term hereof the age of the Regular Route Buses shall be maintained at a seven-year average with no bus older than 12 years (being measured at the beginning of each school year) as a regularly dispatched vehicle unless specifically approved by the District(s). All vehicles shall be diesel powered. All vehicles for Regular Education Services will be full size (71 passenger minimum) units, while Preschool and Special Education (SPED) routes will require vans (16-22 passenger). If needed, Contractor will provide a Wheel Chair vehicle for SPED transportation needs (any additional cost for a Wheel Chair vehicle will be noted on the pricing page – Exhibit A).

All buses shall be 2-way radio equipped and have a GPS system to enable the District(s) to locate the bus at any time. The Contractor shall also include an optional cost in the bid to include a video camera system on any or all buses. The Contractor is responsible for purchase and maintenance of all equipment required for this service including software or special hardware the District(s) may need to fully utilize the system.

All vehicles must be equipped with "Checkmate" with motion detection or a similar electronic monitoring system, which will ensure that each driver will properly check the vehicle at the end of their route and further ensure that no child is left unattended, or such alternative program or system that the District(s) will approve.

In the event that the District(s) chooses to require the addition of seat belts or shoulder harnesses to the vehicles the contractor agrees to comply with the District(s) policy. The contractor will insure the installation of belts or harness within a 30-day period of the request. The cost of the installation shall be billed to the District(s) on a time and material basis.

SPARE VEHICLES

The Contractor shall keep enough stand-by equipment available to assure that it can provide uninterrupted service in the event of mechanical breakdowns. Stand-by vehicles shall meet the same standards as regular route vehicles. A minimum of one stand-by vehicle for every ten- (10) route vehicles shall be available in the District(s).

PERFORMANCE BOND

The District(s) may (at its discretion) require the successful bidder to obtain a performance bond in the full amount of the contract. The bidder will disclose the cost of such bond on the pricing page (Exhibit A). In the event that the District(s) demands the issuance of such bond the cost for the bond will be paid by the District in the amount indicated on Exhibit A.

SAFETY

The Contractor shall plan and administer a safety program in conformance with state laws and regulations; and such programs shall include, but are not limited to the following:

- All drivers must participate in both classroom and on-the-road training programs devoted to safety, proper bus operation, rules and regulations and safety.
- All drivers must be evaluated after 30 days of employment and at least annually thereafter and must annually be given a review course on rules, regulations and safety.
- The contractor must assist and participate with the School District(s) in providing safety programs as needed for the students. In addition, Contractor will provide a minimum of 2 bus evacuation drills per year.
- All bus routes, bus stops, operation of vehicles and driver activities must be conducted with the safety of the students as primary concern.
- It will be mandatory that all employees participate in a minimum of five (5) safety meetings per year to include; Danger Zones, Loading and Unloading, Blood borne Pathogens, Smith System of Defensive Driving and a Branch Specific subject.
- All new drivers will be trained (at a minimum of) 20 hours classroom and 15 hours "behind the Wheel".
- Contractor must have, on their payroll, a Supervisor who has as a primary duty, the responsibility for safety and safety related issues.

ROUTES

The Contractor shall be responsible for establishing bus routes. The Contractor will work with authorized representatives of the District(s) to effectively construct and/or modify bus routes that cover the area of student users and insure that students will be picked up and dropped off in due to time to meet the school start and stop times. It is expected that no regular bus routes will require students to be on the buses more than 45 minutes. The goal of routing is to insure that no student is picked up prior to twenty (20) minutes before delivery to school. Bus routes must be completed and available no later than July 15 of each year. The District(s) reserves the right to alter the route schedule in its sole discretion upon twenty-four (24) hours prior notice to the Contractor .

The Contractor shall be required to provide the District(s) with sufficient evidence that the Contractor is able to create and adjust routes to provide for maximum efficiency. This shall be done through either routing software or some other method acceptable to the District(s). Routes will be established by the Contractor and approved by the District(s), which will provide for the transportation needs of the District(s). These routes will be established no later than August 1 of each year. Contractor must be capable of implementing, using and supporting a computerized routing program that ensures the efficient routing of buses.

Noncompliance is defined as, but not limited to, the failure to transport students on a bus route as contracted or as requested in accordance with the terms of this contract, or the failure to make changes to routes as specified and directed by the District(s) in accordance with the terms of this agreement.

Should the District(s) find the Contractor to be in noncompliance with the provisions of its contract on a bus route or series of routes, the District(s) will be entitled to impose the following penalties:

IncidentPenalty

- | | | |
|----|---|-----------------------------------|
| 1. | No service on any to or from regularly scheduled route | Daily rate per vehicle type route |
| 2. | Late pick-up (10 minutes or more as defined on approved route sheet) at a school. | \$50 per day per route |
| 3. | Late drop-up (10 minutes or more as defined on approved route sheet) at a school. | \$50 per day per route |
| 4. | Failure to provide a properly licensed and permitted bus driver for a route | \$100 per day per route |
| 5. | Failure to make changes to a bus route(s) given timely notification | \$50 per day per route |

The noncompliance penalties for late pick-up and drop-off shall not apply during weather involving hazardous driving conditions.

A penalty shall be deducted from the first invoice following the noncompliance. The failure of the District(s) to assess or collect any penalty under this section shall not be considered a waiver of the Districts' rights to assess or collect that penalty in the future or a waiver with respect to any future violations committed by the Contractor.

Elementary District 33 Routes in place for the 2010-2011 school year.
The needs of the District could change in the future.

Route Type	Occurrences Per Day
<u>Regular Education</u>	
• One Way AM Regular Routes	30
• One Way PM Regular Routes	14
• AM Shared Routes	15
• PM Share Routes	0
• AM Paired Routes	0
• PM Paired Routes	22
• Mid-day Kindergarten One Way Routes	5
• Mid-day Kindergarten Round Trip Routes	6
• AM Math Routes	2
• PM Math Routes	0
<u>Shuttles</u>	
• One Way AM Shuttles	1
• One Way PM Shuttles	1
<u>Tag Routes</u>	
• One Way AM Tag Routes	5
• One Way PM Tag Routes	5
<u>Pre – School Routes</u>	
• AM Pre-School One Way Routes	4
• PM Pre-School One Way Routes	4
• Mid-Day Pre-School One Way Routes	8
• Mid-day Pre-School Extended Day Routes	1
<u>Late Routes</u>	
• One Way Late routes	2
<u>Special Education (Spec Ed) Routes</u>	
• One Way AM Spec Ed Routes	22
• One Way PM Spec Ed Routes	23
• One Way Mid-day Spec Ed Routes	5

Community High School District 94

TCD BUS SCHEDULE

2010-2011

(schedule is tentative and subject to change)

First day our students will attend – Monday, August 23, 2010

UPDATED – 8/31/2010

Regular Bus Schedule

AM Departs CHS – 7:55 (entrance A) (2 hrs, 3 min)	Departs TCD - 10:30	Arrives at CHS - 11:00
PM Departs CHS – 11:45 (entrance H) (2 hrs, 15 min)	Departs TCD - 2:30	Arrives at CHS - 3:00

Late Start Day Schedule (school begins at 10:00 a.m.)

*AM students **DO NOT** attend*

PM Departs CHS - 12:45 (1hr, 15m)	Departs TCD - 2:30	Arrives at CHS - 3:00
-----------------------------------	--------------------	-----------------------

Half Day schedule (school ends at 12:00 p.m.)

AM Departs CHS – 7:55 (1hr, 15m)	Departs TCD – 9:40	Arrives at CHS – 10:10
<i>PM students <u>DO NOT</u> attend</i>		

Assembly Schedule

AM Departs CHS – 7:55 (2 hrs, 35m)	Departs TCD – 11:00	Arrives at CHS – 11:30
PM Departs CHS – 12:15 (1hr, 40m)	Departs TCD - 2:25	Arrives at CHS - 2:55

Exam Day (periods 1, 2, and 3) – for January 11, 2011 and May 27, 2011 Only

No PM TCD students attend

AM Departs CHS – 7:55	Departs TCD - 11:00	Arrives at CHS - 11:30
-----------------------	---------------------	------------------------

Exam Day (all other exam periods) for January 12 and 13, 2011 and May 31 and June 1, 2011

No students attend

ROUTE DEFINITIONS:

Regular Route: A one way trip to or from one or more attendance centers with no stops in between the stops at the attendance centers

Shuttles: A Shuttle may take the form of one of the following scenarios:

1. If additional pick ups or drop offs are made between stops at two attendance centers on a route, the Shuttle rate will be charged
2. If a bus makes a short, additional one way trip to the same attendance center of 15 minutes or less duration, the Shuttle rate will be charged

Tag Routes: When a bus, after loading at an attendance center or prior to loading in the afternoon, stops at another school for students to attend special classes, the Tag route charge will be assessed. Tag route charges will be a pro-rata share of a regular route charge with a regular route time based on 30 minutes. The pro-rata share will be charged in five (5) minute increments.

SPECIAL NEEDS TRANSPORTATION (SPED)

The Contractor shall provide transportation services for students who, because of their special need condition, require specialized transportation. These students will reside within District 33 boundaries and be transported to District 33 schools. Contractor will provide a price for the use of a wheelchair-equipped vehicle in the pricing page (Exhibit A). The bulk of the District 33's current SPED transportation needs are serviced via another SPED cooperative. Should the District 33 SPED needs change such that the District 33 requests more extensive and involved SPED transportation services from the Contractor awarded this bid, said Contractor will provide a revised quote for such extensive SPED transportation. In this event, the District 33 may also provide a detailed and specific set of SPED transportation specifications to Contractor.

REVISION OF DAILY RUNS

In the event of inclement weather or for any other reason that school must be cancelled, or delayed, the Superintendent of the District or his designee shall notify the Contractor prior to 5:00 a.m. on the day of such cancellation or delay. In the event that school must be dismissed early, the Superintendent or his designee shall notify the Contractor not less than two (2) hours before such early dismissal. There will be no compensation for a cancelled school day when such cancellation is made in a timely manner. The contractor is entitled to compensation for routes already in progress at the time of notification.

SCHEDULES

The Contractor shall schedule all routes, in keeping with the safety of school children, so as to deliver students within reasonable time prior to the opening of the various schools, and so as to return them to their respective bus stops within a reasonable time after the close of the school day. In no case shall a student be scheduled to ride a vehicle for longer than forty-five (45) minutes.

A schedule showing starting and ending times for all attendance centers is attached as Exhibit C.

FUEL

Contractor shall furnish all fuel to be used in its performance of this Agreement. Contractor's compensation for services rendered hereunder shall be adjusted monthly to reflect changes in Contractor's cost of fuel. Contractor's "Base Fuel Cost" shall be \$3.00 per gallon of diesel fuel, inclusive of all applicable taxes. Each month during the term of this Agreement, including any renewals or extensions hereof, Contractor's invoice shall include an adjustment for increases or decreases in fuel costs calculated by multiplying the number of gallons of diesel fuel purchased by Contractor for consumption in the performance of this Agreement by the difference between the appropriate Base Fuel Cost and the average price per gallon of diesel fuel paid during the month for which the invoice is issued.

Contractor will provide monthly itemization to the District(s) of fuel consumption and adjustments to reflect the monthly invoicing charges.

PERSONNEL

It shall be a primary obligation of the Contractor to operate its affairs so that the District(s) will be assured of continuous and reliable service. Persons whose conduct might in any way expose a child to any impropriety of work or deed or whose mental or emotional stability is questionable shall not be permitted to serve as a bus driver, bus assistant or in any other capacity with the Contractor.

The responsibility for hiring and discharging personnel shall rest entirely upon the Contractor and the Contractor agrees that he shall enter into no agreement or arrangement with any employee, person, group or organization, which will in any way interfere with this responsibility subject to such terms, and conditions as are provided herein. The District(s) reserve the right to request in writing the removal (from District routes) of a Contractor driver or other person used in performing this agreement for any reason, who in the sole discretion of the Superintendent is deemed unfit or unsuitable for the performance of services for the District(s).

The Contractor shall employ only qualified bus drivers (as delineated by the State of Illinois, State School Code and Federal laws and regulations) who shall be required at all times to exercise the highest degree of care and to observe and comply with all law, ordinances, rules and regulations now in effect or hereafter enacted pertaining to the operation of school buses. The Contractor shall perform a criminal background check on all bus drivers as required by the Illinois School Code. The Contractor shall provide the District(s) with a copy of the criminal background check before the bus driver begins work for the District(s).

The Contractor shall at all times keep all of its bus drivers, bus assistants, supervisors and other employees informed of applicable District(s) rules and regulations governing the operation of school buses, the conduct of pupils and methods and procedures for maintaining discipline. All transportation related discipline problems would be handled in conformance with District(s) policies. In no case will a driver eject a student from a bus for misbehavior. Drivers will be obligated to report misconduct on the bus to the respective principal (or authorized agent) who will take the necessary disciplinary action.

The Contractor, in performing this contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit any unfair employment practice.

QUALIFICATION OF CONTRACTOR

1. The District may make such investigation as it deems necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the District all such information and data for this purpose as the District may request. The District reserves the right to reject any bid if the evidence submitted by, or investigation of, such Contractor fails to satisfy the District that such Contractor is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein.
2. The Contractor shall submit information with their bids which will demonstrate the following:
 - a. Qualifications & Experience: State your firm's qualifications to prove you are qualified to perform this job should your firm be awarded the contract. Describe current and past experience at similar institutions. Contractor required to have a minimum of five (5) years experience in providing student transportation services.
 - b. Safety & Training: Explain how bus drivers and bus assistants are trained, what techniques are used, how long, how often. Documentation on training must be provided by the successful Contractor.
 - c. Hiring: Explain systematic hiring practices implemented to ensure quality transportation employees.
 - d. Employee Compensation: Company must ensure a minimum-starting wage for all drivers of \$11.50 per hour.
 - e. Contractor will provide (at the employee option) a comprehensive benefit plan (both medical and dental) with a minimum of \$150.00 per month contributed by the contractor towards this benefit.
 - f. Other Information: Present any other information pertinent to this bid, which you feel has not been covered and should be known to the District when considering your bid.

INSURANCE

The Contractor, at his sole cost and expense, will provide and maintain automobile liability insurance covering all vehicles used in the performance of this contract. The amounts of the coverage will be as follows:

Bodily Injury Liability	\$5,000,000
Property Damage Liability	\$5,000,000
Uninsured Motorist Coverage	State Requirement
Blanket Excess Coverage	\$10,000,000

The Contractor, at his sole cost and expense, will also provide and maintain Workmen's Compensation Insurance covering all operations in connection with the performance of this agreement as required by law.

Certified copies of insurance policies, acceptable to the District(s), will be submitted by the Contractor with this bid submission. All policies will list as additional named insured the Contractor, the District(s) and its Board of Education, both individually and collectively, and all agents, representatives and employees of the Contractor and the District.

Each policy will affirmatively state that the coverage therein described will not be cancelled until at least thirty (30) days prior written notice has been given to the District(s).

LAWS AND REGULATIONS

During the entire term of this agreement, the Contractor shall comply in every aspect with the official policies of the School District and all rules of the State affecting or regulating the transportation of school children including but not limited to the Motor Vehicle Code, the School Code, the Federal Government, and the rules and regulations promulgated by the Office of Education.

INDEMNIFICATION

Contractor shall hold District, its governing board, officers and employees harmless and does hereby indemnify District, its governing board, officers and employees from and against every claim or demand which may be made by any person, firm or District, or other entity arising from or caused by any act of neglect, default or omission of Contractor in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees.

To the extent permitted by law, District shall hold Contractor, its officers, employees, agents, successors and assigns harmless and does hereby indemnify Contractor, its officers, employees, agents, successors and assigns from and against every claim or demand which may be made by any act of neglect, default or omission of District, its governing board, officers, employees or agents, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of Contractor, its agent or employees.

FORCE MAJEURE

In the event Contractor is unable to provide transportation services herein specified because of any act of God, civil disturbance, fire, flood, riot, war, picketing, strike, lockout, labor dispute, loss of transportation facilities, oil or fuel shortage or embargo, governmental action or any condition or cause beyond the Contractor's control, the District shall excuse the Contractor from performance under this Agreement.

District shall have the right to take over the operation of the buses Contractor is prevented from operating for the reasons described above, whether such buses are supplied by Contractor or District, and may operate such buses with school employees or other persons, as District may deem appropriate until Contractor is able to resume its regular operations. District shall pay to Contractor for the use of such buses, the compensation which would be due in accordance with the agreement had Contractor operated such buses, less all expenses and costs incurred in securing the services of

operating personnel and other such costs of operation; provided, however, that District's deduction of such costs and expenses shall not exceed the difference between the total compensation paid to Contractor for such buses less Contractor's fixed costs of operation. If District chooses to use Contractor vehicles, the District will be required to sign a vehicle lease agreement and provide a certificate of insurance.

TERMINATION

In the event that the contractor at any time fails to comply with any of the terms and conditions set forth in this agreement, or should the District determine that the Contractor is in any other way unfit, or unable to perform, the District shall give notice in writing to the said Contractor, and the Contractor shall have thirty- (30) days to remedy the violation. If the violation is not remedied, the School District reserves the right to cancel the contract with ten (10) days' written notice.

Notwithstanding the forgoing, the District(s) shall have the right to terminate the contract for convenience at any time for any reason by providing the Contractor with forty-five (45) days written notice.

BID PRICING PAGE, EXHIBIT A

Unless otherwise noted, all prices are to be quoted on a "Per Occurrence" "Per Day" basis.

Description	Rate 2011-12	Rate 2012-13	Rate 2013-14
One Way AM or PM Route			
One Way Kindergarten Midday Route			
Round Trip Kindergarten Midday Route			
One Way AM or PM Math Route			
One Way AM or PM Shuttle			
One Way AM or PM Tag Route			
Pre-School "Project Care" One Way AM or PM Route			
Pre-School "Project Care" One Way Midday Route			
One Way Late Route			
One Way Special Education AM or PM Route			
Early Dismissal or Late Start Charge			
Cost for One Way AM, Midday, or PM Lift Bus (See Specifications "Special Transportation")			
Cost Per Bus Aide, <i>Per Hour (Two Hour Minimum)</i>			

One-time cost of Performance Bond (if required): _____

BID PRICING PAGE, EXHIBIT B
Extracurricular Trips

Field Trips, Activity Trips and Athletic Trips	Rate 2011-12	Rate 2012-13	Rate 2013-14
Trips of 2 Hours or Less Duration			
Trips of 3 Hours or Less Duration			
Trips of 4 Hours or Less Duration			
Trips of 5 Hours or Less Duration			
Each Additional quarter (1/4) Hour or Portion Thereof After 5 Hours			
In District Trips Up To Two (2) Hours and Between Schools Only			
Mileage Charge In Lieu of Trip Hourly Rate			
Driver Over Night Trip Expense (includes room & meal allowance)			
Driver Meal Allowance For Trips of Ten (10) Hours or More Duration			
<u>Home-To-School Route Conflicting Trip Charge</u>			
Additional Charge For Trips Starting Prior To 9:00 AM			
Additional Charge For Trips That Start or End Between The Times of 2:15 PM and 4:00 PM			

EXHIBIT C

SCHEDULES FOR ATTENDANCE CENTERS

West Chicago Middle School	7:35 a.m. – 2:25 p.m.
West Chicago Elementary School	8:15 a.m. – 2:45 p.m.
West Chicago Middle School - Special Education	7:35 a.m. – 2:10 p.m.
West Chicago Elementary School AM Kindergarten & Pre School	8:15 a.m. – 11:00 a.m.
West Chicago Elementary School PM Kindergarten & Pre School	12:15 a.m. – 2:45 p.m.

COMMUNITY HIGH SCHOOL DISTRICT 94

DAILY CLASS SCHEDULE

PERIOD	TIME
0	7:00 - 7:50
1	7:55 - 8:45
2	8:50 - 9:40
3	9:45 - 10:40
4	10:45 - 11:10
5	11:15 - 11:40
6	11:45 - 12:10
7	12:15 - 12:40
8	12:45 - 1:10
9	1:15 - 2:05
10	2:10 - 3:00

**Lunch
Periods**

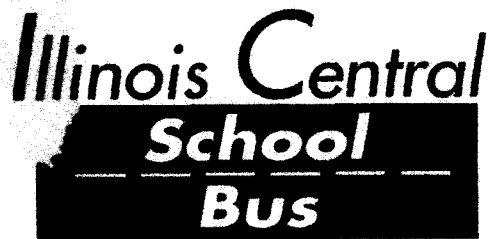
ASSEMBLY SCHEDULE		
0	7:05 - 7:50	
1	7:55 - 8:40	
2	8:45 - 9:30	
Assembly	9:35 - 10:20	
3	10:25 - 11:15	
4	11:20 - 11:40	L U N C H
5	11:45 - 12:05	
6	12:10 - 12:30	
7	12:35 - 12:55	
8	1:00 - 1:20	
9	1:25 - 2:10	
10	2:15 - 3:00	

LATE START DAY		
0	9:20 - 9:55	
1	10:00 - 10:35	
2	10:40 - 11:15	
3	11:20 - 12:00	
4	12:05 - 12:20	L U N C H
5	12:25 - 12:40	
6	12:45 - 1:00	
7	1:05 - 1:20	
8	1:25 - 1:40	
9	1:45 - 2:20	
10	2:25 - 3:00	

HALF DAY SCHEDULE		
0	7:20 - 7:50	
1	7:55 - 8:25	
2	8:30 - 9:00	
3	9:05 - 9:40	
4/5/6	9:45 - 10:15	
6/7/8	10:20 - 10:50	
9	10:55 - 11:25	
10	11:30 - 12:00	

ILLINOIS CENTRAL SCHOOL BUS

Executive Summary



Safety First/Quality Always

COMPANY OVERVIEW

Illinois Central School Bus, LLC. ("Illinois Central" or the "Company") is the 6th largest school bus transportation provider in the United States. The Company operates from 37 facilities located in Illinois, Indiana, Missouri, Kansas and Minnesota and is a leading regional school bus transportation business in the Midwest. The Company has a well maintained fleet of over 2,300 school buses, vans, and other student transportation vehicles with an average fleet age of 5.3 years. Founded in May of 2004, Illinois Central School Bus is one of the fastest growing school bus businesses in the nation.

Illinois Central's services include home-to-school busing, special needs transportation, extracurricular and charter trips for schools and other groups. The Company has contracts with 92 school districts for terms of 3 to 5 years. The extraordinary organic growth story of Illinois Central is a product of its dedicated, industry sophisticated and experienced management team who are highly motivated and wish to drive Illinois Central's growth into the future.

Top 10 Private Sector School Bus Transportation Companies			
Rank	Company	# of School Buses	Location
1	First Student Inc. (First Group, PLC)	60,000	Cincinnati, OH
2	National Express Group PLC	16,476	Warrenville, IL
3	Student Transportation of America Ltd.	6,820	Wall, NJ
4	Atlantic Express Transportation Group	6,084	Staten Island, NY
5	Petermann Ltd.	2,802	Cincinnati, OH
6	Illinois Central School Bus Company	2,300	Channahon, IL
7	Cook-Illinois Corp.	2,240	Oak Forest, IL
8	George Krapf Jr. & Sons Inc	1,185	West Chester, PA
9	WE Transport	1,145	Plainview, NY
10	Lamers Bus Lines	1,103	Green Bay, WI
	Total Top Ten	100,155	
Source: School Bus Fleet 2009 Fact Book, Company Information			

OWNERSHIP & MANAGEMENT

Illinois Central School Bus, LLC. is a school bus operating company and is owned by Bruce Barr. The founder and CEO, Mr. Bruce Barr, is a 30 year veteran of the school bus transportation industry, and was a key member of Ryder management team and later First Student's management team, after Ryder's sale. Illinois Central's three other key operations managers collectively have almost 50 years in the school bus transportation industry gained at major school bus transportation companies. Mr. Barr has also recruited a senior financial management team that includes Scott Cheshareck, the Company's Chief Financial Officer, and several CPA's and other business degreed professionals, who collectively apply the operational and financial rigor necessary to achieve success.

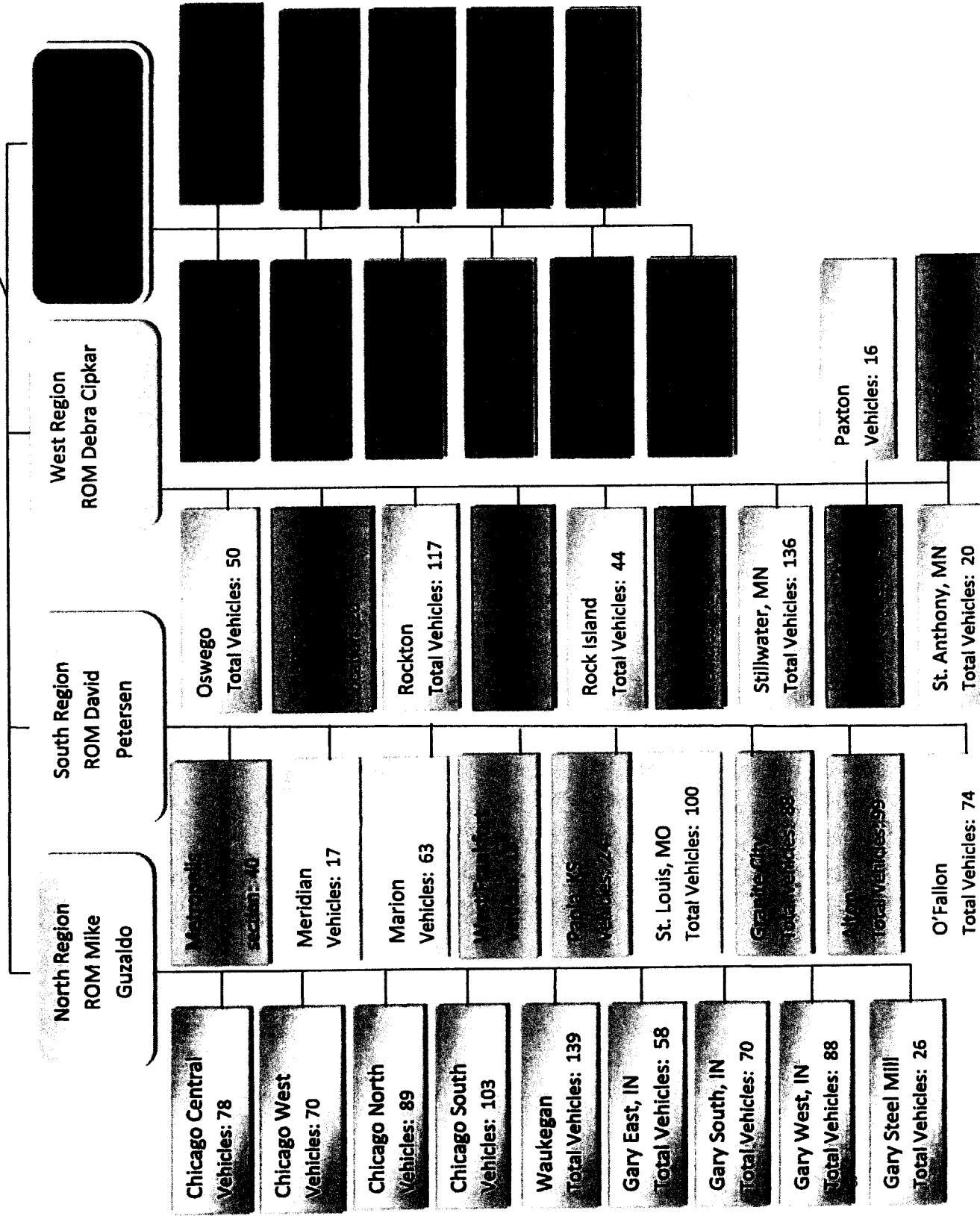
FLEET

The Company has a well balanced, modern fleet of 2341 school transportation vehicles, and a total fleet of 2,408 vehicles, including manager cars and service vehicles. The fleet predominantly consists of Type C school bus vehicles, and almost two-thirds of the fleet consists of 60+ passenger vehicles. The fleet includes 316 lift equipped vehicles to transport special needs children. All vehicles are equipped with radios and GPS equipment and 50% are equipped with video surveillance cameras.

Divisional Organization

Illinois Central has 5 operating divisions, please see below for a detailed overview of our organizational structure.

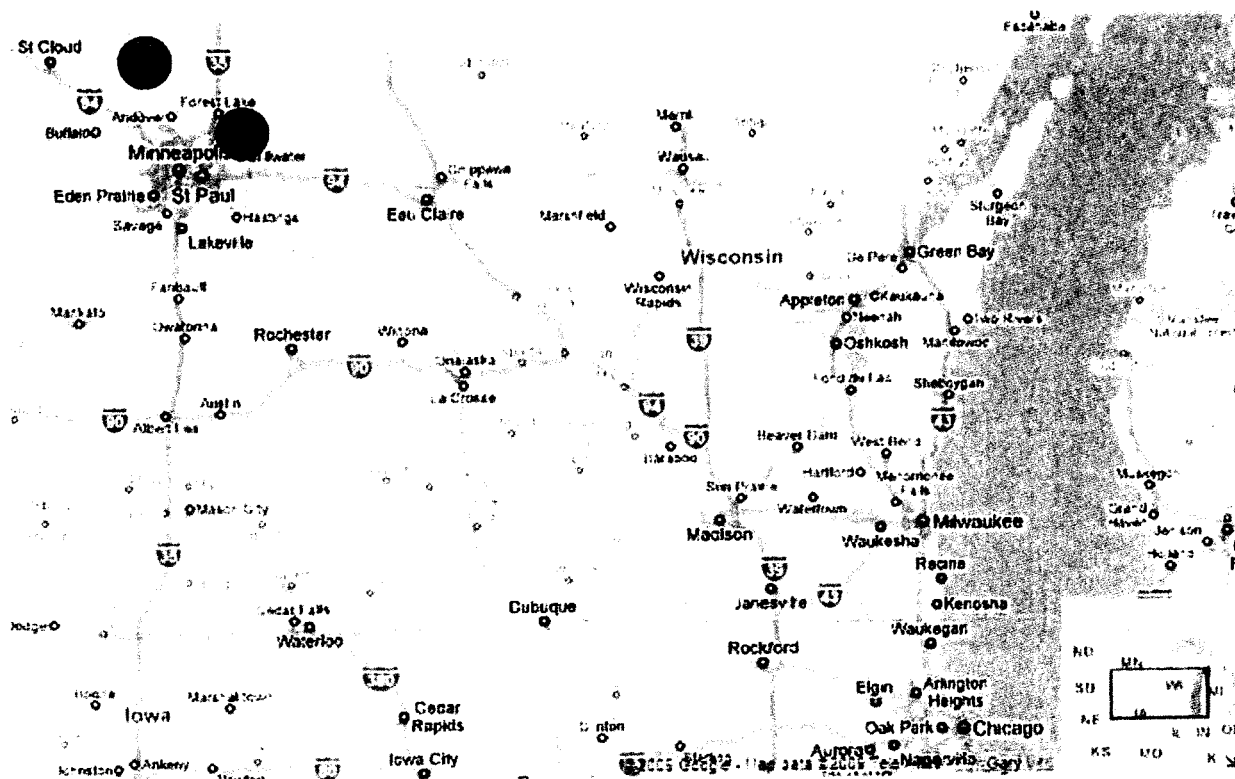
Illinois Central School Bus



Illinois and Indiana Facilities



Minnesota Facilities



1. Location of Stillwater, MN facility
2. Location of Princeton, MN facility

ADVANCED ELECTRONIC SUPPORT SYSTEMS

Illinois Central employs advanced electronic systems to support its school busing and charter busing operations including a GPS system and two way radio communication.

Each of the Company's buses is equipped with a Synovia GPS device which collects and transmits 16 pieces of data every 30 seconds, including Idle Time, Speed, Entrance Door Open/Close, Ignition On/Off and others. The data collected is available in real-time via the Internet and stored on Synovia's servers, enabling managers to track routes/charters in progress. Management uses the data collected to effectively control fuel and labor costs by limiting the time vehicles idle and utilizing route reports to get actual driver times. Illinois Central also tracks vehicle mileage for district reporting and maintenance purposes.

Each of the Company's facilities is equipped with radio repeaters, radio masts, a radio broadcast license and in-vehicle radios for driver communication. Approximately 25% of the fleet is equipped with video camera surveillance systems.

- Parts Inventory - Illinois Central is implementing a parts inventory system to assist in inventory tracking, usage, and ordering. The system will allow Illinois Central to re-order specific parts at the optimal time and will reduce inventory levels by providing management with accurate, timely inventory levels at all company facilities.

MAINTENANCE

Excellent fleet maintenance is essential for optimizing safety and service. Managing ongoing maintenance costs is critical to ensure solid operating margins. All of Illinois Central's maintenance is done in-house (except certain bodywork at more remote facilities) as the Company's facilities are equipped with full maintenance capabilities including service pits and wash bays. The Company employs a dedicated workforce of 53 techs company-wide.

The Company has a comprehensive preventive maintenance program for its equipment to minimize equipment downtime and prolong equipment life. Programs include standard maintenance, regular safety checks, lubrication, wheel alignment and oil and filter changes, all of which are performed on a regularly scheduled basis. The Company analyzes oil samples from each of its buses in order to test for unusual engine wear (separately for transmission oil, rear-end oil, and engine oil).

Illinois Central keeps detailed maintenance records for each bus and complies with government inspections on an annual basis.

SAFETY AND TRAINING

Safety is an area of critical importance for both Illinois Central and its customers. The Company continually emphasizes the importance of safe practices in its hiring, training and ongoing communications with its drivers. It also provides its drivers with monthly training programs which they are required to complete (with records kept in their employment file). When a driver is involved in an accident, the event is logged in their file and the safety director notes any areas of skill refinement needed and schedules the appropriate retraining. Repeat offenders are initially given a verbal warning, with suspension or termination following depending the severity and/or number of offences. Each year Illinois Central's insurance company also runs a motor vehicle record ("MVR") for each of the Company's drivers and sends it to the Company's Safety Director and the facility managers. A MVR lists any moving violations that a driver has on record. Employees with more than one violation in a year are subject to termination.

COMPLIANCE WITH FEDERAL AND STATE SCHOOL BUS REGISTRATION AND SAFETY REGULATIONS

Interstate Registration

Illinois Central is registered with the Federal Motor Carrier Safety Administration (FMCSA) and carries a U.S. DOT number as an interstate school bus operator. Illinois Central is operating in compliance with Federal Motor Carrier Safety Regulations (FMCSR).

Intrastate Registration

The Company is registered with the Department of Education for Illinois, Indiana, and Minnesota as a school bus operator. All school bus drivers carry the required commercial driver licenses under applicable motor vehicle licensing laws and are registered with their respective state boards. The State Boards of Education dictate bus driver guidelines for each state. Illinois Central School Bus goes beyond what the state requirements are in driver safety training and skill refinement. Examples include defensive driving training, skill refinement training, student discipline training, drawstring awareness training, first aid training and danger zone training.

Fleet Inspections

To ensure compliance with safety regulations, the Company's fleet is inspected annually by the Department of Transportation in the respective states in which Illinois Central operates. In Illinois, school buses are inspected in a designated Safety Lane every 6 months or 10,000 miles. In Indiana and Minnesota buses are inspected annually by the state police. In addition, the Department of Transportation, or its delegated authority, in each state conducts random inspections of the fleet to ensure that buses comply with applicable safety regulations and adequate records are maintained. Illinois Central is also subject to federal regulations, which track and document the accident, driving performance and inspection history of Illinois Central and each driver.

Illinois Central's focus on safety is of critical importance for customer retention and to maintain the lowest possible insurance costs. Illinois Central is in material compliance with all current national and state safety laws and regulations and has had no material citations or violations.



24305 Riverside Drive, Suite 1A
Channahon, IL 60410

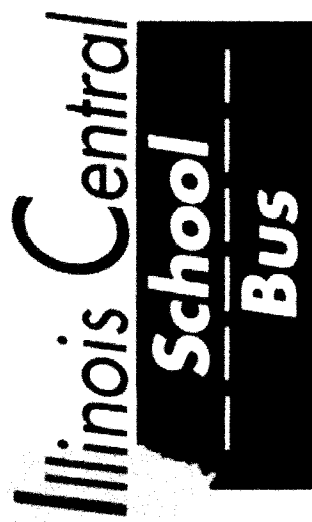
www.illinois-central.com

Office: 815-467-4500
Fax: 815-467-7854

Proposal Explanation

Route rates submitted for AM/PM are based on current route structure. If bell times were to change we would meet to discuss pricing.

Illinois Central School Bus



Start-Up Plan

West Chicago Elementary School District 33
and Community High School District 94
Start Up and Transition Plan

Operations

ACTION REQUIRED	RESPONSIBLE	Start By	TARGET COMPLETION	DATE COMPLETED
Post Map of Area	Dispatch			
Learn where Pick up Drop off takes place for all schools we are awarded	Dispatch	Award Date		
Maintain Recruitment	Manager	Award Date		
Maintain Contact with Corporate	Manager	Award Date		
Set up payroll procedures	Dispatch/Manager	Award Date		
Phone List	Dispatch	Award Date		
Meet with current customer to ensure compliance with their needs.	Manager	Award Date		

West Chicago Elementary School District 33
and Community High School District 94
Start Up and Transition Plan

SAFETY

ACTION REQUIRED	RESPONSIBLE	Start By	TARGET COMPLETION	DATE COMPLETED
Place Ads, as needed	Recruiter	on going	until all drivers/monitors are hired	
Sign on bonuses planned, if needed	Manager	on going	on going	
Start up (Kick off) Meeting	Manager	ASAP		
Route Pick	Dispatcher/Manager	ASAP		
Drug Tests, Background Checks	Safety Coordinator	ASAP		
Make sure state is aware of the change of address for location and employees	Safety Coordinator/Manager			

FACILITY

62

West Chicago Elementary School District 33
and Community High School District 94
Start Up and Transition Plan

DISPATCH

ACTION REQUIRED	RESPONSIBLE	Start By	Target Date	DATE COMPLETED
Routes - Student Database	Dispatch			
Review Routes	Dispatch			
Review Dispatch Procedures	Dispatch			
Review Key Control Procedures	Dispatch			
Review Pre Trip forms / procedures	TIC			
Review Radio Procedures	Safety Coordinator			
Accident Reporting Procedures	Safety Coordinator			
Field Trip Procedures/Rotation	Dispatch			
Schedule Dry Run Days	Dispatch			
Sign in slips for extra work	Dispatch			
Procedure for daily bus assignment / down board	Dispatch			
INSTALL				
Key Board	Dispatch			
Bulletin Boards (Employee / Safety)	Safety Coordinator			
Down Bus Board	TIC			
Spare Bus Board	TIC			
District Maps	Manager			

Maintenance		RESPONSIBLE	Start By	TARGET COMPLETION	DATE COMPLETED
ACTION REQUIRED					
Shop Staffing		TIC			
Ensure all vehicles have been state laned, PM		Tech			
Ensure we have sufficient spares - for W/C, etc.		Manager			
ensure new employees are aware of the maintenance policies and procedures		Manager			
Bus wash Vendor - or in house		Tech			
Set up mechanic tool inventory procedures		Tech			
Spare key procedures		Tech			
Road call procedures		Tech			
Provide training to mechanics on new system and paperwork procedures		Tech			
Set up Maintenance / Vehicle files		Tech			

65

CUSTOMER

66

West Chicago Elementary School District 33
and Community High School District 94
Start Up and Transition Plan

Administrative

ACTION REQUIRED	RESPONSIBLE	Start By	TARGET COMPLETION	DATE COMPLETED
POST ON BULLETIN BOARDS				
Federal and State Required Forms	Director of Safety			
Emergency Contact Numbers	Director of Safety			
Accident procedures	Director of Safety			
Location Phone Number	Safety Coordinator			
Nearest Hospital	Safety Coordinator			
Safety Messages and Posters	Safety Coordinator			
Organizational Chart	Manager			
Chain of Command	Manager			
Radio License	Director of Maint.			
Radio Frequency	Director of Maint.			
Radio Compatibility	Director of Maint.			
Radio-dispatch set-up-Frequencies	Director of Maint.			
Radio-dispatch set-up	TIC			
Radio Procedures Posted	TIC			
Business Cards	Manager			
Stationary	Manager			

West Chicago Elementary School District 33
and Community High School District 94
Start Up and Transition Plan

Systems

Dispatch			Routing Maps		Comments Work with Districts to establish routing
					For charters we will have to use online map programs, google maps, etc.
Payroll			Excel Spreadsheet		Manager verifies drivers/monitors hours time sheets fills out excel spreadsheet and sends to Val at Corporate. Then they print out checks.
Safety/Driver Invoicing					Electronic Sleeping Child Check Manager sends to corporate
Charter system					Charters are given out by seniority, billing will be done at each location.
Maintenance					Tech will use excel spreadsheet to keep track of vehicles and state lane inspections, preventative maintenance
Issues:					

ILLINOIS CENTRAL SCHOOL BUS

Pricing Forms



Safety First/Quality Always

BID PRICING PAGE, EXHIBIT A

Unless otherwise noted, all prices are to be quoted on a "Per Occurrence" "Per Day" basis.

Description	Rate 2011-12	Rate 2012-13	Rate 2013-14
One Way AM or PM Route	\$71.95	\$73.75	\$75.59
One Way Kindergarten Midday Route	\$66.60	\$68.27	\$69.98
Round Trip Kindergarten Midday Route	\$99.92	\$102.42	\$104.98
One Way AM or PM Math Route	\$66.60	\$68.47	\$69.98
One Way AM or PM Shuttle	\$8.54	\$8.75	\$8.99
One Way AM or PM Tag Route	\$25.39	\$26.02	\$26.67
Pre-School "Project Care" One Way AM or PM Route	\$66.60	\$68.27	\$69.98
Pre-School "Project Care" One Way Midday Route	\$66.60	\$68.27	\$69.98
One Way Late Route	\$28.55	\$29.26	\$29.99
One Way Special Education AM or PM Route	\$71.95	\$73.75	\$75.59
Early Dismissal or Late Start Charge	\$35.69	\$36.58	\$37.49
Cost for One Way AM, Midday, or PM Lift Bus (See Specifications "Special Transportation")	\$97.61	\$100.05	\$102.55
Cost Per Bus Aide, <i>Per Hour (Two Hour Minimum)</i>	\$16.76	\$17.18	\$17.61

Illinois Central School Bus, LLC

One-time cost of Performance Bond (if required): \$14,000.00

BID PRICING PAGE, EXHIBIT B
Extracurricular Trips

Field Trips, Activity Trips and Athletic Trips	Rate 2011-12	Rate 2012-13	Rate 2013-14
Trips of 2 Hours or Less Duration	\$109.76	\$112.50	\$115.31
Trips of 3 Hours or Less Duration	\$129.67	\$132.91	\$136.23
Trips of 4 Hours or Less Duration	\$149.56	\$153.30	\$157.13
Trips of 5 Hours or Less Duration	\$176.60	\$181.02	\$185.55
Each Additional quarter (1/4) Hour or Portion Thereof After 5 Hours	\$9.21	\$9.44	\$9.68
In District Trips Up To Two (2) Hours and Between Schools Only	\$109.76	\$112.50	\$115.31
Mileage Charge In Lieu of Trip Hourly Rate	**	**	**
Driver Over Night Trip Expense (includes room & meal allowance)	\$112.31	\$115.12	\$118.00
Driver Meal Allowance For Trips of Ten (10) Hours or More Duration	\$32.31	\$33.12	\$33.95
<u>Home-To-School Route Conflicting Trip Charge</u>			
Additional Charge For Trips Starting Prior To 9:00 AM	\$35.69	\$36.58	\$37.49
Additional Charge For Trips That Start or End Between The Times of 2:15 PM and 4:00 PM	\$35.69	\$36.58	\$37.49

** No Charge

BID SIGNATURE FORM

COMPANY NAME & ADDRESS:

Illinois Central School Bus

24305 Riverside Drive, Suite 1A

Channahon, Illinois 60410

AUTHORIZED SIGNATURE

Name: Dan O'Brien

Title: Business Development Manager

Signature: 

Date: May 20, 2011

Phone: 815.467.4500

13



AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

ILLINOIS CENTRAL SCHOOL BUS, LLC
24305 Riverside Drive, Suite 1A
Channahon, IL 60410

SURETY:

(Name, legal status and principal place of business)

ARGONAUT INSURANCE COMPANY
10101 Reunion Place, Suite 500
San Antonio, TX 78216

OWNER:

(Name, legal status and address)

WEST CHICAGO ELEMENTARY DISTRICT 33 & COMMUNITY HIGH SCHOOL DISTRICT 94
312 E. Forest Avenue
West Chicago, IL 60185

BOND AMOUNT: Ten percent of amount bid.
(10% of Amount Bid)

PROJECT:

(Name, location or address, and Project number, if any)

Pupil Transportation Services

Project Number, if any:

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

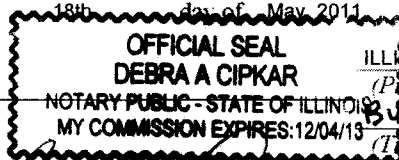
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 18th day of May 2011

Debra A. Cipkar
(Witness)



ILLINOIS CENTRAL SCHOOL BUS, LLC (Principal)

Business Development Manager (Title)

MeKeeva Summerford
(Witness)

ARGONAUT INSURANCE COMPANY (Surety)

Evangelina L. Dominick (Seal)
Evangelina L. Dominick, Attorney in Fact (Title)



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
05/23/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. New York NY Office 199 Water Street New York NY 10038-3551 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (866) 283-7122	FAX (A/C. No.): (847) 953-5390
INSURED Illinois Central School Bus, LLC 1818 West Jefferson Street, 2nd Floor Joliet IL 60435 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: New Hampshire Ins Co	23841
	INSURER B: Illinois National Insurance Co	23817
	INSURER C: Lexington Insurance Company	19437
INSURER D:		
INSURER E:		
INSURER F:		

Holder Identifier :

COVERAGES**CERTIFICATE NUMBER:** 570042557033**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			GL0949434	02/05/2011	02/05/2012	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CA 5456380	02/05/2011	02/05/2012	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured Motorist \$1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION			027666088	02/05/2011	02/05/2012	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A		WC044216204	02/05/2011	02/05/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
C	Bus Auto Damage			038245078	03/12/2011	03/12/2012	Aggregate \$5,000,000 Single Limit \$86,000 Deductible \$10,000

Certificate No : 570042557033

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Joint Pupil Transportation.
West Chicago Elementary School District 33 and Community High School District 94 and its Board of Education, both individually and collectively, and all agents, representatives and employees of the District are listed as Additional Insured on a primary non-contributory basis with respects to General Liability, Auto Liability and Umbrella Liability only with regard to the operation of the Named Insured. See attached 61712 12/06, 87950 (10/05) endorsements.

CERTIFICATE HOLDER**CANCELLATION**

West Chicago Elementary School District 33 Community High School District 94 312 E Forest Ave West Chicago IL 60185 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>

©1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

The terms, conditions and provisions noted below are hereby attached to the captioned certificate as additional description of the coverage afforded by the insurer(s). This attachment does not contain all terms, conditions, coverages or exclusions contained in the policy.

Illinois Central School Bus, LLC
1818 West Jefferson Street, 2nd Floor
Joliet IL 60435 USA

INSURER
INSURER
INSURER
INSURER
INSURER

If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

[illegible]

77

Please note the following explanations in regards to the certificates of insurance:

Copies of the insurance policies will be made available upon award of the Contract.

We have a Blanket additional insured wording on your General Liability and Auto Liability policies.
Please see the attachments to the Certificate of Insurance.

If the contract is awarded, we will add the District etc. to the policy so they will receive 30 days notice of cancellation for any reason except non-payment of premium which is 10 days.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ENDORSEMENT # 001

This endorsement, effective 12:01 A.M. 2/5/2011
forms a part of Policy No. 5456380 issued to ILLINOIS CENTRAL SCHOOL BUS
by ILLINOIS NATIONAL INSURANCE CO.

ADDITIONAL INSURED - WHERE REQUIRED UNDER CONTRACT OR AGREEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

SCHEDULE

ADDITIONAL INSURED:

"Any person or organization for whom you are contractually bound to provide Additional Insured status but only to the extent of such person or organizations liability arising out of the use of a covered "auto".

I. SECTION II - LIABILITY COVERAGE, A. Coverage, 1. - Who Is Insured, is amended to add:

- d. Any person or organization, shown in the schedule above, to whom you become obligated to include as an additional insured under this policy, as a result of any contract or agreement you enter into which requires you to furnish insurance to that person or organization of the type provided by this policy, but only with respect to liability arising out of use of a covered "auto". However, the insurance provided will not exceed the lesser of:

- (1) The coverage and/or limits of this policy, or
- (2) The coverage and/or limits required by said contract or agreement.


AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ENDORSEMENT # 001

This endorsement, effective 12:01 A.M. 2/5/2011 forms a part of Policy
No. 949434 issued to ILLINOIS CENTRAL SCHOOL BUS
by ILLINOIS NATIONAL INSURANCE CO.

ADDITIONAL INSURED - WHERE REQUIRED UNDER CONTRACT OR AGREEMENT


This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SECTION II - WHO IS AN INSURED, is amended to include as an additional insured:

Any person or organization to whom you become obligated to include as an additional insured under this policy, as a result of any contract or agreement you enter into which requires you to furnish insurance to that person or organization of the type provided by this policy, but only with respect to liability arising out of your operations or premises owned by or rented to you. However, the insurance provided will not exceed the lesser of:

- The coverage and/or limits of this policy, or
- The coverage and/or limits required by said contract or agreement.



AUTHORIZED REPRESENTATIVE

Illinois Central School Bus

24305 Riverside Drive, Suite 1A
Channahon, IL 60410

www.illinois-central.com

Office: 815-467-4500
Fax: 815-467-7854

Illinois Central School Bus

All Locations servicing the following Districts: West Chicago Elementary School District 33 and
Community High School District 94

Typical Wage and Benefit Information: Part-Time

Driver

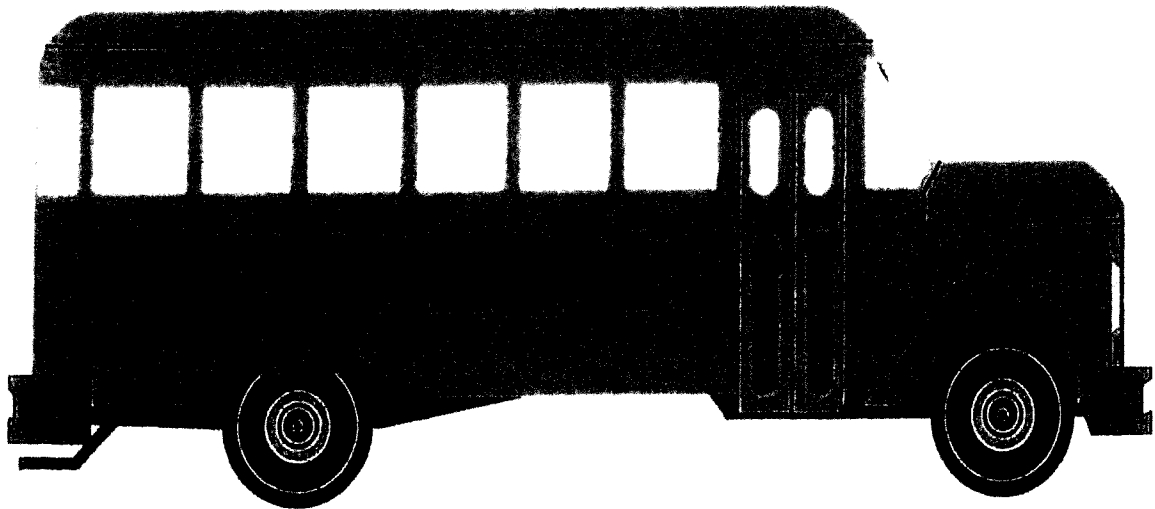
- All Drivers wages starting: \$11.50 per hour
- We will provide (at employee option) a comprehensive benefit plan (both medical and dental) with a minimum of \$150.00 per month contributed by Illinois Central School Bus towards this benefit.
- 5 Paid Holidays
 - Martin Luther King's Birthday (3rd Monday of February)
 - Presidents Day (3rd Monday of February)
 - Good Friday (Friday before Easter)
 - Memorial Day (last Monday in May)
 - Thanksgiving Day (4th Thursday in November)
- Bereavement Leave
- 401K plan

Typical Wage and Benefit Information: Full-Time

- 8 Paid Holidays
 - New Year's Day (January 1)
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (1st Monday in September)
 - Thanksgiving (4th Thursday of November)
 - Day after Thanksgiving
 - Christmas Day (December 25)
 - New Year's Eve and Christmas Eve Day are considered ½ days
- 10 Paid Vacation Days
- 5 Paid Sick Days
- 2 Personal Days
- Bereavement Leave
- Aflac Supplemental Benefits
- Major Medical Group Insurance
- 401K plan

The above are proposed Wage/Benefits. If awarded the contract Illinois Central School Bus is willing to negotiate with employees and/or union representatives.

ILLINOIS CENTRAL SCHOOL BUS



BASIC DRIVING SKILLS

DRIVER MANUAL

ILLINOIS CENTRAL SCHOOL BUS TABLE OF CONTENTS

CONTENTS

PAGES

CHAPTER 6:

pg. 59 to 82

- BUS ACCIDENT PROCEDURES
- BUS EVACUATIONS
- FIRST AIDE INFORMATION
- RADIO ETIQUETTE & CELLPHONE USAGE
- ROUTE INFORMATION

CHAPTER 7:

pg. 84 to 92

- ADVERSE WEATHER DRIVING
- PARKING ON HILL
- IMPORTANT FORMS

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

CHAPTER ONE

PAGES

Pg. 6 to 19

- **FIRST THINGS FIRST**
- **PRE-TRIP GUIDELINE INSTRUCTIONS**
- **PRE-TRIP GUIDE**
(DIAGRAM OF BUS, TIRES & PANEL)
- **POST TRIP INSTRUCTIONS**
- **NECESSARY EQUIPMENT**
- **HEADLIGHTS**
- **FUELING**
- **HAND POSITION**

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

SCHOOL BUS PRE TRIP GUIDELINES

Listed below are step by step guidelines to help insure that your vehicle is safely inspected on a daily basis. Each step is broke down into parts to help you through the process of inspection.

STEPS ONE: APPROACH AND FRONT OF BUS.

As you approach the front of the Bus from about 30 feet, you

Check to see if the vehicle is leaning
Check to see if the tires are going to same direction
Look under the Bus for any leaks or puddles

Approach the front of the Bus:

Start at the top of Bus; name the parts as you see them. (If you see it Mention it)

Clearance lights and Eight Way Red & Amber lights are attached, not cracked, damaged or broken.

School Bus is clearly marked with reflective tape

Check the antennas are visible with no damage

Check the windshield for cracks or damage, check the seal around the windshield, no visible damage to seal – This is a kick out window.

Check for windshield wipers; make sure that they are secure when you go under the hood!

Check for City sticker

Checks for Safety stickers – expiration date and check mileage once inside the bus.

Check the hood for damage

Check the grill and radiator no visible damage or signs of debris

Check the Crossover mirrors are attached, not cracked damaged or broken

Check the headlights – not cracked damaged or broken

Turn signals - not cracked damaged or broken

Reflectors are attached - not cracked damaged or broken

Check crossover arm is secure to bumper

Check license plate (remember numbers need to match the back)

Check the hood latches, seals are attached no visible damage

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

Check Fluid

- Check Transmission Fluid
- Check the Oil Level – Should be on passenger side

Go to the passenger side of the under hood inspection:

Tires:

- Even wear
- Depth of tire tread no less than 4/32
- Outside of tire, no bulges, cracks cuts or damage. **CANNOT BE RETREAD OR REGROOVED ON FRONT!**
- Check the rim for cracks dents or welding
- Check the lugnuts for rust trails or missing nuts. If rusts trails appear you, have a leak.
- Check the hub seal for leaks
- Check valve stem for leaks & caps

Go to inside of tire repeat the process

Braking System:

- Check the Brake Caliper
- Check the Brake Hoses to the Brake Lines and follow to the Master Cylinder

Steering System:

- Check the Knuckle arm (elbow) for damage
- Check Tire Rod for damage
- Check the 2 Castle Nuts and Cotter Pins. You need to know their locations.

Suspension System:

- Check the Leaf Springs for damage, missing springs
- Check the Hanger Brackets are attached & not damaged at both ends of the Leaf Springs
- Check the U-Bolts for damage
- Check the Shock Absorber for damage.

Check all Hoses & clamps are secure and no visible damage or leaks

Windshield wiper is secure to the vehicle Check all Wiring for loose or bare wires (Fire Hazard)

Check OIL levels, add Oil as needed.

Check the Coolant Fluid Level

Check the windshield washer fluids

Make sure there is no Debris in the Air Filter

Check the Alternator & Belts

Check the Fan for obstructions

Close the Hood securely with Hood Latched

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

Move to rear of the bus

STEP FOUR – THE REAR OF THE BUS:

Start at the Top of the Bus, if you see it mention it!

Clearance lights and Eight Way Red & Amber lights are attached, not cracked, damaged or broken.

School Bus is clearly marked with reflective tape

Emergency Door is clearly marked

Check all the windows for cracks or damage check the seal around the windshield, no visible damage to seal – This is a kick out window.

No turn on Red & School Bus Stops on Red signs and attached. Explain the policies for each.

Emergency Door opens & closes properly would sound with engine on.

Name & point out the Light system, the Hazard Lights, Brake Lights & Back up Lights – not cracked damaged or broken

License plate is up to date, attached & matches the front

Bus number is clearly marked

Red Reflectors not cracked damaged or broken

Check the exhaust pipe, press lightly with your foot to insure attached

Check under the Bus for anything hanging, leaking, debris, or damage to the exhaust system

STEP FIVE-THE PASSENGER SIDE EXTERIOR INSPECTION:

Start at the rear working in sections towards front

Check the Windows of the Bus as you move down the side, not cracked damaged or broken

The Emergency Windows are clearly marked with reflective tape

REAR DUAL TIRES:

- Matching Tires
- Even wear on both Tires
- Tires are not touching & have no obstructions
- Depth of tire tread no less than 2/32
- Outside of tire, no bulges, cracks cuts or damage. **CAN BE RETREAD OR REGROOVED**
- Check the rim for cracks dents or welding
- Check the lugnuts for rust trails or missing nuts. If rust trails appear you, have a leak.
- Check the hub seal for leaks
- Check the 2 valve stems for leaks & caps

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

STEP SIX – INTERIOR OF THE BUS:

Check the Safety Sticker for Mileage/ Expiration; also check for City Sticker & P.M. Sticker for oil changes.

Check the Seat Belt -SIT DOWN AND PUT ON SEAT BELT. (Any time you seat put on belt)

Check to make sure there are no obstructions under pedals

Press on horn

Check the steering wheel for no more than 2 inches of play

Press on Brake, to hear sound of brake motor

Do the Neutral Safety Switch Test: before you turn the key watch for the GLOW PLUG to cancel out! First, make sure that gauges have canceled out.

1. Put Gear in Reverse & try to start the Bus *** should not Start
2. Put Gear in Drive & try to start the Bus *** should not Start
3. Put Bus in Neutral, turn the key, Bus should start.

Turn on the Headlights!

Check all the Gauges

- Check the Fuel
- Check the Voltage
- Check the Rpm's idle @ 5 to 8 hundred (500 – 800 RPM)
- Check the Water Temp
- Check the Oil Pressure

Check the Brakes 3 things to check for Service Brake & Emergency Brake:

1. Pump Brakes 3 times and hold on the 3 – count 1000 to 5000 to see if they hold and brake comes back up.
2. Check your Parking Brake to insure that it holds. With Parking Brake on, put in drive gear and bring Rpm's to 12 RPM brakes should hold. Repeat in reverse to insure that the brake with stands the hold test.
3. Put Bus in drive, take off Parking Brake, Move Bus 3 to 4 Ft and then apply the Service Brakes.

Check reverse and listen for back-up warning sound (any time you BACK, turn on Flashers and Sound Horn)

Check the Turn Signals

Check the Hazards

Check the Control Panel

- Turn On the Master Switch
- Turn on the Clip Lights
- Turn on the Strobe Light (You will check when you check the emergency hatch)
- Turn on the Dome Lights – turn off
- Turn each Heater switch on – low/ high then off.
- Press the manual Button to activate the 8 way lights. Look out the Windshield and up to see if the Amber Lights are working.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

2. **CLEAN THE BUS:** Since you have to make a final check for sleeping children, anyway combine that task with:
 - (a) **Interior Cleanliness:** You are responsible for the condition of the interior of your bus. This means that it should be **swept regularly and the trash container emptied**. Each of the terminals has its own breed of animal that loves to feed on any garbage left in the bus at night. Raccoons, dogs, skunks and even pigeons will visit if you leave trash lying around in the bus. Besides sending a poor message to the customer that sits in a seat that was not cleaned! The condition of your bus will determine how well the passengers will maintain the inside of the bus. If it is neat generally, the passenger's will try to keep it neat. You have a broom and at least one trash container on your bus. Take the time to use them daily.
 - (b) **Exterior Cleanliness:** This should be a part of the fueling process but is often neglected. Windshield panels, service door panels, driver's windows, back windows and side windows including the panels where the route numbers are displayed, should be cleaned regularly. This is a safety issue as well as respect for the vehicle and company you represent. There are window cleaning tools and fluids available at all terminals. Please use them and in most instances the areas of the windshield not cleaned by the windshield wipers is the area that you need to see in one set and in some cases both sets of side panel mirrors. During winter months in particular, these windshields will get dirty and require regular, daily cleaning in order to safely operate the vehicle.
3. **CLOSE ALL WINDOWS:** It is miserable for the students and often the driver who finds the windows left open during an evening or night where there was a rain or snow storm. Leaving windows open can cause moisture to get into exposed electrical systems, two-way radios and the electronics controlling the eight way lighting systems. These cause malfunctions in several areas, thus making the bus unusable until repaired.

THE POST TRIP INSPECTION AND BUS DRIVER RESPONSIBILITIES

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

NECESSARY EQUIPMENT

- **EMERGENCY REFLECTORS:** There is an eblong red box bolted to the floor at the front or rear of the bus. (Depending on the type of bus) This box should contain three (3) collapsible REFLECTIVE TRIANGLES. These are to be placed, within ten (10) minutes of a breakdown or otherwise disabled along the roadway as indicated below. Placement of these reflectors depends upon where the vehicle is stalled and the type of roadway.

1. On a Two Lane Roadway:

- ➔ One is placed ten feet (10') to the rear of the bus.
- ➔ One is placed 100 feet (100') to the rear of the bus.
- ➔ One is placed 100 feet (100') to the front of the bus.

2. On a One Way Roadway or Freeway:

- ➔ One is placed ten feet (10') to the rear of the bus.
- ➔ One is placed 100 feet (100') to the rear of the bus.
- ➔ One is placed 200 feet (200') to the rear of the bus.

3. On a Hill or Curve on a two lane roadway where visibility is restricted:

- ➔ One of the reflectors should be placed (up to 500') on the side of the Hill or Curve. So that approaching traffic will be aware of your bus, which may not be in view.

HEADLIGHTS

- A. "BEST PRACTICE'S" Recommendation** from the State of Illinois is that the headlights must be on at all times when operating your bus whether there is a passenger on board or not.

Illinois Central School Bus policy is when the motor is running the headlights should be turned on.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

CHAPTER TWO

PAGES

Pg.21 to 22

- MIRROR ADJUSTMENTS & TYPES

- SEAT POSITION
(HOW IMPORTANT IT IS TO MIRROR ADJUSTMENTS)

- BLIND SPOTS

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

Mirror 3 ⇒ Crossover View Mirrors (circular mirrors on the front of the bus)

These should be adjusted to give the seated driver a view of the front bumper and forward to a point where direct observation is possible.

Mirror 4 ⇒ Right Safety Mirror (circular mirrors- not cross over)

This should be adjusted to give the seated driver a view of the roadway along the right side of the bus between the most forward surfaces of the right front tire back to the fuel tank area. Also a view of the service door and part of the front of the bus.

Crossover Mirrors ⇒ Left and Right Side

You should be able to see the opposite mirror on each side, a minimum of 10 feet in front of the bumper. The left mirror should also have a view of the crossing gate on the front bumper.

X When backing the bus you will be using all these mirrors

X Mirror usage is every 5-8 seconds minimum, while driving (do not stare)

Inside mirrors have the following restrictions:

1. Glance mirror for vehicles directly behind you.
2. Limited Visibility.
3. Used mostly for Managing Passengers.

THE BLIND SPOTS

Because of the construction of larger commercial vehicles, school buses in particular, there are a number of blind spots! Door posts, window frames, outside mirrors and your position in the school bus, all add to the problem of observation. The two largest sets of mirrors- the West Coast or panel mirrors- that help you see what is around the bus create the two largest blind spots. They actually block clear vision, preventing you from seeing what is off to the right and left side of the bus. You must keep your **EYES, HEAD and BODY** moving. It is the only way that you can safely avoid losing sight of vehicles and pedestrians behind these blind spots.

Remember too, there is no mirror that will allow you to be behind your bus clearly.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

A MARGIN OF SAFETY!

Following Distance

Did you know that it takes the driver behind you at least $\frac{3}{4}$ of a second to react to your brake light signal? At 55 MPH, a driver will travel a distance of 61 feet before the brakes are applied. If that is true in an automobile, what about your bus? The bus is heavier and takes longer to bring to a complete stop. At 55 MPH, it takes approximately the length of a football field, which is 300 feet, to stop a bus.

If your bus is equipped with air brakes, the amount of time necessary to stop at 55 MPH will be increased by approximately 32 feet.

Some following distance rules to remember:

- A. When traveling below 40 Miles per hour, allow 1 second for each 10' of vehicle length. A conventional school bus is about 40' long therefore; the following distance should be 4 seconds.
- B. Add one second of following distance for speeds over 40 miles per hour.
- C. When weather is wet, rainy or restricted visibility, slow down (remembering that **wet roads can double your stopping distance**) and increase your following distance even more.
- D. During snow and icy road conditions, it may be necessary to decrease your speed to a crawl and increase your following distance.

The easiest part of our space cushion to control is at the front of our vehicle. If someone slips into the space at the front of the vehicle the driver merely "backs off" allowing the cushion to rebuild itself.

When stopping in traffic remember this basic rule:

The proper space cushion when stopping means that you can see where the tires of the car in front of you meet the (tar) surface of road!

Only then will you know that you have enough space between you and the vehicle that you are following. Should your vehicle be struck from the rear there is less chance that you will be pushed into the vehicle in front of you?

**Remember the SMITH SYSTEM® KEY #1 – AIM HIGH IN STEERING AND
KEY # 4 – LEAVES YOURSELF AN OUT!**

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

TURNING AND BACKING CRASHES CAN BE AVOIDED BY:
(Continued)

- H. If the turning path is clear and there is no oncoming traffic, start your turn. Turn the wheel only when making the turn. **NEVER BEFORE.**
Keep an eye on the applicable mirror while turning.
- I. Watch your spot mirrors to determine the location of your rear dual tires in relation to the curb or parked cars. If you are getting too close to an object (including the curb) STOP or loosen the turning path (i.e., straighten the turning path).
- J. Enter the right-most lane available. Steer the vehicle back into position-do-not release the steering wheel.
- K. **Remember –cancel your turn signal.**

IN TIGHT SITUATIONS, LOOK AROUND! AVOID THE FIXED STARE.

IF NEEDED, GET OUT AND LOOK OR GET HELP IF YOU NEED IT.

REMEMBER THIS SIMPLE RULE:

WHEN IN DOUBT – DON'T

Please remember this, too:

**DO NOT TAKE A FLASHING "DON'T WALK" SIGNAL FOR
GRANTED
BECAUSE
PEOPLE WILL WALK!**

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

THE RIGHT TURN

Using the *reference points*, the proper method for the completion of a right turn follows these basic steps:

- A. Position your bus on the left side of the lane you will be turning from (not over the line, however). Always swing wide at the completion of your turn, not before you start.
- B. If there is more than one right turn lane, the bus must be in the lane closest to the right curb.
- C. Signal on 100' ahead (business or residential areas) 200' (all other areas).
- D. Pick a point on the outside curb where the round of the curb meets the straight of the curb. This is referred to as the TURNING POINT.
- E. **ALWAYS LOOK LEFT, RIGHT & LEFT AGAIN**, before you start the turn. Avoid the blind stare watch the corners for pedestrians, they will walk out from nowhere!
- F. Use the right cowl post (this is the post between the windshield area and the service door), as a **FIXED REFERENCE POINT**. This point may vary slightly from person to person. When this post or point visually covers and crosses the outside TURNING POINT, start the turn.

PARKED VEHICLES: If there is a parked vehicle near the right hand curb on the street into which you will turn, move your outside turning point to the outside edge of that vehicle.

G. CANCEL YOUR TURN SIGNAL!

➤ **CONSTANTLY MONITOR YOUR MIRRORS WHILE TURNING.**

This will insure that no one is in your "TAIL SWING" Area or along the side of your bus.

- **YOU MUST YIELD TO ALL ONCOMING TRAFFIC WITH WHO YOU MIGHT BE IN CONFLICT!**
- **LOOK BOTH WAYS BEFORE YOU START THE TURN!**
- **PEDESTRIANS ALWAYS HAVE THE RIGHT-OF-WAY!**
- **REMEMBER TO ALWAYS SWING WIDE AS YOU COMPLETE YOUR RIGHT TURNS.**

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

MOVING THROUGH INTERSECTION

- A. Never expose yourself or the vehicle you are driving to side traffic.
- B. Keep both hands on the wheel. (See proper hand position section).
- C. Pay attention only to the intersection and surrounding roadways. Conduct no non-driving duties in the vicinity of any intersection.
- D. Proceed with cautious. Remember that your vehicle takes more than twice as long to clear an intersection as a normal auto. Be aware of any vehicle or pedestrian traffic that may become a factor in the intersections.
- E. Resume speed only after you have fully cleared the intersection. In order to have your bus under control; you must be alert and fully aware of traffic, objects and pedestrians! Keep both hands on the steering wheel. Make sure your accelerating and braking activities are consistent with road conditions. Always be aware that your passengers may be thrown off balance if you do not make a smooth and safe stop!

REMEMBER THE 6-8-9 RULE!

What is that you ask? We will be happy to tell you!

When entering an intersection with a two-lane road from a stopped position, a 40' bus will require:

About 6 seconds – To go through the intersection.

About 8 seconds - To make a right turn.

About 9 seconds - To make a left turn.

(FYI --4 second for a lane change)

Make sure there is no approaching traffic within the timed distance on the cross street before entering the intersection.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

A. UNCONTROLLED INTERSECTIONS

What sets apart uncontrolled intersections from those known as “controlled” is the lack of any controlling signs (i.e. stop, yield or traffic stop & go lights). Uncontrolled intersections are truly a menace! Most drivers do not fully understand the “rules of the road” concerning right-of-way.

Our company has a rule that simply states that **we will treat uncontrolled intersections as “yield and/or stop” streets**. Whenever possible we should **be proactive** and arrange our routes as to avoid uncontrolled intersections, because of the inherent danger of the cross streets. (Remember people are not looking for you!) If an uncontrolled intersection cannot be avoided it would be wise to first slow down, always looking left, right, left and you can activate the hazard warning lights when stopping and passing through them.

B. UNCONTROLLED INTERSECTION

ILLINOIS CENTRAL SCHOOL BUS policy is that **No bus is allowed to turn on Red Light** unless law prohibits the use of this policy.

The reason for this policy is to prevent pedestrian and on-coming traffic accidents. Because of the height and weight of the large vehicles, blind spots and other factors, pedestrians stepping off into the street often cannot be seen by the driver of a large vehicle. Many times the pedestrian, preoccupied with distracting thoughts will not see the truck or bus turning. Unfortunately, all too often people do walk in to the side of a large vehicle, resulting in serious injury. Although these pedestrians are walking against a red light in a “don’t walk” situation, the turning vehicle is generally held responsible (failure to yield the right-of-way to a pedestrian) if contact is made.

Another reason is, some drivers fail to judge the distance of an on coming vehicle from the lane they are traveling into. This is because the drivers do not turn their heads fully or get a good view on coming traffic before pulling out into the other driver’s right-of-way. Remember the weight of the vehicle can not build up speed from a turn sometimes fast enough for heavily trafficked roadways. These are the reasons for the policies!

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

B. HELPFUL SUGGESTIONS:

- SMITH SYSTEM ® KEY #1 – “AIM HIGH IN STEERING”

You should be watching 15 seconds (about ¼ mile) up the roadway for any potential problems.

- SMITH SYSTEM ® KEY #2 – “GET THE BIG PICTURE.”

Be aware of the traffic conditions around your vehicle. People do multiple lane changes, very quickly. Watch for vehicles getting on and off freeway as well. Occasionally someone will pass you in the acceleration lane rather than let you get on the freeway in front of them.

C. FOLLOWING DISTANCE:

Make sure that you are at least five (5) seconds (one second for each ten feet of vehicle length, plus one second, if speed is more than 40 mph) behind any vehicles. Increase this distance by whatever is necessary when road and weather conditions are bad or when someone is tailgating you. This is to insure that if you should be hit in the rear by a tailgater you will not be pushed into a vehicle in front of you. Be sure, during traffic jams, when stopping is necessary that you can see the tires on the vehicle in front of you, on the surface of the roadway. When this happens, also be sure to activate your hazard lights and keep your foot on the brake.

- D. CURVE SPEED: Curve speeds, as posted, **ARE** accurate for cars. While the posted speed may be safe for cars, *large commercial vehicles may need to go slower*. A school bus is neither a car nor a normal vehicle. The very fact that they have a long wheelbase on a relatively narrow frame makes them inherently top heavy. When a posted curve speed sign reads “35 MPH”. ***SLOW DOWN AND BELIEVE THE POSTED SPEED LIMIT SIGN!***

E. LANE CHANGES:

- When making a lane change – do some very serious planning before you actually do the lane change.
- Look well into your future path (SMITH SYSTEM ® Key#1 – Aim High in Steering). Be aware of the traffic flow around your bus (SMITH SYSTEM ® Key#2 – Get the Big Picture)
- Signal lane changes well in advance before actually making any change. Give traffic around your vehicle the opportunity to see you and understand your intentions. (SMITH SYSTEM ® Key # 5 – Make Sure They See You)
- Watch your mirrors (SMITH SYSTEM ® Key#2 – Get the Big Picture)! Understand that other vehicles can quickly fill open spaces to your front and sides (SMITH SYSTEM ® Key#3 –Keep Your Eyes, Head& Body, and Moving). Drivers, previously hidden in your blind spots may

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

HOT TIP > “BACK UP ONLY THE DISTANCE YOU NEED TO, THE FURTHER YOU BACK TO, THE MORE AT RISK YOU ARE TO HIT SOMETHING!”

Backing is a maneuvering technique. It is similar to other maneuvering techniques. Such as right turns, left turns and close are control of your vehicle. The steps to accomplish a good backing technique are therefore similar. The key to proper backing is proper positioning of the rear wheels (and seeing those wheels in the proper mirrors).

Just behind the rear wheels are a relatively fixed point (referred as a fixed reference point), whereas the fronts of you bus is mobile.

Remember when backing is necessary:

- A. Backing and turning to the left allows a driver to have vision in the area that the vehicle will be backing. This is the recommendation of the ILLINOIS CDL manual.
- B. The next least dangerous maneuver is going straight back.
- C. The most dangerous maneuver is to back while turning to the right!

When backing follow the guidelines, the dispatcher will give you permission and remember to follow these steps.

- 1. **ACTIVATE YOUR 4-WAY (HAZARD) LIGHTS. THIS IS THE LAW REGARDING ALL COMMERCIAL VEHICLES.**
- 2. Put transmission in reverse.
- 3. **Horn your horn.**
- 4. Very carefully, check all mirrors. Directly **behind the bus is a blind spot.** *If you cannot see or do not have assistance to watch behind the bus get up and walk to the rear of the bus to check before you attempt to back!*
- 5. If you have a monitor, have them get out of the bus and guide you back.
- 6. Back only when it is clear and safe to do so. Turn the top of the steering wheel toward the direction you want the back end of the bus to go.
- 7. If you need assistance, **CALL YOUR DISPATCHER** always!

Remember the primary safety rule of the big vehicles

**IF YOU DON'T THINK, YOU CAN DO IT.
YOU ARE PROBABLY RIGHT!
YOU CAN'T!
WHEN IT DOUBT – DON'T!**

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

The following steps should be followed for LOADING STUDENTS:
(Continued)

5. Come to a **complete** stop! 10' from the bus stop with the students in view at all times. Stopping the bus far enough back from the bus stop so that the children, passing in front of the bus are not forced into traffic.
6. PUT THE BUS IN NEUTRAL POSITION AND APPLY PARKING BRAKE. (this is in the Illinois State School Bus training curriculum pg. 40)
7. Activate the 8-way red lights by cracking the door.
8. Check traffic to the front, sides and rear of the bus. (Checking all mirrors) to make sure all approaching traffic has stopped.
9. OPEN THE SERVICE DOOR ALL THE WAY.
10. Load students and WAIT till all the students are seated before canceling the stop arm and moving forward!
11. Signal to the left again and check ALL the mirrors before pulling away from the curb.
12. Stop for any stop sign.

More helpful Tips:

- Σ Use Stop Arm at all school.
- Σ On drop, off/pickup the students must wait until driver tells them it is ok to cross. If monitor is on bus they must cross the child all the way across. Monitors should wear a safety vest if one is provided.
- Σ Wait until the students are seated before canceling the stop arm. Do not pull away from curb with students standing.
- Σ Always come to complete STOP, PUT IN NEUTRAL AND APPLY THE BRAKE. Becoming lax can cause serious consequences.
- Σ Always watch the mirrors for drivers that try to run the STOP Arm. Get the license if possible.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

ADDITIONAL INFORMATION:

- A. Do not allow students to get off the bus at undesignated stops. Keep the service door partially closed until it is safe to open it.
- B. Count students leaving the bus and make sure you count them on the curb!
- C. Direct the students to move away from the bus. If they are crossing the street to wait until you direct them across when it is safe to do so. Use the external P.A. system or hand signal to guide them.
- D. Be sure that students crossing the street walk in front of your bus. Be sure they do not walk to the rear and **CROSS BEHIND YOUR BUS!**
- E. Be sure students walk away from the bus, out of the danger zones, to the sidewalk. Students should not walk alongside the bus or in the street or roadway.
- F. **ACCOUNT FOR ALL DEPARTING STUDENTS** before you fully shut the door, deactivate the flashing 8-way red lights, and stop arm. **BY LAW**, you must wait until the crossing students are fully across the street before retracting your stop arm and turning off the 8-way red lights.
- G. Make sure you go over the picture of the "DANGER ZONES" with your students at various times through out the year. There is also an appendix in the back of the book for you to make a copy and give to the students. You can post on also on the bus so you can refer to it when needed.

*If you have any doubt about where a student might be or might have gone.
Secure your bus set the parking brake and activate the 4 way hazard lights.
Shut off the bus, Take the key with you get out of the bus to physically walk
around the bus to check!*

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

RAILROAD CROSSINGS

ASK YOURSELF,
"IF A SCHOOL BUS AND A TRAIN MEET 'BY ACCIDENT' AT A RAILROAD
CROSSING, WHO IS GOING TO WIN?"

THE TRAIN *ALWAYS* WINS!

FACTS:

- Σ The School Bus is approximately 40 feet long, 10 feet high and 8 feet wide and weighs approximately 14 tons (28,000 pounds).
- Σ The train Locomotive, alone is 70 feet long, 20 feet high, 12 feet wide and weighs approximately 200 tons (400,000 pounds). May we repeat, please?

THE TRAIN *ALWAYS* WINS! – *ALWAYS!!*

School buses and other drivers have plenty of warning when approaching railway crossings. Approximately 100 feet before the crossing is a sign as a warning.

Even with the absence of the above sign there is usually a warning sign painted on the roadway.

The procedure for crossing railroad tracks is on of concentration, listening skills, due care and caution.

Safety dictates that every driver be especially careful around crossings in the areas they travel in. **Trains in the metropolitan areas do not sound their warning horns as they do in the suburbs or in the open countryside. Often you're hearing and eyesight is all you have to rely upon at a railway crossing.**

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

- H. When you are sure the rails are clear close the service door, without looking down the tracks, accelerate, and proceed across the tracks, **DO NOT STOP ON THE TRACKS!** If you are in a bus with a **manual transmission, do not shift** or change gears while crossing the tracks.
- I. The 4-way Hazard lights should be turned off after traveling 100 feet beyond the crossing or when your speed is sufficient so that you are no longer a "slow moving" road hazard.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

STUDENT MANAGEMENT

Nothing in our training can prepare you for riding or driving with your back to 55 or 65 students. No teacher in the world turns his or her back on that many students in a classroom. Yet, Bus Drivers are expected to transport that many students, maintain discipline, watch the roadways AND get the students to and from school SAFELY with smiles on all the faces, including ours!

Every driver has his or her own personality. Things that work for one driver may not work well for another. There are some common threads in providing good student management that every driver can adapt.

First, understand that you are going to be the first one who sees these students in the morning or the last one, connected with their education, which they see at night. How you react to them can have a distinct bearing on how they react to you during their time on your bus.

You can learn a great deal from other drivers at your terminal. Consult with drivers who have well managed routes. Ask for useful tips; most will be glad to share with you some things that work for them.

Part One – Helpful Things To Do:

- A. Create a positive environment by:
 - Being well groomed;
 - Wearing clean clothes;
 - Cleaning your bus regularly;
 - Greeting passengers cheerfully in the morning and bidding them good night each day pleasantly.
- B. Explain exactly what you expect in good behavior.
- C. GIVE CLEAR DIRECTIONS and explain the consequences for inappropriate behavior. With those rules as a basis, good general discipline format might be like this:

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

Part One – Helpful Things To Do:

Continued

- F. There are few things as important sounding to most people than their names. For many years, drivers always knew the names of the “trouble makers.” It is far better, however, to learn the names of the non-trouble –makers. They are the bus riding students that will set the peer pressure tone on the bus
- G. Use appropriate language in general conversation and when giving directions.
- H. Keep the topics of conversation appropriate.
- I. Keep your behavior on a professional level.
- J. Be fair, firm and consistent in your treatment of students.
- K. Show **CONCERN** for your passengers!
- L. Show **RESPECT** for your student passengers!
- M. Speak **softly and calmly** when addressing your passengers.
Whenever possible face your passengers when speaking to them.
Eye contact shows sincerity. Obviously while driving, this is not always possible.
- N. Most school districts require assigned seating on buses. At the beginning of the school year, or when taking over a new route and seat assignments have not already been made, allow the students to choose the seat they will be assigned to, then complete the Seating Chart form. (see forms) Keep this chart with your route information. Assigned seating will benefit you in the following ways:
 - There will be less confusion on the bus.
 - Students will find their seats more quickly.
 - You will know who is in the bus and who is not.
 - If an accident should occur, you will know where each student was seated and the names will already be written down.

Part Two – Common Mistakes:

- A. Verbal intimidations or physical abuse can easily be twisted into charges of harassment.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

When seeking advice from their parents, more often than not they hear, "Not now! Can't you see I'm Busy?"

Average students are sometimes overlooked in school in favor of the "brighter" students.

Many children learn quickly in life that when they misbehave they get attention, although that attention is often loud and harsh. Many behavior problems on the bus probably stem from this very premise.

Show respect and genuine concern for the thoughts and ideas of your student passengers. Listen to what they have to say no matter how silly something sounds please do not ridicule a student for saying it.

You do not have to pry in order to show concern either. We all recognize a person who is having an "off day". Children show this much quicker than most adults do. There is nothing wrong with asking if everything is okay. **Do not pry!** Try to word your concern so that the student has a way out should he or she not wish to discuss the problem with you.

It is not that we want to or should become psychologists on the bus. However, if our student's respect us and we listen to them, they may share problems that may be happening on the bus – problems that we recognize can be dealt with quickly before they become lasting wounds.

"Please and thank you" are golden phases; even of the most harden of "macho" students! Praise for deeds well done earns respect! When a passenger uses the trash container(s), puts up windows, helps another student thank him or her. If you need to have a passenger seated, **"Please sit down"**, works far better than **"SIT DOWN!"**

Drivers who have few problems on their buses respect their passengers and show genuine concern for each of them.

If you are having problems on your bus, talk to other drivers **who are not**. Drivers, who have problems on the bus or with co-workers, are generally poor sources for constructive problem solving techniques. Check with your Managers, Safety dept. /trainers. There are many constructive ideas- far too many to even begin to talk about here- which can help you with problems on your bus.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

TRANSPORTING STUDENTS WITH SPECIAL NEEDS:

When transporting students with special needs it is extremely important that all parties (this includes the bus driver) involved understand the needs of each student. These needs/disabilities can be physical, educational and/or emotional/psychological.

We must always be mindful of the various types of specialized equipment available and the impact it will have on the student(s) being transported. It is extremely important to ensure that the equipment is in good working order and that when used, it is properly secured.

Handicapped Students and the School Bus Driver:

The school bus driver is a very significant person in the life of the handicapped pupil for many reasons. Once drivers understand the needs of his/her students, that driver should have a greater appreciation of the challenges the student faces on a daily basis.

- The handicapped child's school day begins and ends with the bus driver.
- The driver has to deal with the emotional upsets caused by many different variables, family situations in the morning, routines, and school problems could follow at the end of the day.

The driver's major responsibility is to get the children to and from school SAFELY. In spite of the weather condition and traffic problems. Appropriate student behaviors are essential so that the driver can concentrate on driving. However, exceptional or handicapped children like non-handicapped children tend to forget rules. Teasing, fighting and misbehaving at times. In dealing with these behavior problems, it may help to become familiar with the characteristics of the different groups of handicapped student we transport, so we can understand and anticipate the behaviors. Certain handicapped conditions cause certain behavior patterns, which are often beyond the child's control. Understanding these characteristics should help guide our ways of handling behavior problems on the bus. In the back of this manual, there are attachments with information of the various types of disabilities, and a brief description of their identifiers, acronyms, symptoms, causes and effects. After reviewing and studying this information, you will be able to better assist yourself and your passengers in providing a safe trip to and from school.

RECOMMENDATIONS:

- Keep instructions simple. – Short sentences
- Repeat frequently – use the same words.
- Use the simplest words- names of things or actions.
- Tell time by use of activity labels-“when you get home” or “when you go to bed”.
- Keep routines. Example – “sit in the same seat each day” if you expect a change in routine tell the children ahead of time – example: If a substitute driver is covering your route.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

- 7) Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
- 8) Always use the handrail when leaving the bus.
- 9) Stay out of the danger zone next to the bus where the driver can not see you! Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under the bus.
- 10) If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- 11) Never run back to the bus, even if you dropped or forgot something.

BUS SAFETY RULES:

- 1) REMAIN SEATED WHEN THE BUS IS MOVING!**
- 2) KEEP HANDS TO YOURSELF! RESPECT THE RIGHTS AND PROPERTY OF OTHERS.**
- 3) KEEP HEAD, ARMS, AND OTHER BODY PARTS INSIDE, NOTHING IN OR OUT OF THE BUS WINDOWS.**
- 4) NO EATING, DRINKING OR SMOKING ON THE BUS.**

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

6. Each school bus driver shall keep a log of instances when he or she elects not to activate the crossing arm when its use is required.
7. The log shall include the time, location and the reason for the decision not to activate.
8. Reports shall be filed with the school district and safety office.
9. A school bus driver shall not use a school bus if the crossing arm is found inoperable during the pretrip inspection, or if the crossing arm has malfunctioned and has not yet been repaired.
10. If the crossing arm malfunctions while the school bus is carrying students, the driver shall note the stop where the malfunction first occurs, continue on the route and document all stops where the crossing arm fails to operate. Be sure to report the malfunction and have repaired before next route or get another bus.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

BUS ACCIDENTS

We usually tell ourselves "It could never happen to me," The truth is it can! Although the Smith System® can help you from having a preventable crash. The following guidelines have been created for you to understand and learn so you will know what to do as a school bus driver in case you are involved in an accident.

☒ AS SOON AS THE ACCIDENT TAKES PLACE

Follow steps A through E, which will take you **60 seconds** once the accident takes place.

- A. **Remain Calm:** Your actions will influence your passenger's actions. Your primary responsibility as a school bus driver is the safety of your passengers. Remember that your passengers need you at this very moment.
- B. **Secure Your Bus:** Put the school bus into neutral, turn off the engine, and take the key out of the ignition or turn the key to "ACC" in order to maintain contact with your base. Remember your passengers are your first priority. If possible at least get a license plate number and take care of the rest later! Reflector triangles should be positioned properly at the earliest convenience without compromising the passenger's safety.
- C. **Evacuation:** Decide whether or not it is safe enough to evacuate your passengers. **Any situation that compromises the safety or health of your passengers will require you to evacuate the school bus. If you evacuate the school bus you must relocate your passengers to a minimum of 100 feet from the school bus**
- D. **Check for injuries.**
- E. **Call the dispatcher:** If there is no need to evacuate **STAY CALM** and **SPEAK CLEARLY** to the dispatch office. You will need to share the following information:
 - What are the school bus route number, bus number, and location?
 - How many passengers does your school bus have on the bus?
 - Do you need an ambulance? If the accident is severe, enough have one sent to you; it is better to be prepared than too late.
 - Do you need a replacement bus; or tow truck.
 - Remember to be specific
 - Get a list ready of your passengers.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

☒ EXCHANGE INFORMATION WITH PARTIES INVOLVED:

Your passengers are your primary responsibility until they are at school or with their parents. Do not leave your students unattended! If you have to leave the bus to exchange information, appoint your aide or the oldest responsible student to be in charge. Once you have appointed someone to be in charge you may begin to exchange information. ***Remember never to leave the key in the ignition!*** Every party involved in the accident is entitled to the following information:

- Drivers license information.
- Registration information.
- Insurance information.

REMEMBER:

- **Do not admit guilt**
- **Never say that you are sorry.**
- ***If there is, media involved do not talk to them.***
- **Once you have exchanged information get back to your passengers.**

If the police arrive before or while you are securing your passengers remain on the school bus with your passengers. Once the police arrive the accident scene will be secured, information will be taken from the other party or parties and information will be taken from you.

☒ AFTER THE ACCIDENT:

Remember to see the Director of Safety or Manager as soon as you return from your route. At this time they will fill out the appropriate forms with you and ask you questions necessary pertaining to the accident.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

2. *Unsafe position.* In the event that a bus is stopped due to accident mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for the passengers to remain in the bus or evacuate. You must evacuate if:
 - The stopping point is in the path of a train or adjacent to any railroad tracks.
 - The stopping position of the bus may change and increase the danger. If, for example, a bus should come to rest near a body of water or precipice where it could still move and go into the water or over a cliff, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner, which affords maximum safety for the children.
 - The stopping of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where visibility does not exist should be considered reason for evacuation.

In an emergency, it is possible for children to jam the emergency door by all trying to get out the door at the same time. To help avoid this situation, you should organize and conduct emergency exit drills for all students who ride the school bus.

There are several ways to evacuate:

1. Everyone exits through the rear emergency door.
2. Everyone exits through the front entrance door.
3. Front half exits through the front door and rear half exits through the rear door
4. Exit through side door alone or in combination with 1-3 above.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

In the interest of safety, all drivers should conduct an emergency evacuation drill through the front door when they unload at the schools. School district officials will dedicate the frequency of the drills but it is suggested that drills take place at least once a month with each busload of elementary-age children. This approach does not take any more time than that of a regular unloading procedure. Follow these steps:

1. Stop the bus, set parking brake and turn off engine (remove the key).
2. Stand, open the door, face the children and get their attention.
3. Give the command: "Emergency Drill, please remain seated, this is a Front Evacuation."

EVACUATION PROCEDURE: (continued)

4. Advise bus captains or designated students to guide passengers to assigned place of safety.
 - A helper or a bus captain can be appointed each month (or when district calls for drills) to assist the driver in leading the students to a designated location on the grounds.
 - A second and third helper can be appointed to stand outside the front door to count and assist the passengers as they leave and bring the emergency equipment.
5. Standing between the first occupied seats you will turn and face the front of the bus.
 - Starting with the right-hand seat tap the shoulder of the students nearest the aisle to indicate that those occupants shall move out. Say, "Walk, don't run. Use handrail and stay in the group". (Use the helper name.)
 - Hold your hand before the occupants of the left-hand seat in a restraining gesture.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

Written consent from parents should be obtained before assigning a student as a leader.

D. EMERGENCY ROOF HATCH EVACUATION.

Although the emergency roof hatch may be used for ventilation, if all emergency exits are blocked use the emergency roof hatch for escape.

E. EMERGENCY EXIT WINDOWS.

Although the emergency exits windows may be used for ventilation, if all emergency exits are blocked use the emergency windows for escape.

F. KICK OUT WINDOWS.

If necessary, you may use the *kick out windows* located at the two front windshields of the bus, side door emergency exit and rear door emergency exits.

EVACUATION OF SPECIAL NEEDS STUDENTS

The awesome primary responsibility of the school bus driver is to provide safe transportation for students. The idea of being involved in a traffic accident is always difficult. All school bus drivers are instructed in the safe operation of the school bus, and part of this operation is the safe evacuation of the students from the bus.

The School Code of Illinois requires that all bus-riding students must experience classroom training twice annually, which includes at least two emergency evacuation drills. This means ALL students.

- ♦ Drills are to be conducted on school property under the supervision of the superintendent or his/her designee.
- ♦ School bus drivers are not to attempt to conduct drills on their own.
- ♦ All bus-riding students, including those who only ride once a year, are to be included in these drills.
- ♦ The most important part of safe school bus evacuation is developing and following an emergency evacuation plan.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

EVACUATION OF SPECIAL NEEDS STUDENTS

- ♦ When you have an emergency on the bus, the following three (3) W's should be given to the dispatcher or district.

W - Who you are, bus number and route number.

W - Where you are and give exact location.

W - What is needed: Police, Ambulance, Fire Department, another bus, etc?

- ♦ Things to consider for wheelchair evacuation:

Degree of Danger.

Can the lift be used or not?

Are you alone or do you have help?

Do you remove the student from the wheelchair or leave the student in the chair?

Size of student: do you carry or drag to exit?

Is their special equipment needed by the student, i.e. oxygen tank, body supports, etc.?

Whom do you remove first? (Making more room to work)

Are there injuries?

If you have a mixed load, walkers off first.

During all evacuations, the first aid kit, fire extinguisher, body fluid kit and radio mike should be put out the window to be available if needed.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

GUIDELINES FOR THE SAFE (EMERGENCY) EVACUATION FROM SCHOOL BUS FOR STUDENTS, INFANTS AND TODDLERS WITH DISABILITIES.

6. The most important part of any safe bus evacuation or evacuation drill is developing and following a plan of action in the event of an emergency, school bus accident or vehicle break-down.
7. Make sure that everyone on the bus, including very young children, is aware of what must be done in case of a real emergency.
8. Always use extreme care during an evacuation or evacuation drills. Never allow older students to push, run, or force students to jump from the bus. Very young children should be evacuated by some system that will provide for the safe and efficient evacuation from the bus that will also keep the children from wandering away from the bus or place them in greater jeopardy due to lack of immediate supervision during the evacuation process. The drill should be a learning experience for everyone. Remember the planning and actions taken during a bus evacuation drill may some day save lives.

When planning an evacuation drill for very young children, including infants and toddlers, keep in mind that many of these children will be secured in some type of child system.

Before and during the evacuation drill, practice several techniques that can be used as possible alternates in case of a real emergency. For example, it is often suggested that straps, harnesses, restraints be immediately cut with a belt cutter to release these children. While this might be the suggested method in an emergency when timeliness is essential, in most situations, small or young children can be released from their restraints just as easily by using the release mechanism on the restraint and extracting the child without the restraint.

Another suggestion for very small children that ride in a car seat might be to release the car seat itself from the seat and extract the child and the car seat together. By leaving the child in the car seat, placing the child, and seating system a safe distance from the bus, you will reduce the possibility that the child may wander away.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

6. The driver should move down the aisle, dismissing seats of students alternately until the bus is empty
7. As the students leave the bus, they should proceed in an orderly manner behind a designated line leader student assistant to a distance of at least 100 feet from the side of the school bus. Students should remain on the same side of the roadway as the bus. Unless necessary, students should not be required to cross the roadway during either a drill or a real emergency.
8. Student should remain quietly in a group until given further directions. Never allow students to play around during a drill. This is an exercise that must be taken seriously, it could save they are lives or lives of others one day.

Wheelchair evacuation procedure:

A good practice would be to develop written plans for the safe evacuation of students with unique and special needs (including infants and toddlers) that are transported by school bus. These plans may include the handling of special life support equipment or assisting devices that the students may need one he/she makes an emergency exit from the bus.

Wheelchair evacuation procedure: (continued)

It is essential that everyone on the bus knows the plan of evacuation and knows their role during an evacuation. It is equally important that the driver, school bus aide (if present) and students practice several emergency evacuation drills. All students should participate in emergency evacuation drills to the best of their ability, depending on the nature and severity of their handicap. Every student should have some idea of what might happen to him or her during a real school bus emergency or bus evacuation.

- **LIFT ASSISTED-** If the lift on the bus is operational the driver should lower it about half way. This will allow for a "two step" descend with each wheelchair. The school bus aide and driver should decide who will be the one to lower each chair and who will be stationed on the ground to assist in keeping the lift guard in a closed position and assist in a smooth landing of the chairs to the ground.
- **NON-LIFT ASSISTED** – In an emergency, if the list is not operational, the driver and children's welfare attendant or school bus aide must remove the nonambulatory students from their chairs as quickly and safely as possible. All students must be removed from the bus by the most convenient and safest exit. A blanket or coat can be used to assist the driver and/or aid in moving the nonambulatory students to safety.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

Note: You should always wash hands before and after helping a person who is hurt. If possible, you should use a barrier such as latex gloves, a gauze pad or a towel between your skin and the victim's skin.

What to do for bleeding emergencies:

- 1) Cover the wound with a clean dressing and apply direct pressure.
- 2) Elevate the wound if there is no risk of further injury.
- 3) If bleeding continues, apply additional dressings (do not remove the original bandage), and apply pressure to the pressure points.
- 4) If bleeding persists, call 9-1-1 or your local emergency number.

Note: You should always wash hands before and after helping a person who is hurt. If possible, you should use a barrier such as latex gloves, a gauze pad or a towel between your skin and the victim's skin.

What to do for sunburn:

Prevention is the most important. Prevent sunburn by applying a sunscreen to the skin of children and limiting the amount of time children play in the sun.

If Sunburn Occurs:

- 1) Apply cool water to the affected areas.
- 2) If burn blisters, do not break blisters.
- 3) Report bad sunburn to parents or to a physician.

FIRST AID EMERGENCY HELP

What to do for burns:

- 1) Stop the burn (whatever is causing the burn).
- 2) Cool the burn (with large amounts of cool water).
- 3) Cover the burn (with a clean dressing).
- 4) Major burns need immediate attention. call an ambulance if a burn:
 - *Causes breathing difficulty.
 - *Covers more than one part of the body.
 - *Involves the head, neck, hands, feet, or genitals.
 - *Is caused by chemicals, explosions, or electricity.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

- 6) If bleeding continues, or there is another nasal injury, call the parents or the family physician.

Note: You should always wash hand before and after helping a person who is hurt. Possible, you should use a barrier such as latex gloves, a gauze pad, or a towel between your skin and the victim's skin.

What to do for an object in the eye:

- 1) Do not try to remove the object from the eye.
- 2) If tears do not flush the object out, have the child blink several times.
- 3) Do not allow the child to rub the eyes.
- 4) Gently rinse the eye with clean water.
- 5) If the object remains in the eye, or stinging and pain persists, gently cover the injured eyes with a clean clothe.
- 6) Call the parents.

Note: Chemicals should be flushed out with a flow of water using a cup, not pressure from a faucet. When washing out the eye, be sure to keep the affected eye down so as not to contaminate unaffected eye.

What to do for a suspected broken bone:

- 1) Keep the person quiet: stay with the person.
- 2) **NEVER** move a person with a broken bone unless it is necessary.
If you have to move a person, make sure that the broken bone ends and adjacent joints are supported (it is rarely necessary to move a person unless there is danger from fire, explosions, downing or poisoning).
- 3) Have someone call 9-1-1 or the local emergency number.
- 4) Get the person to lie down if he/she can without causing more harm.
- 5) Stay calm and talk to the person. Tell the person you have sent for help.
- 6) Watch for life-threatening conditions, such as shock.

Note: It is sometimes hard to tell if a person has a broken bone. The person may have heard or felt the bone snap or the bone ends may be visible. He/she may feel pain and soreness and have difficulty in moving the injured part. The area over the bone may be swollen and feel hot. Generally, a broken bone hurts!

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

FIRST AID EMERGENCY HELP

What to do for breathing emergencies:

FOR A UNCONSCIOUS VICTIM:

- 1) CALL 9-1-1 or the local emergency number immediately.
- 2) Position the victim on their back.
- 3) Open the airway by tilting the head back.
- 4) Stay calm.

Again check with manager or trainer if other first aid courses are offered or check with local colleges, local police and/or fire departments for classes offered in first aid.

RADIO COMMUNICATION ETIQUETTE

Radio etiquette is very important and essential for you as a professional school bus driver. Learning and applying the following guidelines will enable you to carry out your responsibilities while using this system.

I. PROPER USAGE OF THE 2-WAY RADIO SYSTEM:

- The illustration will show the correct and incorrect way of speaking into the microphone. Speaking too close into the microphone will distort your message. If your volume is too high, your message will be distorted also.
- When speaking into the microphone, press the microphone switch for 2-3 seconds and speak clearly. In order to listen, you must release the microphone switch.

II. RADIO ETIQUETTE.

- A. **Be patient with the dispatchers.** They might be on the telephone with the school or a parent at the time of your call. They also could be assisting other drivers or be checking for drivers.
- B. Always monitor the radio to ensure any current transmissions have been completed before trying to transmit your message.
- C. Keep your transmission *brief and specific*. DO NOT use the radio to chat with other drivers or chime in on conversations unless asked to transmit by the dispatcher!

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

Keeping a neat and up-to-date route file is essential to you as a bus driver on a route. It is also essential to the sub-driver who will take the responsibility for your route when you are absent.

● **SPECIFIC ROUTE**

Means a driver could have an A.M. route, a Mid Day route and a P.M. route. All the routes are combine and assigned to drivers. Not all drivers will have these specific routes, remember it is based on need of the area covered.

HOT TIP-KEEP YOUR ROUTE FILE LOOKING GREAT!

1. *Keep dead stops off the route* – If students do not appear at the stop for at least three weeks straight, it can be considered a dead stop. **HOWEVER**, you must notify the route coordinator before you stop going to the stop. The route coordinator will contact the school and verify existence of the student. Sometimes. Students get rides to school by other means than the bus. If students ride your bus on an inconsistent basis, they are still considered part of the route.
2. *Do not make unauthorized stops on the route-* You and the company will be held liable if anything happens to the child. If you are dropping off or picking up a child at a different stop with permission from the school or dispatch. Be sure to note it on your route, so if you are not working that particular day, the sub-driver will know what is going on.
3. *Do not make unauthorized house stops-* This cause confusion for the parents, babysitter and spare drivers when you are not there. Routes are setup to get your route done efficiently and quickly. House stops prolong everyone's ride to and from school.
4. *Route Safety-* It is your responsibility to note any unsafe or hazard areas on the route and reports them to the safety department. (If applicable.)
5. *Update route files-* You should update your route files at least once a month to ensure you are getting the most up-to-date information. Keep copy on bus!

ROUTE

6. *Update times* – Contact the route coordinator if the times on your route sheets are different than your actual run times.

ILLINOIS CENTRAL SCHOOL BUS
BASIC DRIVER SKILLS TRAINING MANUAL

CHAPTER SEVEN

PAGES

Pg. 85 to 92

- ADVERSE WEATHER DRIVING
- PARKING ON HILLS
- OTHER INFORMATION AND FORMS

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

ADVERSE WEATHER DRIVING

Winter Driving Awareness while on your route- (continued)

7. Be aware of SUN GLARE. Be prepared bring your sunglasses. Not only will you vision be improved but also you will have protection against the damaging ultra-violet rays from the sun.
8. Be aware of the need for appropriate clothing. Dress warmly for yourself and encourage your students to dress warmly also. Multiple layers of clothing are better than a single heavy layer. In this way, you can adjust your body temperature to the weather as needed. Having the appropriate hats and clothes can save you from getting sick in the flu season and will prevent you from losing time at work.

Part Two - Winter Driving – Winter Driving Techniques

A. SLOW DOWN!

1. Vehicle stopping distance will change and take longer to respond.
2. Necessary stopping distance will be increased.
3. Safety is your first responsibility! If you are running more than ten (10) minutes late, contact your dispatcher. DRIVE ONLY AT A SAFE SPEED.

B. Starting on Ice:

1. Accelerate slowly.
2. Do not spin the wheels.
3. Keep wheels straight and ease forward gently.

C. Turning:

1. Slow down, early. Brake before a curve, not while turning.
2. Avoid abrupt steering movements. Make a turn slowly and gradually.
3. Ease into necessary lane changes.
4. Watch for tighter corners due to narrowing streets because of snow banks. Most cities do not plow their streets to the curb and consequently the street shrinks anywhere from two (2) to three (3) feet, during snowstorm and plowing session. There is always the added problem of people who leave their cars on the street and are plowed in. AIM HIGH AND GET THE BIG PICTURE

D. Downshifting:

Make downshifting a habit! It saves on the brake repair costs and gives the driver far better control of the larger vehicles. It is extremely important when driving on ice and snow. Downshifting retards (engine brakes) the rear wheels act as an "engine brake." Even in good weather, use the engine brake when approaching and driving down hills.

E. Following distance:

1. Extend your following distance by 6-8 seconds or more if conditions warrant.
2. Adjust for a maximum reaction time.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

ADVERSE WEATHER DRIVING

➔ SLIPPERY ROADS – RAIN

How the School Bus Driver should respond to RAIN:

Before you drive:

- ♦ Check the weather report. Check your tires. Keep tire pressures at the suggested amount. Another reason a school bus might hydroplane is low tire pressure. If tires are worn, report it to your supervisor so the tires can be replaced. (Write it up on pre-trip)
- ♦ Check that your windshield wipers are working properly. If not, have them replaced.
- ♦ Check that you have plenty of washer fluid.
- ♦ Check that window defrosters are working properly.

On your Route:

- ♦ Check your brakes. Make sure that they are working properly. Remember that, when water gets into brake drums, it reduces their efficiency. You may have to drag the brakes slightly for a short distance to dry them out and to restore normal braking power.
- ♦ Slow down. Wet roads can double your stopping distance. You must drive slower to be able to stop in the same distance as on a dry road.
- ♦ Slow down gradually
- ♦ Avoid aggressive braking and steering.
- ♦ Double you're following distance.
- ♦ Practice defense driving.
- ♦ Give other vehicles a lane
- ♦ Be especially careful driving through puddles.
- ♦ When pulling onto a road, allow extra space for oncoming traffic. You need to compensate for the possibility that your wheels might spin on the wet pavement as you accelerate.
- ♦ Watch the oncoming traffic for spraying water. Traffic can splash water from puddles across the median and on the windshields of cars in your lane.

What to do if you find yourself hydroplaning:

- ♦ Do not use the brakes to slow down.
- ♦ First – Release the accelerator. This allows the wheels to turn freely. Your vehicle will start to slow down. *NOTE:* Newer buses with an automatic transmission will not slow down as quickly as buses with standard transmissions when you take your foot off the accelerator.
- ♦ Second- If your school bus has an automatic transmission, downshift one gear. If your school bus had a standard transmission and the drive wheels start to skid, shift to neutral or depress the clutch to let the wheels turn freely. Your vehicle will slow and the wheels will turn freely.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

ADVERSE WEATHER DRIVING *CATASTROPHIC WEATHER CONDITIONS*

➔ FLOODING AND FLASH FLOODS:

What you should do:

Before you drive:

- ♦ Check the weather report, where you are and upstream. Listen for news reports of storms or a flash flood watch or warning.

On your Route:

- ♦ Stop.
- ♦ Seek high ground. Call dispatch and request assistance.

➔ LIGHTNING:

What you should do:

Before you drive:

- ♦ Check the weather report, where you are and elsewhere. Listen for reports of storms.

On your Route:

- ♦ It is a good idea to stay off the radio.
- ♦ Have everyone stay away from the sides of the bus.
- ♦ Stay on the bus. Do not evacuate. The best place to be is inside a home or large building or inside an all-metal vehicle because these are grounded.
- ♦ When unloading during lightning, get as close to the structure the student is going to as possible. This may mean driving through the subdivision and unloading at each home.
- ♦ If you are in an area where the lightning is "bouncing" around, you might want to keep the students on the bus until the storm passes.

➔ TORNADO:

What you should do:

Before you drive:

- ♦ Check the weather reports for tornado watches and warnings.

On your Route:

- ♦ If you are in the bus and see a tornado, evacuate. **DO NOT STAY IN THE BUS!**
 - ♦ Your first choice is to evacuate to a building.
 - ♦ Your second choice is to a deep ditch. Lie flat on your stomach with hands over the back of your head to reduce neck injury.
 - ♦ As a last resort, go to the lowest place you can find.

ILLINOIS CENTRAL SCHOOL BUS BASIC DRIVER SKILLS TRAINING MANUAL

- B. Carefully pick your parking place to prevent being boxed in by other vehicles.
- C. Cautiously check all mirrors and, if clear, drive your vehicle to the side of the roadway.
- D. Position your vehicle four (4) to six (6) inches from the curb and parallel to it.
- E. Position your wheels properly. The wheel position will depend upon the location where you are parking. (See parking rules) properly turned, the tires should be in contact with the curb, if there is one.
- F. Once parked and the wheel position is set, apply the hand or parking brake.
- G. Put the gearshift lever in Neutral or, if so equipped, in "Park"
 - 1. Full sized buses, DO NOT have a "park" on their automatic transmissions.
 - 2. Only "van" type "A" and some "B" buses have a park position in their transmissions.
- I. Turn off all lights and accessories.
- J. Shut the bus off.
- K. Take the key from the ignition and carry with you **EVERY TIME** you leave the bus.

When you are ready to leave your parking place, turn on the left turn signal and check the mirrors very carefully before moving the bus or pulling into traffic. Pull away gradually to avoid hitting "fixed objects" such as lamp post, trees and signs with the tail swing of the bus.

PARKING ON HILLS

The Rules for Wheel Position when parking on Hills or level Ground!

You only need to remember the key word "LUC" to remind yourself which way to position or turn your wheels when parking. The word **LUC** stands for **Left - Uphill - Curb**.

- A. **If there is a Curb and your vehicle is facing Uphill you must turn your wheels to the Left! (LUC). It is the only time that they are positioned by turning to the left.**
- B. **ALL other times, including level ground, the wheels must be turned to the right.**

The reason for Rule A is that the curb will act as a wheel "chock" or stop if the brakes fail. This will stop the vehicle from rolling backwards.

Rule B applies to all other situations. If the vehicle is facing down hill and there is a curb, the curb acts as a "chock" or stop, to prevent the vehicle from rolling forward.

Rule B also applies to all situations where there is no curb. If the brakes fail and the wheels are turned to the right, the vehicle will roll off the roadway, out of the lanes of traffic.



Illinois Central School Bus Erratic Driving Policy

Purpose:

This policy takes effect January 1, 2008. The Policy has been put in place so the public is able to report erratic driving to Illinois Central School Bus. They will be able to give the time, date, and bus number, along with the complaint of erratic driving. This will allow the Director of Safety to verify the information given.

General Company Policy:

A sticker with a phone number will be place in the rear lower passenger side window of the bus to report erratic driving. This policy allows complaints to be called in to the Director of Safety. At that time the information will be documented and action will be taken to investigate the complaint.

Additional Information:



Illinois Central School Bus Report of Erratic Driving

Date of Report _____

Time of Report _____

Bus Number _____

Person Calling in Report _____

Person Taking Report _____

Report of Erratic Driving _____

Action Taken _____



Illinois Central Monitor Evaluation

Monitor Name _____ Bus _____ Date _____

1. Professionalism/Attitude: (16)

- _____ Personal Appearance
- _____ Interest in job
- _____ Pride in good work
- _____ Works with school/office
- _____ Teamwork with driver
- _____ Timely accurate paperwork
- _____ On time for job
- _____ Knowledge of route

2. Loading and Unloading: (4)

- _____ Students load & unload in a safe orderly fashion
- _____ Students are seated promptly and safely

3. Student Control: (16)

- _____ Make sure students are properly seated while the bus is in motion
- _____ Uses passenger management for students who abuse the bus rules, using approved steps
- _____ Uses passenger Management to award student behavior
- _____ Interacts with students constructively
- _____ Make sure students are reasonably quiet and are silent at tracks
- _____ Riders keep aisles clear
- _____ Riders keep bus clean

Monitors Name: _____

Date: _____

Date Completed

Procedure

_____	Putting the bus in neutral
_____	Pushing driver out of the way
_____	Steer to the side
_____	Put on the emergency brake
_____	Put on emergency flashers
_____	Using the radio for help
_____	Push in mic button
_____	Give directions of location
_____	State problem
_____	Staying calm
_____	Keeping students calm
_____	Putting out reflectors

Trainers Signature _____

Trainee Signature _____

- _____ Activates 8-ways 200 ft. rural/100 ft. urban
- _____ Activates turn signals 200 ft. rural/100 ft. urban

5. SPACE CUSHION

(10)

- _____ Maintains proper following distance
- _____ Maintains proper space to sides
- _____ Adjusts for improper space to the rear
- _____ Yields space in traffic
- _____ Stops at proper distance behind other vehicles

6. STOPPING

(10)

- _____ Makes smooth, gradual stops
- _____ Downshifts properly
- _____ Uses right foot for braking
- _____ Places foot over brake when approaching blind intersections
- _____ Stops behind the stop sign/line/sidewalk

7. SPEED CONTROL

(9)

- _____ Maintains proper speed as posted
- _____ Blends with traffic when merging
- _____ Adjusts speed according to:
 - _____ traffic (1)
 - _____ intersections (1)
 - _____ visibility and light conditions (1)
 - _____ road conditions (1)
 - _____ surrounding environment (1)

8. PASSING

(10)

- _____ Checks side and rear before pulling out
- _____ Overtakes and passes at appropriate speed
- _____ Allows proper space before pulling in
- _____ Properly judges speed and position of oncoming traffic
- _____ Does not pass in or near intersections

9. LOADING AND UNLOADING

(8)

- _____ Uses neutral while loading and unloading
- _____ Students load/unload in safe, orderly fashion

_____ Makes sure students are reasonably quiet and are silent at RR tracks

OBSERVATIONS SKILLS

(10)

- _____ Notes speed and driving maneuvers of other drivers
- _____ Correctly anticipates other drivers' actions
- _____ Observes traffic to rear of bus while moving
- _____ Observes to left and right of bus, looking for areas from which other vehicle or pedestrians may approach path of bus
- _____ Notices when lane ends and gets in correct lane

16. BACKING

(6)

- _____ Uses mirrors properly and often
- _____ Requests assistance when necessary
- _____ Turn on hazards and taps horn before backing

17. POST TRIP

(10)

- _____ Checks for sleeping children after every run
- _____ Secures bus:
 - _____ Bus in neutral (1)
 - _____ Parking brake set (1)
 - _____ All switches off (1)
 - _____ Windows shut (1)
 - _____ Bus swept (1)
 - _____ Key removed (1)
 - _____ Safety equipment secured as instructed (1)
 - _____ Bus plugged in when necessary (1)

SUBTOTAL: _____

NA: _____

TOTAL: _____

Professional: 151 – 160

Average: 141 – 150

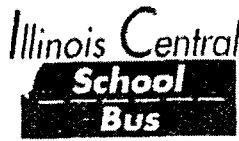
Fair: 131 – 140

(requires retraining)

Driver Signature: _____

Date: _____

Evaluator Signature: _____



Ten Rules of School Bus Safety:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, scarves, etc., on all clothing, backpacks and other items, are shortened or removed so they won't get caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms And head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
7. Use the handrail when leaving the bus.
8. Stay out of the danger zone next to the bus where the driver can't see you. Take five giant steps away from bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under the bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic
10. Never run back to the bus, even if you dropped or forgot something.

School Bus Danger Zones:

EMPLOYEE SIGNATURE _____ DATE _____

SAFETY TRAINER SIGNATURE _____

cc: Employee
Personnel File



PRE-TRIP INSPECTION

- Chock wheels and release parking brake
- A. APPROACHING THE BUS – FROM THE FRONT
 - Bus is not leaning or tilted. (Possible problem with shocks or tires)
 - No puddles or fluid leaks under the bus. (Brake calipers or brake line)
 - Cross arm secure.
 - License plate is secure.
 - Crossover (cats eyes) mirrors are secure.
 - No cracks in windshield, wipers present, State safety sticker up to date.
 - All lights: head, hazard or 4-ways, 8-ways, running, or clearance. Covers intact-visible, not cracked or broken.
 - No body damage – lettering intact, antenna not bent or missing.

HOOD LATCH SCHOOL NOT BE TORN OR RIPPED

B. UNDER HOOD INSPECTION – PASSENGER SIDE

*STEERING

- Tie rod secure and not bent

*FLUIDS

- Coolant (reddish) – Can see through – at proper level
- Windshield washer fluid (blue) – can see through – at proper level
- Engine Oil (could be on other side)

*OTHERS

- Heater hoses: no cracks or leaks
- All other hoses: no cracks or leaks
- Electrical wires and connectors: secure, none loose, frayed or exposed
- Alternator belt: proper tension
- Fan blade: secure and clear of obstructions
- Air filter clear of debris (yellow balloon inside should not be blown up)
- Power steering fluid (yellow)
- Radiator hose: secure and no leaks or cracks
- All other hoses: no cracks or leaks
- Electrical wires and connectors: secure, none loose, frayed or exposed

C. OTHER SYSTEMS

LEFT FRONT TIRE - CHECK INSIDE AND OUTSIDE OF TIRE

- 90 to 100 lbs. pressure
- Check with mallet or gauge
- 4/32" tread on both front tires
- Can NOT be recapped and re-grooved.
- No bulges, bumps or punctures
- No bulges, bumps or punctures
- Sidewalls have no cuts, cracks or tears
- Tire is secure to rim
- Rim itself has no cracks, dents or welds
- Lug nuts secure, none missing, no rust trails
- Axle seal not leaking
- Valve stem not bent, broken or missing
- Brake drum not cracked
- Shoes not worn or missing
- No oil or grease on brake shoes

STEERING

- Steering column, gear box, pitman arm, drag link, no leaks
- Tie rod secure and not bent or broken
- 5 - cotter pins, secure and not missing

SUSPENSION

- Shock absorber secure and no leaks
- Leaf springs secure, not cracked, broken, or missing
- U-bolts secure, not cracked or broken
- Hangers secure, not cracked or broken

UNDER HOOD INSPECTION - DRIVER SIDE - AIR BRAKE SYSTEM

- Check Air Compressor- Its engine oil feed (make sure you have adequate level of oil). It is secure, not cracked, broken or leaking.
- Check Air Compressor Governor- Make sure it is secure, not cracked.
- Check Air Hoses- Make sure it is secure, not cracked. No hissing sounds from hoses which might indicate an air leak. Also check air hoses that run inside the bus.
- Check Brake Chambers- (in front and rear) make sure they are secure, not cracked or broken.
- Check Push Rod- Make sure it is secure, not cracked or broken.
- Check Slack Adjuster- Make sure it is secure, not cracked or broken. It should not have more than 1 inch play. To check the play, chock wheels and release parking brake.

- Hand rails – secure
- Steps – secure and clear of obstruction
- Floor mats (NOT TORN or RIPPED)

FIRE EQUIPMENT

- Fire extinguisher (fully charged) (in the green) (with safety pin) (secured to bus)
- 3 reflective triangles

SIT DOWN – (CLOSE THE SERVICE DOOR)

- Check driver seat
- Check steering wheel (no more than 2" play)
- Blow Horn
- Hands (on wheel 10-2)
- Nothing under brake or gas pedal – encased in rubber
- Seat belt – fastens – jerked – releases
- Driver window – open and closes easily

SAFETY NEUTRAL SWITCH

- Insert key (Turn On) DON'T CRANK ENGINE
- Foot on brake
- Shift to "R" gear
- Turn and Report that engine does not start
- 1 – 2 – Drive (and NO START)

START BUS

MIRRORS

- Cat's eyes (L) 6-10 (Stop arm) (Left Tire Front)
- Cat's eyes (R) 6-10 (Service Door) (Right Tire Front)
- Lowers mirrors (L) 200 Ft (L) Rear Tie
- Lowers mirrors (R) 200 Ft (R) Rear Tie
- Panel mirrors (L) 3-5 (All windows)
- Panel mirrors (R) 3-5 (All windows)

SWITCHES

GAUGES

LIGHTS

WALKING TO BACK OF BUS

- Seat (bolted securely to floor)
- Cushions (secured and NOT TORN)
- Floor Mats (NOT TORN OR RIPPED), no obstruction in aisle

CUT OUT (115-125 PSI)

- Governor will shut off the compressor when it reach "125" PSI

STATIC PRESSURE CHECK

- Turn Engine off (Turn Key On)
- Watch gauge for "1" minute (SHOULD NOT LOSE MORE THAN 2 PSI)

APPLIED PRESSURE CHECK

- From this position press service brake and HOLD (watch gauge for "1" minute) (SHOULD NOT LOSE MORE THAN 3 PSI IN "1" MINUTE)

LOW PRESSURE TEST

- From this position (continue to press the service brake until your air pressure reaches 60 PSI and your warning lights & buzzer come on)

POP OUT VALVE (SPRING BRAKE)

- From this position (continue to press the service brake until your air pressure drops below 20 to 40 PSI)

PARKING BRAKE

- Start the bus (Build up to 100 PSI)
- Foot "over" the service brake press down lightly
- Pull Gear shift down to low gear (Remove foot off service brake & press lightly on the Accelerator (Bus SHOULD HOLD & NOT MOVE)

SERVICE BRAKE CHECK

- From this position put gear shift in (N)
- Foot on service Brake
- Push park brake "IN"
- Pull gear shift down to drive
- Put your hands on the steering wheel
- Let bus roll about 5 to 10ft
- Push "In" on service brake
- The steering wheel should not move right or left

12-27-08 we had an icy day were a car and bus slid into each other. Very minor, non preventable. Under skill refinement and the conditions of the weather it was unavoidable.

4-15-08 our driver leaving school and other driver was in blind spot, we struck other vehicle. Preventable.

We take every Collision/Incident and Injury serious; we have an accident review board and then do skills refinement with the driver. We also do monthly safety meetings with our employees on various topics. I hope this information helps you to understand how we operate in safety and as a company as a whole.

Thank you,
Diana Hallam
Director of Safety

RECRUITING IDEAS

1. Newspaper Advertising
 - ◆ Local paper & City paper
 - ◆ Minority & other than English papers
 - ◆ Thrifty Nickel, Penny Saver etc.
 - ◆ Employment Weekly or other employment paper
2. Approach newspapers (local & city) for article on school bus safety (mention hiring requirements & need)
3. Cable TV advertising
4. Telephone book advertising
5. Radio Advertising
6. "Now Hiring" - Location signage (make sure it is visible)
7. Hiring Fairs (approach radio station for "live remotes")
 - ◆ At location
 - ◆ Community Hiring Events
 - ◆ At remote site
 - ◆ Flyers home to students on buses announcing hiring fair
8. Kiosk at Mall (with bus safety & "Now Hiring" information - have recruiters man booth evenings & weekends)
9. Referral bonus - offer to:
 - ◆ Employee (hand out employee referral cards)
 - ◆ District Employee
 - ◆ Churches (Dear Pastor Letter)
 - ◆ Community Service Agencies
10. Neighborhood Canvassing (leave flyers - check with city for requirements/restrictions etc.)
11. Posters/Flyers in Apartment buildings
12. Posters/Flyers in local businesses (supermarkets, laundries, beauty salons etc.)
13. Bus with banner parkouts around town (minimum 4-6 buses)
 - ◆ Park buses at area schools
 - ◆ Park buses at busy intersections / visible places in community
14. Bus & banner with recruiter parkouts
 - ◆ At local businesses
 - ◆ At park arenas
15. Hire a driver to drive a bus with a "Now Hiring" banner all around town
16. Bus & banner with recruiter at community events (parades, sporting events, Little League, children's fairs etc.)
 - ◆ Have recruiters available to hand out flyers
17. Flyers on pizza boxes (offer to pay for flyers with our hiring information and their pizza coupons on flyer- they put on all pizza boxes). The same applies to take out Chinese food or other food delivery.
18. Hiring ad on School District Website
19. Explore possible "Job-Share" with school district jobs (Food Service, Maintenance etc.)
20. Advertise together (and share the cost) with other school district contractors (Food Service, Maintenance etc.)
21. Mailings to community (postcard or flyer)
22. Large recruiting "Billboards" at area ballparks or community arenas
23. College Recruiting
 - ◆ Recruiting Table (have recruiter there 2-3 times a week)
 - ◆ "Now Hiring" ads/flyers/literature available through Career Office
24. Recruiting buses / recruiters at Unemployment Office. Also consider setting up a recruiting/interviewing table.
 - ◆ Have "Now Hiring" Flyers available at office
 - ◆ Make sure that "Now Hiring" ads are on their job listing/postings
25. Drivers (and/or recruiters) attend Back-to-School Nights or Parent-Teacher Nights with recruiting table & hiring flyers
26. Post or Leave Hiring Flyers at:

<ul style="list-style-type: none"> ◆ Batting Ranges ◆ Bowling Alley ◆ Check Cashing Office ◆ YMCA / YWCA ◆ Little League Parks ◆ Employment Office ◆ Libraries 	<ul style="list-style-type: none"> ◆ Sporting Arenas ◆ Swimming Pools ◆ Apartment Complexes ◆ Supermarkets ◆ VFW's / Masonic Lodges ◆ Bingo Centers ◆ Laundromat 	<ul style="list-style-type: none"> ◆ Fair Grounds / Park Billboards ◆ School District Office ◆ Employment Bulletin Board
---	---	---

ILLINOIS CENTRAL
SCHOOL BUS

RECRUITING OBSTACLES

Perception that School Kids are "Bad"
Lack of Comprehensive Benefits
Summer Layoff
State School Bus Requirements
Low Pay
Not Enough Hours
Fear of LARGE Vehicles
Responsibility, TOO MUCH
Part-time
Stress
Highly Watched Profession
Mean Parents
Split Shifts
Already Working Full Time
Work Schedules Don't Match
Afraid of Students
Training Takes TOO LONG
Training Cost
Fear of Tests
Can't Handle Students
No Discipline Support From Schools
Economy is Too Good

TURNOVER

Full Time Positions
Relocation
Disciplinary Action / Termination
Other Part-time Employment
Benefits Paid Out
Family Benefit / Paid by Employer
Better Pay
Number of Hours
Experienced Drivers Criticize "Rookies"
College Graduate
Burn Out
Too Much Responsibility
Another Job
Age
Job Dissatisfaction
Retirement
Stress
Training Takes Too Long
Split Shifts
Stay Home With Children
Sick Time
Not Suited for the Job

These are a few of the most frequent recruiting obstacles that we hear from possible applicants. When you brainstorm with your recruiters please take a minute and address the above issues. The list for most frequent reasons why employees leave the industry, show us just how much we need to work at being the preferred employees as well as recruit.

Action/Options

Who/Staff

Which Ad

When

Cost

Priority Results

1 Bus with Banner

List locations to park buses

2 Ads in Local Papers

List what papers

3 Post Card Mailing to all local zip codes

List Cities/Areas

4 Send a letter to all local churches

List churches

5 Newspaper Insert

List newspapers

6 Drop off Flyers

List places in city / businesses / communities

7 Referral Bonus

List of who is available (employee - community etc.)

8 Media

Cable

TV

Radio

Wage Survey

LOCATION

2007 Wage

2008 Wage

Difference

Bonus (yes/no)

Taco Bell

McDonalds

Pizza Hut

Dominos Pizza

Subway

Kentucky Fried Chicken

Burger King

List other local part-time employers

DRIVER RECRUITING AND PRE-EMPLOYMENT SCREENING

The first concern of Illinois Central will always be to provide the safety and most efficient transportation service possible to our customers - quality service through quality people. In our competitive recruiting environment, the sourcing of quality drivers has become the most critical challenge facing all reputable school transportation providers. In order to meet this challenge, Illinois Central has expanded the scope of its recruiting efforts far beyond the traditional newspaper advertising.

Employee referral programs, students, and community organizations are now all used routinely to supplement more traditional recruiting methods. The results of these programs are systematically measured to determine their relative worth. So important is employee recruiting that every Contract Manager has a manual developed by our human resource department entitled Illinois Central Driver Recruiting Guidelines. It suggests new and innovative recruiting methods to try where others have so often failed. Immediately following is a copy of the Table of Contents from this valuable tool. The Table of Contents alone suggests the extent to which we go to provide a full compliment of the safest, best qualified drivers to our customers.

Prospective employees are subjected to a thorough pre-employment screening process, including:

- Completion of a detailed employment application specifically designed for school bus drivers.
- Structured personal interview and application.
- Past employment and personal reference checks
- Motor vehicle record review
- Criminal record review
- Physical examination
- Written and practical skills (driving) test
- Controlled substance and alcohol screen

Enclosed is a copy of Illinois Central Procedure, Recruitment, which discusses the pre-employment process in considerable detail. Please note, in particular, the presentation of the Illinois Central Interview Guides, Rating Form, and Employment Status Summary. This single unique document provides guidelines for conducting the interview - including necessary preparation and specific questions, a documented evaluation of the applicant, and a documentation vehicle to control the entire pre-employment process. Also enclosed is a copy of Illinois Central Procedure, Driver Qualifications: Employee Applicant, which establishes higher motor vehicle record standards than those currently, being implemented by the Commercial Driver's License.

DRIVER TRAINING

Our Operations and Safety Managers developed the Illinois Central School Bus Driver Training Program. Its purpose is not only to provide specific skills and knowledge, but also to teach the disposition necessary for the safe operation of all vehicles. Enclosed is a copy of Illinois Central's procedures for Driver Training and Evaluation, which outlines basic training content.

The training program contains two distinct segments. The first segment, including a minimum of 13 hours of combined multimedia classroom and behind-the-wheel instruction, is intended to thoroughly prepare the new driver for his/her job responsibilities.

The second segment of the program provides up to an additional 18 hours of in-service training for the experienced driver. Any of the lessons in this segment can be taught independently of the others, and are often used to meet particular training challenges as situations warrant. All drivers annually receive a minimum segment.

Enclosed are copies of excerpts of the Illinois Central Student Driver Training Instructor's Manual which provide details relative to the content of the initial course and outline the various in-service lessons available.

Our company routinely exceeds both the minimum company and individual state training requirements. We conduct training classes designed to assist both the experienced and the new drivers through the CDL testing requirements.

Furthermore, training is provided relative to seasonal changes, weather conditions, fuel conservation, student-driver relations, behavior modification techniques, and human relations. Among the programs currently in use are the Smith System Driver Course and the Lee Cantor Assertive Discipline Course.

DRIVER COMPENSATION AND BENEFIT PACKAGE

A large measure of our success in school transportation is directly attributable to the quality of our work force. Illinois Central School Bus is committed to providing quality service to our customers by recruiting and retaining a quality driving staff. Toward that end, Illinois Central drivers serving the School District enjoy a superior wage and benefit package.

- Guaranteed number of hours per school day based on route selected
- Annual physical and drug screen paid by company
- Monthly Safety and Attendance bonus
- Paid safety meetings and training
- Health insurance available, partially company funded
- Basic life insurance provided by company
- Supplemental life insurance coverage available at low group rates
- Profit Sharing
- 401 K retirement plan partially company funded

The instructional program is designed to build on the skills developed in the first lessons to more complex skill requirements in subsequent lessons. Example: The first lesson should be conducted in areas of light traffic, with the lessons to follow in areas of increasingly heavy traffic.

The building-block approach is used for all factors, which make the driving of a school bus different from other vehicles. The factors are:

- A. Pre-Trip Inspection
- B. Size of the Vehicle
- C. Pick up and discharge of student passengers
- D. Special equipment (lights)

ILLINOIS CENTRAL SCHOOL BUS OPERATIONS MANUAL

OPERATIONS

SUBJECT: DRIVER ROUTINES

PURPOSE

To outline the daily duties and responsibilities of the driver; to provide recommended methods for check-in/out; to provide descriptions of records and forms to be completed by the driver; to outline policies for driver appearance; and to provide procedures for use of the two-way radio, AM/PM radio, and Public Address System.

GENERAL

The quality of drivers is key to the satisfactory evaluation of a company. As representatives of Illinois Central, drivers have the greatest contact with the community at large. This contact is important in maintaining existing relationships and in creating new business.

Because of the importance of their role, drivers must perform their duties in a manner that reflects the Company's commitment to provide quality service unmatched by any student transportation service.

DRIVER RESPONSIBILITIES

Drivers must adhere to the following:

- Fulfill all requirements for driver training prior to and during employment.
- Adhere to all federal, state, and district regulations.
- Check in and out at scheduled times. The Dispatcher must be notified of any absences or tardiness within the time period specified by the Location Contract Manager.
- Complete all required reports and forms in a timely manner.
- Know the routes assigned by the Location Contract Manager. Any changes made in directions or stops must be approved by the Location Contract Manager.
- Maintain a neat, clean, and professional appearance while on duty.
- Do not use alcohol or other drugs when transporting passengers and do not report to work with any indication of such intake.
- Refrain from eating or drinking while operating the bus.

ILLINOIS CENTRAL SCHOOL BUS OPERATIONS MANUAL

SAFETY

Subject: DRIVER
QUALIFICATIONS
EMPLOYEE APPLICANT

PURPOSE

To outline the driving qualifications required of an Illinois Central School Bus operator applicant.

PRE-EMPLOYMENT STANDARDS

When an individual applies for a position as a school bus driver, his or her Motor Vehicle Record must be checked. Reasons for rejection of the driver applicant include:

- Conviction of three (3) or more non-moving motor vehicle violations within the past twelve months (parking tickets excluded)
- Conviction of two (2) or more moving violations within any twelve month period over the past 24 months.
- Conviction of three (3) or more moving violations within the past 36 months
- Conviction within the past 36 months of any motor vehicle offense which is a criminal offense, or
- Conviction of an alcohol or drug related offense, including test refusal.

In addition, an applicant should be rejected if he or she has been charged in two or more accidents within the past 36 months.

ENROLLMENT

Specific information about enrolling applicants in the Illinois Central School Bus Driver Training Program can be obtained from Location Safety Personnel. For further assistance, contact the Local Safety Manager.

EVALUATION

Evaluating drivers is an integral part of the Driver Training Program. All aspects of driver performance are examined in the evaluation process, including ability to handle the vehicle, attitude, experience, violation record, honesty, and cooperation. Further information about driver evaluation can be obtained from Location Safety Personnel or the area Safety Manager.

ILLINOIS CENTRAL SCHOOL BUS OPERATIONS MANUAL

SAFETY

SUBJECT: SAFE DRIVER AWARDS

PURPOSE

To describe the Illinois Central awards program for safe drivers

GENERAL

Recognition of safe driving records is an important part of the Illinois Central Safety Program. Recognition not only rewards outstanding performance, it also encourages drivers to achieve and maintain the level of safe driving required by the Company.

One of the most effective ways to recognize safe driving is through a safe driver awards program. The company has set up such a program to recognize safe drivers in the following categories:

- Safe Driver Award Pins
- Location Driver of the Month
- Location Driver of the Year
- Safe Driver sent to compete in Annual Bus Driver Safety Competition

SAFE DRIVER AWARD PINS

Program Description

Each driver may qualify once a year for a Safe Driver Award Pin. The award pin is a bronze emblem incorporating the Illinois Central Logo, bordered by the words "Safe Driver". At the base of the pin, the number of years of accident free driving is inscribed. Award pins for periods of 1 through 25 years are available.

Eligibility

In order to qualify for the one-year Safe Driver Award Pin, a driver must complete a period of twelve consecutive months of operation of an Illinois Central vehicle without a preventable accident. Should a driver receive a Safe Driver Award Pin and then have a preventable accident, he/she starts a new 12-month period the next day. The time between the last award and the accident is forfeited, but complete years already accumulated and awarded are not forfeited.

Example: In May 2003, a driver completes fifth full year without a preventable accident and receives a Safe Driver Award Pin. In October 2004, the driver is involved in a preventable accident. If no further preventable accidents occur in

the next twelve months the driver will be eligible for a sixth year Safe Driver Award Pin in Oct. 2004.

The Illinois Central Safe Driver Award Pin Program will recognize a school bus driver's prior safety record when properly documented, with an award for total complete years of safe driving.

The award pin should be presented to all eligible drivers as soon as possible after the driver becomes eligible.

Illinois Central School Bus



Safety Program

Safety First, Quality Always

Each manager and supervisor is responsible for:

- Ensuring we perform all operations with the utmost regard for safety
- Leadership of our safety process, and for its effectiveness and improvement
- Setting a proper safety example and raising safety awareness
- Developing proper behaviors demonstrating safety and fostering a safety culture
- Screening applicants with safety as the primary basis for selection
- Training all employees in proper safety practices and work methods
- Ensuring safety committees and safety meetings are effective
- Providing necessary safeguards to ensure the safest conditions
- Conducting a program of safety hazard recognition and correction
- Ensuring we properly inspect and repair facilities and equipment
- Investigating each accident to find the cause(s), and prevent a recurrence, promptly reporting each accident, incident and injury to the Director of Safety

Cooperative Effort

Only through a cooperative effort can we improve and preserve our safety record. Cooperation in all safety matters is imperative between supervisor and employee, and between fellow workers. Cooperation of all employees at all levels contributes to safe working conditions and accident-free performance.

Facilities and Working Conditions

Illinois Central School Bus will provide a safe working environment for employees. Illinois Central School Bus will provide facilities, equipment and safeguards in keeping with the highest standards. We will take all reasonable steps to maintain safe, healthful, clean and neat working conditions.

Illinois Central School Bus will use adequate protective and corrective equipment to eliminate or minimize accident and health hazards. Illinois Central School Bus will provide physical, mechanical and personal safeguards in keeping with the highest standards. Illinois Central School Bus will provide necessary personal protective equipment and instructions for its use and care. Employees are held accountable for properly using and maintaining safety equipment provided. Safety equipment must not be damaged in any way.

Compliance

Illinois Central School Bus will comply with laws and regulations for safety, health, accident and injury prevention and working conditions. Illinois Central School Bus will enforce policies and rules for safety and conduct, and require that all employees observe them as a condition of employment. Employees must fully comply with rules and regulations set by company standards.

SAFETY PROGRAM OVERVIEW

Ten Keys to Safety Excellence

Providing safe transportation is a tremendous responsibility. Managers in charge of safety programs can become overwhelmed with the number of rules and procedures. To help managers organize their safety efforts, Illinois Central School Bus refers to the Ten Keys to Safety Excellence. By implementing the Ten Keys, we will reduce accidents and injuries. To work effectively, all of the keys must be fully implemented. The safety policies and procedures contained within this manual serve as reference tools to use in when implementing the Ten Keys. They provide company standards and guidelines are designed to put safety first. The Ten Keys To Safety Excellence is listed below:

1. Make use of a written, ongoing recruitment plan and consider safety when making hiring decisions.
2. Provide thorough training for all assigned tasks.
3. Monitor all employees; implement steps to improve poor performance immediately.
4. Provide effective safety communications.
5. Involve your employees in all aspects of the safety program.
6. Conduct prompt, accurate and thorough investigations of all accidents, injuries, and near misses including follow-up to prevent re-occurrences.
7. Ensure OSHA compliance and hazard reduction by identifying and correcting unsafe conditions through inspections of your facility and service area.
8. Cultivate a proactive relationship with your medical clinic that includes the use of modified duty and first aid.
9. Hold everyone accountable for his or her safety responsibilities.
10. Maintain safety incentive programs that are simple, dynamic and created with employee input.

Safety Program Measurement

The following six loss control key indicators are used for measuring safety performance at Illinois Central School Bus:

Motor Vehicle Accidents

1. Preventable Street Accident Frequency
2. Total Accident Frequency
3. Total Preventable Accident Frequency

5. Total Injury Frequency

$$\frac{\text{\# of Total Injuries} \times 200,000}{\text{Hours Worked}} = \text{Total Injury Frequency}$$

6. Preventable Injury Frequency

$$\frac{\text{\# of Preventable Injuries} \times 200,000}{\text{Hours Worked}} = \text{Preventable Injury Frequency}$$

QUALIFICATIONS FOR DRIVERS AND BUS MONITORS

General Qualifications

Driver Qualifications

The following are qualifications for employment as a driver with Illinois Central School Bus:

- Be at least 21 years of age.
- Possess a Motor Vehicle Record acceptable to the company.
- Be properly licensed to operate a school bus in the state of employment.
- Complete a company application for employment including previous employment references that are acceptable to the company.
- Pass a pre-employment drug test and physical examination.
- Satisfactorily complete the Employee Safety Inventory (ESI).
- Satisfactorily complete the Illinois Central School Bus Training Program and any applicable state training requirements.
- Pass a criminal background check, which may include fingerprinting.
- Satisfactorily complete a Behind the Wheel evaluation by designated evaluators.

Bus Monitor Qualifications

The following are qualifications for employment as a bus monitor with Illinois Central School Bus:

- Be at least 18 years of age.
- Complete a company application for employment including previous employment references that are acceptable to the company.
- Pass a pre-employment drug test and physical examination.

NOTE: Individual state laws must be taken into consideration when applying the company policy for criminal background checks. Where a state specifically prohibits a component of the company policy, state law must be followed. Be sure to know the laws regarding criminal background checks for the state in which you operate. For assistance, contact Human Resources or the Safety Department.

Motor Vehicle Record (MVR) Standards

Motor vehicle records of all applicants for driving positions must be thoroughly reviewed. The circumstances surrounding any moving violations should be examined. At a minimum, applicants for driving positions and employees in driving positions must meet the following standards for driving records:

- No Homicide, manslaughter, or assault arising out of the operation of a motor vehicle.
- No Driving While Intoxicated or under the influence for at least 10 years.
- No more than two moving violations within the past 36 months (moving violations do not include financial responsibility citations).
- No major violations within the past 36 months. Major violations include but are not limited to the following:
 1. Failure to stop at the scene of an accident (hit and run),
 2. Driving while license is suspended or revoked,
 3. Reckless driving,
 4. Possession of opened container of alcoholic beverages,
 5. Speed contest, drag racing, or attempting to elude an officer of the law,
 6. Speeding ticket for driving more than 15 miles per hour over the posted limit.

Preventable Accidents

Applicants for driving positions may not have more than one accident within the past 36 months in which they were determined to be at fault. Current employees must comply with the company standard for preventable accidents in company vehicles.

Annual Review of Driving Record

Driving records for each employee who drives a company vehicle must be obtained and reviewed annually. Driving records may be reviewed more frequently as required by state

Drivers

Each driver will successfully complete the Illinois Central School Bus curriculum and all state requirements prior to operating a bus on route. Training will be documented in each driver's training record. On-going training will be conducted through safety meetings and documented in each driver's training record.

Bus Monitors

Each bus monitor will successfully complete those portions of the Illinois Central School Bus curriculum that relate to their job duties as well as any training required by contract or state law. This training includes, but is not limited to student management, child check, transporting students with disabilities, bloodborne pathogens, and emergency procedures.

Mechanics

All mechanics will receive training on the company's safety procedures for maintenance as outlined in the Maintenance Safety Handbook.

Customers

A manager or supervisor will ensure that customers (i.e. students, parents, school employees, and vendors) are informed of applicable safety procedures upon their entry to any company facility or property.

Job Safety Training

This training consists of orientation for every employee regarding hazards associated with the job that they will be performing. Job safety training will be conducted and documented on all new hires and under the following conditions for existing employees.

Any time new duties, tasks, systems, or processes are part of the required performance.

- Any time new vehicles, equipment, machinery, or tools are part of the required performance.
- Any time new chemicals or materials are introduced to the job.
- Any time new laws, regulations, standards, policies, or procedures that affect safety on the job change.
- Any time an employee transfers to a new job.

Backing

Backing should never be executed except when parking at a company yard, in a designated route turnaround, or in an extreme emergency. These are the three types of recognized backing procedures:

- **Designated** – any location where it is standard procedure for a driver to back the vehicle. This location does not require permission to back the vehicle.
- **Authorized** – any time you wish to back your vehicle in a non-designated location, either by choice or necessity, permission must be requested through a supervisor. The supervisor will confirm the maneuver is necessary and remind you that all hazards must be identified. When this is done, the backing maneuver may be performed.
- **Unauthorized** – any time you back your vehicle without requesting permission, either by choice or necessity, the backing maneuver is considered unauthorized.

NOTE: Drivers are always responsible for the safe maneuvering of their vehicle. Backing accidents are preventable.

Bus Doors

All bus doors will remain closed while the bus is in motion and the doors will only be operated by the driver.

Cellular Phones and Electronic Devices in a Company Vehicle

The use of personal cellular phones and electronic devices is not permitted while operating a company vehicle or conducting operational duties.

When operating a company vehicle or conducting operational duties, a driver's and bus monitor's personal cellular phone or other electronic devices must be in the "off" position and put away (company issued cellular phones may be in the "on" position while the vehicle is in operation).

Cellular phones on a company vehicle may only be used in the event of an emergency. They may not be used at any time while the company vehicle is in motion or while passengers are loading or unloading.

Eating and Drinking in a Company Vehicle

Drivers must not eat or drink while operating a company vehicle.

Hazard Lights

Hazard lights will be used any time the bus becomes a hazard, when backing, as a courtesy to other buses, to alert other vehicle operators about a hazard, and at railroad crossings (unless prohibited by state regulations).

Headlights

Headlights will be on at all times when operating a bus.

Headphones and Earphones

Vehicle operators will not wear portable headphones, earphones, or other such devices while operating company owned or leased vehicles.

Lane of Travel

Buses will travel in the right lane at all times except when a hazard exists or preparing to turn left.

Loading Lights

Loading lights will be used according to State laws.

Location of Bus Stops

Stops will be made only at approved locations unless otherwise approved by local management, the school district (if required), and the law enforcement or regulatory agency (if required).

Loose Articles

All loose articles such as bottles, clothing, backpacks, shoes, cleaning materials, etc. will be securely stored under or between the seats prior to the bus being driven. The bus interior will be kept free of all magnets, posters, holiday decorations, and family photographs to ensure optimum visibility for the driver and eliminate flying objects resultant from sudden braking or maneuvers. Portable radios, tape players, CD/cassette players, etc. are not allowed in any company owned or leased vehicle.

Release of Students

Once students have boarded buses at the school, they may not be released to anyone other than school district personnel or at their regular stop unless prior permission is given.

Right Turn on Red

Unless otherwise directed by a law enforcement official, drivers operating buses with a manufacturer designated seating capacity of more than 20 passengers will not make right turns when a traffic light is red.

Route Changes

All route changes must be approved by the appropriate operations staff.

Seat Belts

Vehicle operators must properly use seat belts at all times. Bus monitors riding buses equipped with seat belts must also properly wear seat belts.

Speed Limit

The maximum speed limit for buses is as specified by state driving regulations.

Speed in Company Yard

To prevent accidents, the speed limit in all company yards is 5 M.P.H.

NOTE: Local management may recommend changes to the yard speed limit based on yard size, traffic flow patterns, etc. Any changes must be approved by the Safety Department.

Student Stops

Students will get off the bus only at their regular stop unless they have a signed and dated note from their parent or guardian and permission from the school (if required). Notes will be collected and turned in to the operations supervisor.

Traffic Laws, Signs, and Signals

All vehicle operators will abide by applicable traffic laws, traffic signs, and signals, unless otherwise directed by a law enforcement officer.

accommodated then this benefit may not be exercised.

- Behavior — employees must closely supervise their child(ren) at all times while on the bus, in company facilities, or in the company parking lot. Pre-school children who are frequently or repeatedly disruptive will not be allowed to ride on the bus.
- Employees must request this benefit from their supervisor and receive the company and customer's approval prior to taking their child(ren) on the bus. Obtaining customer approval will be handled by the employee's supervisor.
- This benefit is offered on a space available basis, only. Employees with full routes will not be allowed to take their child(ren) on the bus with them if it means that the child will be taking a student's seat.
- Restricted areas — children are not allowed to be in the maintenance shop at any time.
- Supervision — the parent (or other officially designated responsible adult in accordance with local procedures) must properly supervise all children at all times at the company office and parking lot.
- Children must be escorted between the company office and the bus, between the company office and the parent's personal vehicle, and between the parent's personal vehicle and the bus.
- Time spent by the children in the company office and parking lot should be minimized to the greatest extent possible.
- Buses shall not be fueled with children on board.
- This benefit extends to home to school routes only. It does not extend to field trips.
- It shall be the individual decision of each local manager as to what routes may be exempt from this benefit (e.g., Special Education routes).

Revocation

If it is determined that an employee is not abiding by the conditions of this policy, then he or she shall no longer be able to have his or her child(ren) ride on his or her route. In addition, if company management receives teacher, school, parent, employee, or other feedback that a driver's child/children is/are disruptive on a route, this benefit shall be revoked. Management reserves the right to revoke this benefit at any time on an individual basis or in entirety based on safety or customer service concerns.

Park-Out Privileges

Policy

Illinois Central School Bus, under certain operating conditions, permits drivers to park assigned school buses or vans at their places of residence. Employees who have been granted park-out privileges are to comply with these procedures.

Each park-out driver will be paid for the actual time in travel from his or her last drop-off location to the bus' assigned company facility or to his or her designated place of residence, whichever is less. The allotted time will be a part of a "Time Standard."

Each park-out driver will be advised of the "Time Standard" allowed for travel from the designated place of residence to his or her first pick-up and return. If there is a disagreement on the allocated times, management reserves the right to revoke the park-out privileges.

Each park-out driver has the responsibility to contact and advise route operations of any route change that will change the route times, both dead and live times and the time standard.

Each park-out driver has the responsibility to pre-advise their manager of any park-out location change, complete a new authorization form and obtain new express authorization from their manager.

Failure to Comply

Failure to comply with this policy is cause for revoking park-out privileges or for other appropriate corrective action, including possible termination.

Discontinuation of Park-Out Privileges

The company reserves the right to discontinue park-out privileges at any time due to business considerations.

ACCIDENT, INCIDENT, AND WORK-RELATED INJURY REPORTING

Illinois Central School Bus believes safety and accident prevention are the primary focus for the company and its employees. With this in mind, all vehicle accidents, incidents and work-related injuries must be reported immediately for investigation.

The local management staff is responsible for investigating and evaluating each accident, incident and injury. Accidents, incidents and injuries will be evaluated on the basis of cause, severity, injuries, damage, negligence, the employee's safety record and other contributing factors. Vehicle accidents will also be evaluated with guidelines of preventability as established in the company's Safety Committee Handbook.

For Record Only accident is to be investigated, recorded and reported to Risk Management. A drug and alcohol test is not required unless there is reasonable suspicion of use. An FRO does not require Safety Committee review, and the employee involved is not subject to a behind-the-wheel evaluation or retraining. An FRO does not count against the employee's work record or safety awards, and is not included in performance ratings or bonus programs.

Work-Related Injuries/Illnesses

Definition

A work-related injury or illness is defined as a personal injury or illness sustained by an employee through his or her role as an employee. The injury or illness must arise out of the employee's job duties or out of a relationship with his or her work. An injury results from an occupational accident; an illness results from job-related exposure to a hazardous substance or condition.

Workers' Compensation Injury or Illness (WC)

A work-related injury or illness (as defined above) is one that meets OSHA's definition of a recordable injury or illness. *Injury classification determination will be made by Risk Management with input from the treating physician and the local management staff.* This is a more serious injury than a first aid injury.

First Aid Injury (FA)

A work-related injury or illness (as defined above) is one that meets OSHA's definition of first aid. Injury classification determination will be made by Risk Management with input from the treating physician and the local management staff. This is a less serious injury than a workers' compensation injury.

Modified Duty Policy

When an employee sustains a work-related injury that results in work restrictions but not total disability, company policy is to provide a temporary modified work assignment for the injured worker.

The Safety Committee shall review accidents and injuries that have been determined by the driver's manager to be preventable and have been challenged by the employee. In reviewing the accident, the Safety Committee shall apply the guidelines for preventability contained in the Safety Committee handbook. Should the Safety Committee disagree with the preventability decision of the driver's manager, it is incumbent upon the driver's manager to discuss his or her position with the Safety Committee. If the driver's manager and the Safety Committee cannot resolve their differences, the Corporate Safety Committee will review the accident or injury and make a final, binding decision.

Managerial Guidelines

Managers must:

- Advise their employees that every vehicle accident, incident or employee work-related injury must be reported immediately to the supervisor in accordance with the company standards.
- Advise their employees that failure to immediately report a vehicle accident will result in termination.
- For all MVAs (except when the company vehicle is legally parked) and all Workers' Compensation injuries and all First Aid injuries, have any employee involved sent to the local medical clinic for a drug and alcohol test as soon as possible based on the clinic's staff availability. If reasonable suspicion of use exists, have the employee driven to the clinic, and then driven home.
- Ensure that a thorough investigation is conducted. Reports of accidents or injuries must be received by Risk Management within 24 hours of the occurrence. Original copies of written reports and photographs must be received by Risk Management within five working days of the occurrence.
- Determine the preventability of any MVA and report out their findings.
- Ensure the employee is not returned to his or her route prior to a finding of non-preventability. If an accident is determined to be non-preventable, the employee will be paid for any scheduled work-time missed during the investigation.

If the finding is of preventability, the employee must successfully complete retraining prior to returning to safety-sensitive duties. While the retraining will be paid, scheduled work-time missed pending the determination of preventability will be unpaid.

- Ensure necessary skills evaluation and retraining is provided in a timely manner.

Second Preventable Accident

1. Review results of the drug and alcohol test required by company policy and take appropriate corrective action (see **Drug and Alcohol Testing policy**).
2. Review the Collision/Injury Report, Supervisor's Incident Report, Driver's Incident Report, and employee's overall safety record.
3. Discuss with employee the facts of the accident to gain consensus of the primary root cause and formulate what training is necessary to prevent reoccurrence of a similar accident.
4. Conduct a driving skills test (skills course, behind the wheel evaluation, etc.) to reinforce the necessary skills and behavior.
5. If this is the second preventable accident within 24 months of the last preventable accident, retraining is mandatory and must be a minimum of 2 hours. The employee must be removed from safety-sensitive work duties until retraining is completed.
6. A written warning (second notice), accident retraining form, and completed driver evaluation form will be placed in the employer's personnel/accident file.

Third Preventable Accident

1. Review the results of the drug and alcohol test required by company policy and take appropriate corrective action (see **Drug and Alcohol Testing policy**).
2. Review the Collision/Injury Report, Supervisor's Incident Report, Driver's Incident Report, and the employee's safety record.
3. If this is the third preventable accident within a 24 month rolling period, the employee will be terminated.
4. If this is the third preventable accident within a 36 month rolling period, the employee will be placed on Administrative Leave for up to five days while the case is reviewed by the driver's manager. The driver's manager will make a recommendation to the Area Director of Safety and regional driver manager, who are responsible for making a determination as to whether to retain or terminate the employee. Any employee retained after a third preventable accident must complete the training outlined under Second Preventable Accident.

DRUG AND ALCOHOL USE AND TESTING

Drug and Alcohol Use and Testing Policy

Illinois Central School Bus has one policy for drug and alcohol use and testing procedures that covers Department of Transportation and Company requirements. (This has been moved to a separate addendum; please refer to the policy addendum for specifics).

- Assisting the local management staff with the facility safety communication program
- Soliciting feedback and suggestions from employees and making recommendations to management on safety and training issues
- Recommending safety incentive programs and assisting the local management staff in their administration
- Recognizing safety accomplishments

Membership

The Safety Committee is composed of a minimum of six members to include a member of the driver management staff, maintenance supervisor, and a minimum of four driver employees (smaller facilities may adjust the minimum number of members as necessary with input from the Area Director of Safety). A mechanic and/or bus monitor may be on the committee as an additional member(s). The committee members serve for a minimum of six-month terms, which should be staggered at two-month intervals to ensure committee continuity. The driver manager serves as committee chair. One member should be appointed to serve as a recorder to be responsible for each meeting's minutes.

All employees are eligible to serve on the Safety Committee. Preference may be given to employees with preventable accident / injury free records. Final selection of employees should be based upon their potential for contributing to the activities of the committee. Criteria include their safety record, attendance record, safety knowledge, willingness to help, leadership skills and overall safety attitude.

Members meet a minimum of once a month throughout the year, and may meet more often to review accidents or injuries in a timely manner. An agenda should be prepared in advance of each meeting. Minutes must be kept and should be turned in to the driver manager to be discussed at the following Safety Meeting with the rest of the facilities' employees. Minutes should be maintained on file at the facility for review by the Area Director of Safety and the area management staff.

Member Recognition

To be effective in promoting safety, Safety Committee Members should be easily identifiable to their peers. Each facility shall establish an effective means of accomplishing this, which may include providing name badges, pins, uniform patches, or special shirts for Safety Committee Members. You may also post photographs of committee members.

Safety Committee Training

MEDICAL EXAMINATIONS

Policy

Pre-employment medical examinations are required to establish the employee's fitness to perform the job for which he or she has applied, and will include the administration of a drug test in accordance with company policy.

NOTE: Refer to the Illinois Central School Bus Drug and Alcohol Use and Testing policy for specifics on drug testing administration and procedures.

New Hires and Rehires

A new employee, or rehired employee whose break in service is more than 30 days, must successfully complete a pre-employment medical examination and drug test at a company authorized clinic prior to his or her start date.

Exceptions

A rehired employee whose break in service is 30 days or less, and who has an unexpired medical examination certificate, is not subject to a pre-employment medical examination, but must take a drug test in accordance with company policy.

Periodic Medical Examinations

Drivers must undergo periodic physical examinations as required by contract and state law. Non-driving safety-sensitive employees (mechanics and bus monitors) must complete periodic physicals at the same interval as drivers.

Other Reasons for Medical Examinations and/or Testing

Employees may be required to have a fitness-for-duty examination or submit to drug and alcohol testing on other occasions, such as when they are involved in a Company motor vehicle accident (MVA), an employee work-related injury, or a preventable third-party injury; or in a case of reasonable suspicion; or when selected through the Company's random selection program; or prior to returning to work from a leave of absence of thirty days or more.

Examinations or testing may be required by federal or state laws and regulations, district requirements or Company policy.

- Within eight (8) hours after the death of any employee from a work-related accident
- The in-patient hospitalization of three (3) or more employees as a result of a work-related accident

The fatality or multiple hospitalizations must be reported by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA) that is nearest to the site of the accident, or by using the OSHA toll-free central telephone number at 1-800-321-OSHA (6742).

This reporting requirement also applies to each such fatality or multiple hospitalizations that occurs within thirty (30) days of an accident.

Exception: If the employer does not learn of a reportable accident at the time it occurs, the report shall be made within eight (8) hours of the time the accident is reported to any agent or employee of the employer.

Each report shall relate the following information: company name, location of accident, time of accident, number of fatalities or hospitalized employees, contact person, phone number, and brief description of the accident. The location manager will provide this information to the Area Director of Safety or the Safety Department as soon as possible after the accident, but no later than four (4) hours. The Safety Department will be responsible for making the report to OSHA.

There is a legal requirement to not only report what happened, but also the steps taken to prevent a recurrence. It is wise to investigate these events to see if they were the result of unforeseen, isolated circumstance or if they resulted from a breakdown or oversight in the company's health and safety program.

State Reporting

Many of the states that we operate in have additional reporting criteria. Each location manager is responsible for knowing the reporting requirements of the state in which they operate.

The Safety Department will be responsible for conducting training on the federal and state reporting criteria and process.

Bloodborne Pathogens Act

OSHA requires each employer, who has employees who could be exposed to blood or other body fluids, to provide employee training, personal protective equipment, and body fluid cleanup and disposal equipment. Employees must understand the hazards they may be exposed to and know how to protect themselves. The purpose of the Bloodborne Pathogens Act is to prevent workplace transmission of diseases, such as hepatitis B and HIV that may be present in some body fluids.

OSHA Requirements

Simply stated, OSHA requires:

- A written plan,
- Methods for controlling exposures,
- Personal protective equipment for employees, and
- Employee training on equipment and procedures.

Written Program and Training

Illinois Central School Bus purchases bloodborne pathogen compliance kits from approved vendors to help local management teams meet OSHA requirements. The contents of the kits include:

Overview

- Step-by-step instructions on how to use the kit
- An introduction to the Act
- Details on how to comply with OSHA requirements and standards

Written Exposure Control Plan

- Fill-in-the-blanks template for developing your written plan
- Procedures for protecting employees from exposure
- Who is responsible for which tasks
- Steps that need to be taken to ensure employee safety
- What equipment is necessary

Employee Training and Documentation

- Video/DVD explaining the Act

- Plastic dustpan with brush (For sweeping up broken glass or other contaminated items).

Household cleaning type in assorted sizes

- Rubber gloves.

Permanent marker (Black wide tip marker for labeling bucket and spray bottle).

First Aid Cabinet Supplies

OSHA requires a first aid kit(s) to be easily accessible to each work area. The first aid kit(s) must be adequate for the particular area and operation and be inspected and replenished at regular intervals.

Illinois Central School Bus' first aid supplies are purchased through a national account with an approved vendor that offers an approved standard fill list based on location size. There are two standard fill kits: maintenance and large facility fill kit or satellite fill kit. Each location is responsible for ordering the appropriate fill kit for their location, and ensuring first aid supplies are properly stocked and maintained.

Maintenance and Large Facility Fill for Illinois Central School Bus:

Quantity	Product Description
1	Kit, Utility, Metal Empty
1	Cabinet, Med, Indst, Empty
1	Clean Wipes 50/bx
1	Blood Clotting Aerosol 3 oz
1	Spray-on Bandage 3 oz Aerosol
1	Antiseptic Aerosol 3 oz
1	Tape, Tri-cut, Waterproof 2" x 5 yds
1	Ctn Tip Applicator Ster 3" 24/bx
1	Eye Wash, Sterile 4 oz
1	Eye/Skin Buf Flush Sol 8 oz Ster
1	Bndg, Fingertip Xlg 25/bx
1	Bndg, Fingertip 40/bx

2	Elastic Roller Gauze N/S 3" x 4.5 yds
1	Zee Flex 3" x 5 yds
1	3 in 1 Antibiotic Oint, .9GM 25/bx
1	First Aid Guide
1	Ice Pack, Deluxe, Large (Zee)
1	Bndg, Triangular 40" N/S 1/UN
1	Bndg, Compress w/ Telfa 4" 1/UN
1	Latex Gloves 2 PR/BG N/S

General Safety and Safe Work Practices

Electrical Panel Access

All electrical panels at company facilities must have a minimum of 3 feet clearance for emergency access.

Exits, Aisles, and Passageways

Exits, aisles, and passageways ways must be kept clear of any obstruction, and be well-lit.

Exits should be properly marked according to local fire codes. Internal doors and passageways that do not lead to an external exit point are to be identified and marked "not an exit". Exits should not be locked during normal business hours unless there is the proper safety mechanism in place to allow internal occupants to exit the facility without the use of a key.

Fire Extinguishers

Fires can start anywhere and at any time. This is why it is important to know the type of fire extinguisher to use and how to use it. Always keep fire extinguishers visible with easy access. Fire extinguishers have to be properly maintained. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher. Consult with local ordinances and/or fire codes for appropriate numbers, locations, and type of fire extinguisher based on size of facility. Employees must receive training before using fire extinguishing equipment.

Uniforms

Unless directed otherwise by the regional manager, drivers and bus monitors are required to wear company-provided uniforms while driving and as otherwise directed by management.

Hazard Reporting

Employees are to report any problem areas immediately. If areas of concern pose a threat to the health and safety of an individual, that individual must report immediately to the supervisor on site.

The supervisor will assess the situation and take necessary steps to correct the problem. If the situation requires a great deal of attention, then action must be taken.

We have put into place a set of standards that employees will follow when reporting hazards.

1. Each employee will inspect the workplace prior to commencing work
2. Each employee will record any hazardous conditions in the workplace
3. Any hazards that are detected must be reported immediately to their supervisor
4. The supervisor will then assess the degree of hazard and act accordingly
5. The supervisor will determine if a third party will need to be called in (e.g. for fuel spill)
6. The employee must always be aware of his/her surroundings, and it is the responsibility of the employee to report anything that he/she deems as hazardous
7. Common sense is a key factor in preventing a hazardous situation

Lockout & Tagout

Lockout & Tagout (LOTO) refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities. Refer to Durham School Service's Lockout/Tagout Program and maintenance policies for specific lockout & tagout procedures.

Emergency Action Plan

The Emergency Action Plan is designed to ensure employee safety from security threat, fire, natural disasters and other emergencies. The Safety Response Guide should be used by local management as a quick reference to address these types of emergencies. Each

Emergency Eyewash Standards

The Federal OSHA Regulation reads:

29 CFR 1910.151(c) Medical Services First Aid

- (c) Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

Generally any type of caustics, strong acids, or strong alkalis requires a 15-minute eyewash. Usually on the Material Safety Data Sheet (MSDS), it will specify first aid procedures which require a 15-minute eyewash.

The location of an eyewash station (as noted in ANSI Z358. 1, Section 5.4) must be within 10 seconds to reach and with a travel distance of not greater than one hundred (100) feet from the hazard. For strong acids or strong caustics the eyewash station should be immediately adjacent to, or within 10 feet of the hazard. At Illinois Central School Bus, the eyewash station should be located next to the battery charging area.

Your eye wash station is a vital tool in an emergency, but it is only as good as its upkeep. Additionally, OSHA requires, under law, the following maintenance for portable, gravity-fed stations:

- Monthly—Test the station by pulling the release plugs, then close them again. Check the fluid level, if needed, top it off. Clean the exterior. Record the date, your initials, and what you did on the station's log.
- Quarterly—drain out the fluid, flush out the interior using water under pressure, refill the station with water and preservative. This preservative solution can be purchased from the approved vendor. The preservative prevents mold and bacteria and keeps the fountain nozzles from clogging. Record the date, your initials, and what you did on the station's log.

Tips

1. Hang your service record log on a clipboard right on the station. Remember, the documentation is part of OSHA's legal requirements.
2. Have your eye wash station located close to the battery recharging/storage area making sure there is an unobstructed path between the two (The eye wash station is of no use if you can't get to it).
3. Do not hang hoses on the station.
4. Each maintenance supervisor needs to be personally responsible for the upkeep

program. If your state has its own program, obtain a copy of this program, and review and implement those requirements that are not contained in this program.

Tool and Equipment Maintenance

Detective tools can cause serious and painful injuries. If a tool is defective in some way, do not use it. In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, not altered or modified in any way, and kept in good repair.

Be aware of problems like:

- chisels and wedges with mushroomed heads
- split or cracked handles
- chipped or broken drill bits
- wrenches with worn out jaws
- tools which are not complete, such as files without handles

To ensure safe use of hand tools, remember:

- never use a defective tool
- double check all tools prior to use
- ensure defective tools are repaired

Air, gasoline or electric power tools, require skill and the operators' complete attention, even when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like:

- broken or inoperative guards
- insufficient or improper grounding due to damage on double insulated tools
- no ground wire (on plug) or cords of standard tools
- the on/off switch not in good working order
- tool blade is cracked
- the wrong grinder wheel is being used, or the guard has been wedged back on a power saw

conditions and physical hazards prior to the occurrence of a loss, and remove the unsafe condition or physical hazard from the workplace.

Corporate or Company Authorized Inspections

Safety inspections may be conducted on either an appointment or unannounced basis by any member of Risk and Safety Management or Facilities and Fleet Services. Additionally, these inspections can be conducted by outside consultants or vendors that are business partners with prior notification and authorization by Risk and Safety Management.

Whenever possible, following an inspection, an exit interview will be conducted with the location manager for immediate summary notification of findings and recommendations. This in-person conversation will be followed with a written report detailing the findings and specific recommendations for corrective action to meet compliance requirements.

The location manager should take proper corrective action to quickly eliminate unsafe conditions or physical hazards. The local manager is required to submit a written item-by-item response describing the issue(s) to be addressed and the corrective action(s) to be taken for each unsafe condition or physical hazard identified by the inspector. This written report is due within 10 working days from the local manager's receipt of the inspection report. Forward one copy of the written response to Risk and Safety Management for review and distribution to the inspector and other interested individuals.

All unsafe conditions and physical hazards that are identified must be given proper follow up:

1. Identify the exposure to loss by carefully reviewing the inspector's report, observing the unsafe condition or physical hazard and interviewing employees and supervisors working in the area
2. Eliminate completely the exposure to loss, whenever and wherever possible
3. Minimize the exposure to loss to the greatest degree possible if it is absolutely impossible to completely eliminate it
4. Call the inspector or a member of Risk or Safety Management with any questions you may have about obtaining additional information required for proper corrective action and full compliance
5. Address each finding and recommendation *item-by-item* in your written report of corrective action. In the event you do not fully understand or agree with a particular finding, report the facts as you see them and the reasons for your opinions

The Risk and Safety Management Team will work with you to review the original finding and recommendation, your reasons and opinions, and company and regulatory agency

- Do not volunteer information
- Encourage the inspector to leave the premises as soon as the inspection is completed

The inspector will hold the closing conference with those present at the opening conference as well as any additional persons that may be pertinent. The inspector will indicate the areas that may have been violated, advise if any citations may be issued, and advise if any penalties will be proposed.

Facility Self-Inspections

Periodic self-inspections also should be conducted by the local facility staff:

- Safety Committee
- management staff
- maintenance staff
- training staff

Facility self-inspections should take place on an ongoing and daily basis by the maintenance supervisor for his/her area of responsibility; and at least monthly by the local management staff or Safety Committee for all facilities.

Monthly self-inspection findings and corrective actions should be of a comprehensive nature and fully documented. The manager should maintain a file of all monthly self-inspections for periodic on-site review by area senior management.

Safety Inspection Forms

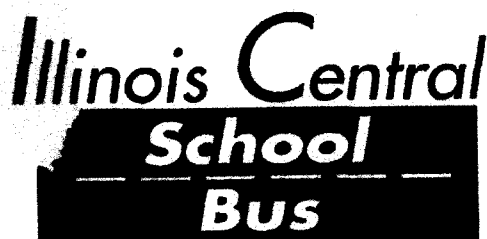
Depending on the amount of time available and the intended scope and depth of the inspection, there are various forms that can be utilized to conduct inspections. Contact the Risk or Safety department to determine the best approach for the intended inspection. However, the Durham School Service's Safety Inspection Checklist shall be used to conduct and record monthly facility safety inspections.

State Laws

In addition to the standards listed above, local management must comply with any state OSHA laws or regulations as applicable.

ILLINOIS CENTRAL SCHOOL BUS

Sexual, Racial and Religious **Harassment Policy**



Safety First/Quality Always



Sexual, Racial and Religious Harassment

Illinois Central School Bus, LLC recognizes that discrimination of any type undermines the integrity of the employment relationship between employer and employee. It is absolutely inconsistent with the philosophy of the firm and with sound management practices.

Definition – Sexual Harassment:

The Illinois Human Rights Act defines sexual harassment:

"In employment, as any unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is expressed, or suggested. (2) Submission or rejection of the conduct by any employee is used as a basis for employment decisions affecting that employee or (3) such conduct interferes with the employee's job performance or creates an intimidating, hostile, or offensive working environment."

Examples of prohibited sexual advances or harassment include but are not limited to:

1. Any deliberate or repeated verbal comments, gestures or physical contact of sexual nature which are unwelcome and which, when made by an employee, adversely affect the working conditions of another employee.
2. Implicit or explicit coercive sexual behavior used to control, influence or affect the career, salary or job of an employee.

Any individual, whether applicant or employee, who believes that he or she has been subjected to any form of harassment, should **immediately notify** his/her manager or Human Resources representative of the alleged complaint. In all cases, reasonable measures will be taken to protect the complaining employee from any retaliatory, harassing or abusive behavior. All complaints will be investigated promptly. Conduct by any employee which results in discriminatory harassment against other employee(s) is improper and will result in corrective disciplinary action, including possible termination.

RESOLUTION OUTSIDE THE COMPANY/ORGANIZATION

It is hoped that most sexual harassment complaints and incidents can be resolved within a company/organization. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the U.S. Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with EEOC must be filed within 300 days.



Illinois Department of Human Rights Illinois Human Rights Commission

(217) 785-5100 – Springfield (217) 785-4350 – Springfield

(217) 785-5125 – TDD Springfield (217) 785-5125 TDD Springfield

(312) 814-6200 – Chicago (312) 814-6269 Chicago

(312) 263-1579 – TDD Chicago (312) 814-4760 TDD Chicago

U.S. Equal Employment Opportunity Commission

(312) 353-2713 Chicago District Office

(800) 669-4000 Toll Free Within State of Illinois

(800) 669-6820 TDD Chicago

An employee who is suddenly transferred to a lower paying job or passed for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due 180 days (IDHR) or 300 days (EEOC) from the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.....

ILLINOIS CENTRAL SCHOOL BUS

Substance Abuse Manual



Safety First/Quality Always

Illinois Central School Bus

**DRUG & ALCOHOL
ABUSE POLICY**

Performing a safety-sensitive function means from the time an employee is ready to work, begins work, and is relieved from all responsibility for performing work. Safety-sensitive functions may include, however, are not limited to the following items:

- (i) All time on Illinois Central School Bus property, or shipper property, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by Illinois Central School Bus.*
- (ii) All time inspecting equipment as required by 49 CFR Part 392 (392.7 & 392.8) or otherwise inspecting, servicing, or conditioning any Commercial Motor Vehicle (CMV) at any time.*
- (iii) All time spent at the driving controls of a CMV.*
- (iv) All time, other than driving time, in or upon any CMV except time spent resting in a sleeper berth (the berth must conform to the requirements of 49 CFR Part 393.7.)*
- (v) All time loading or unloading, attending a CMV being loaded or unloaded, remaining in readiness to operate the CMV or in giving or receiving receipts for shipments loaded or unloaded.*
- (vi) All time repairing, obtaining assistance, or remaining in the attendance of a disabled CMV.*

D. Legal Drugs

For a drug to be legally prescribed the employee must have a prescription or other written approval in his/her name from a licensed physician for the use of the drug in the course of medical treatment. The prescription or written document must also contain the name of the substance, the quantity/amount to be taken, and the period of authorized use. Any abuse or misuse of legal drugs while performing a safety-sensitive function is prohibited by Illinois Central School Bus.

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited by Illinois Central School Bus. However, the use of any substance which carries a warning label that indicates that motor skills, mental functioning, or judgment may be affected; the employee must report this to supervisory personnel immediately.

An employee must obtain a written release from the attending physician releasing the employee from performing safety-sensitive duties any time the employee is using a performance altering prescription.

Pre-duty use:

No driver shall perform safety-sensitive functions within four hours after using alcohol. No employer having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform safety-sensitive functions.

Use following an accident:

No driver required to take a post-accident alcohol test under §382.303 shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Refusal to submit to a required alcohol or controlled substances test

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a) of this title);
- (2) Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences (see §40.63(c) of this title) a pre-employment test is not deemed to have refused to test;
- (3) Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63(c) of this title) for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen (see §§40.67(l) and 40.69(g) of this title);
- (5) Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2) of this title);
- (6) Fail or declines to take a second test the employer or collector has directed the driver to take;
- (7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d) of this title. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

- (i) *Failure to appear or remain at the test site.*
- (ii) *Failure to provide urine specimen when required.*
- (iii) *Failure to permit direct observation or monitored collection.*
- (iv) *Declines to take a second test when directed.*
- (v) *Failure to provide sufficient urine or breath without a valid medical explanation.*
- (vi) *Failure to undergo a medical evaluation.*
- (vii) *Failure to cooperate with the testing process.*
- (viii) *Attempt to dilute, substitute, or tamper with a specimen.*
- (ix) *Failure to sign the Custody Control Form or Breath Alcohol Form.*

H. Testing Procedures

Federal regulations required analytical urine drug testing and breath alcohol testing to be conducted when circumstances warrant or as outlined in the regulations. Illinois Central School Bus affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the tests results are compromised, the test will be cancelled.

Drug Tests

The drugs that will be tested for include marijuana (THC), cocaine, opiates, amphetamines, and phencyclidine (PCP). Urine specimens will be conducted using the split specimen sample method as described in 49 CFR Part 40. Each specimen will be accompanied by a DOT Chain of Custody and Control Form (CCF) and identified using a unique identification number that attributes the specimen to the correct individual.

The specimen will be sent to a laboratory where a validity test will be performed to ensure that it is non-adulterated human urine. Then an initial drug screen test will be conducted on the primary specimen. For the primary specimen that is not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The primary test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40.

All test results from the laboratory will be reported to a Medical Review Officer (MRO). The MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will be knowledgeable in the DOT regulations and MRO guidelines, DOT operating administration regulations and any changes to any of these. The MRO must obtain the appropriate qualification training as mandated in 49 CFR Part 40.

The MRO will review all test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive test result. The MRO will contact the employee, notify him/her of the positive laboratory result, and provide the employee with an opportunity to

Direct Observation Collection is Mandatory in the Following Circumstances

- The Laboratory reports an invalid test and the MRO reports there isn't a medical reason for it.
- The test results are reported as positive adulterated or substituted cancelled with no split specimen sample available.
- The Collector observed signs that indicate an attempt was made to tamper with the specimen.
- The Collector notes that the temperature of the specimen is not within range. Note: The Collector is NOT required to take the employee's body temperature. The DER from Illinois Central School Bus will be notified of the out of temperature specimen after the direct observation test is completed.
- Direct observation testing for return-to-duty and/or follow-up testing. The observer must be the same gender as the employee. The observer may be someone other than the collector to ensure the same gender; however, this individual may not handle the specimen.

Shy Bladder Procedure

If the employee cannot provide a specimen at the initial attempt, the employee will be urged to drink up to 40 oz of water. The amount of water is to be spaced out over a three hour period. The employee is not required to drink the water by 49 CFR Part 40 regulations.

If the employee does not provide a specimen, or refuses to provide a specimen, the test will be marked as a "Refusal to Test" and considered a positive test result. The employee will be sent to a physician with expertise in the field, within five (5) days for an evaluation as to why the individual was not able to provide a specimen. If there is a valid medical reason, the test result will be changed to "Cancelled."

Breath Alcohol Test

All tests for breath alcohol will be conducted using a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing (EBT) device. The device must be operated by a certified trained Breath Alcohol Technician (BAT). The certified training must meet the qualification as defined in 49 CFR Part 40.

A blank air test will be administered prior to the initial test and the confirmation test. This indicates the EBT chamber is clear.

An initial breath test will be given, if the results are less than a concentration of 0.02, the test results is negative. No additional tests will be required. If the initial test results in a concentration of 0.02 or higher, a second confirmation test will be conducted. A waiting period of at least 15 minutes but no longer than 30 minutes

K. Types of Testing

Pre-Employment Testing

Any individual that seeks employment with or transfers into a DOT safety-sensitive position will be required to take and pass a urine drug test. The receipt of a negative urine drug test is required. If the results of the urine drug test are negative-diluted, the result will be considered negative. If the test was cancelled, Illinois Central School Bus requires the applicant to take and pass a second urine drug test.

Anytime an employee of Illinois Central School Bus is off work for 30 consecutive days or more, the employee will be required to take and pass another pre-employment urine drug test.

Reasonable Cause Testing

Reasonable Cause referral testing will be made on the basis of documented objective facts and circumstances, which are consistent with the short-term effects of substance abuse.

At least one supervisor that has been trained in Reasonable Cause detection is needed to make a Reasonable Cause referral for testing. The training must include ways to determine the signs and symptoms of drug and alcohol use. The supervisor must conclude that the employee is impaired in his/her work performance. Documentation as to the physical appearance, behavioral and performance indicators, speech and body odors of the employee must be completed prior to the test result being received.

Examples of Reasonable Cause include, but are not limited to, the following:

Physical signs and symptoms consistent with prohibited substance use or alcohol misuse.

Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.

Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.

Physical contact (meaning fights), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Testing for Non-DOT Circumstances

Illinois Central School Bus requires an employee to submit to drug and alcohol tests following a motor vehicle accident or property damage accident involving injury to any individual involved in the accident not requiring immediate medical treatment away from the scene, serious damage to any motor vehicle or equipment involved in the accident, or serious property damage even if the employee did not receive a moving citation. Any employee having a physical injury that requires immediate medical attention away from the work site will be required to submit to drug and alcohol tests. Tests will not be required if the supervisor in charge determines, using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. The CCF used will be a Non-DOT form. At the discretion of management for Illinois Central School Bus, a driver or employee may be tested under these guidelines if a complaint is filed or if any of the above circumstances apply. If a positive result returns, it will be treated in the same manner as a "positive" in the DOT regulations.

Random Drug and Alcohol Testing

All employees of Illinois Central School Bus that work in safety-sensitive positions will be subject to random unannounced testing. The selection of these employees for random testing of drug and alcohol will be made using a scientifically valid method that ensures each covered employee will have an equal chance of being selected each time selections are made. The random test will spread throughout the year. Tests can be conducted at any time during an employee's shift. Employees are required to proceed immediately to the collection site upon notification of their random selection. There is no discretion on the part of management in the selection and notification of employee who are to be tested.

The percentages of the number of safety-sensitive employees in the random program are established by 49 CFR Part 40 on an annual basis. Currently the rates are 50% for drug testing and 10% for alcohol testing.

Return-to-Duty Testing

Employees of Illinois Central School Bus, under certain circumstance, that previously tested positive on a drug and/or alcohol test must be evaluated and released by a Substance Abuse Professional (SAP) before returning to work. A SAP is a licensed physician, certified psychologist, social worker, employee assistance professional, or addiction counselor. The SAP must also have clinical experience in the diagnosis and treatment of drug and alcohol related diseases. The SAP must have completed the required qualification training and completed the continuing education trainings as detailed in 49 CFR Part 40. Before the return-to-duty test, the SAP must assess the employee and determine if the required treatment has been completed.

N. Employee Contract for Policy Violations

Under certain circumstances, employees of Illinois Central School Bus who re-enter the workforce must agree to a re-entry contract. The contract may include, but is not limited, to the following items:

- (i) A release to return to work statement from the SAP.*
- (ii) A negative test result for drugs and/or alcohol.*
- (iii) An agreement to unannounced frequent follow-up testing for a period of one (1) to five (5) years with at least six (6) tests performed the first year.*
- (iv) A statement of expected work-related behaviors of the employee.*
- (v) An agreement to follow specified after care requirements with the understanding that a violation of the re-entry contract is grounds for termination.*

O. System Contacts

Employer: See attached information sheet

Name: Illinois Central School Bus

Address

City :

Telephone:

Fax:

Designated Employee Representative: See attached information sheet

Name: Title:

Cell Telephone:

Name: Title:

Cell Telephone:

RECEIPT FOR DRUG AND ALCOHOL POLICY

I hereby certify that I have received the companies Drug and Alcohol Policy and that I have read and understand all the information contained therein. I further agree to abide by the provisions that are set forth in the manual.

Date _____

Signed _____

Other Effects:

- Greatly impaired driving ability
- Reduced coordination and reflex actions
- Impaired vision and judgment
- Inability to divide attention
- Lowering of inhibitions
- Headaches, nausea, dehydration, unclear thinking, unsettled digestion and aching muscles are associated with overindulgence (hangover).

Health Effects:

An average of three or more servings per day of beer (12 oz), whiskey (1 oz), or wine (6 oz) over time may result in the following health hazards.

- Dependency
- Fatal liver diseases
- Kidney disease
- Pancreatitis
- Ulcers
- Decreases sexual functions
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and malignant melanoma
- Spontaneous abortion and neonatal mortality
- Birth defects

How Alcohol Impairs Functions Needed for Driving:

The subtlety and complexity of the skills required to operate a motor vehicle safely make people susceptible to impairment from even low doses of alcohol. The evidence linking alcohol and transportation accidents is supported by experimental studies conducted by the National Institute on Alcohol Abuse and Alcoholism, relating the effect of alcohol on specific driving related skills. Impairment is related to alcohol in terms of its concentration in the bloodstream. For example, a blood alcohol concentration (BAC) of 0.04% might be achieved by a 150 pound man consuming two drinks on one hour.

In driving, the eyes must focus briefly on important objects in the visual field and track them as they move (along with the vehicle) Low to moderate BACs (0.03 to 0.05%) interfere with voluntary eye movements, impairing the eye's ability to rapidly track a moving target.

Signs and Symptoms of Use:

- *Reddened eyes*
- *Slowed speech*
- *Distinctive, pungent odor on clothing (aroma of alfalfa combined with incense)*
- *Lackadaisical "I don't care" attitude*
- *Chronic fatigue and lack of motivation*
- *Irritating cough*
- *Chronic sore throat*

Other Effects:

- *Restlessness*
- *Inability to concentrate*
- *Increased pulse rate and blood pressure*
- *Rapidly changing emotions and erratic behavior*
- *Impaired memory and attention*
- *Hallucinations, fantasies and paranoia*
- *Decrease in/temporary loss of fertility*
- *Distorted perception of time*
- *Apathy*
- *Delayed decision making*
- *Aggressive urges*
- *Anxiety*
- *Confusion*
- *Hallucinations*

Health Effects:

Over time, long-term inhalation of marijuana smoke may result in the following health hazards:

- *Lung irritations*
- *Emphysema-like conditions*
- *Cancer*
- *Heart conditions*
- *Respiratory tract and sinus infections caused by the fungus *Aspergillis*, a common contaminant of marijuana*
- *Lowered immune system response*
- *Aggravation of ulcers*
- *Brain damage*

heart. Both lead to ruptured blood vessels causing strokes and heart attacks.

- Strong dependency can occur with one "hit" of cocaine. Usually mental dependency occurs within days for 'crack' or within several months for snorting coke. **Cocaine causes the strongest mental dependency of all the drugs.**
- Treatment success rates are lower than other chemical dependencies
- Extremely dangerous when taken with other depressant drugs. Death due to overdose is rapid. Fatal effects are usually not reversible by medical intervention.

Workplace Issues:

- Extreme mood and energy swings create instability. Sudden noise causes a violent reaction.
- Lapses in attention and ignoring warning signals increases probability of accidents.
- High cost frequently leads to theft and/or dealing
- Paranoia and withdrawal may create unpredictable or violent behavior
- Performance is characterized by forgetfulness, absenteeism, tardiness and missing assignments.

Signs and Symptoms of a Problem:

- Dilated pupils (when large amounts are taken).
- Dry mouth and nose, bad breath, frequent lip licking.
- Excessive activity, difficulty sitting still, lack of interest in food or sleep.

Amphetamines

Central nervous system stimulant that speeds up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Also known as 'speed', 'meth', 'crank', or 'crystal'. Usually taken by mouth, but can be injected or snorted in the nose depending on the type.

Health/Social/Personal Effects:

- Regular use causes some psychological dependency and increased tolerance.
- High doses may cause toxic psychosis resembling schizophrenia.

Signs and Symptoms of Use:

- *Mood changes*
- *Impaired mental function and alertness*
- *Impaired vision*
- *Constricted pupils*
- *Impaired coordination*

Other Effects:

- *Impaired driving ability*
- *Drowsiness followed by sleep*
- *Decreased physical activity*
- *Sleeplessness and drug craving*
- *Depression and apathy*
- *Constipation*
- *Nausea and vomiting*

Health Effects:

- *IV needle users have a high risk for contracting hepatitis and HIV due to the sharing of needles.*
- *Narcotics increase pain tolerance. As a result, people could more severely injure themselves and fail to seek medical attention due to a lack of pain sensitivity.*
- *The effects of narcotics are multiplied when used in combination with alcohol and other depressant drugs, causing an increased risk of overdose.*

How Opiates Impair Functions Needed for Driving:

Opiates chemically alter the brain and gross motor functioning of the body, having a direct impact on the complex systems of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

Fact:

- ✓ *Heroin, also called "junk" or "smack," accounts for 90% of the narcotic abuse in the United States.*

Health Effects:

- *The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.*
- *PCP becomes more potent in combination with other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.*

How PCP Impairs Functions Needed for Driving:

PCP Chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously. PCP also causes severe disorientation.

Facts:

- ✓ *PCP abuse is less common today than in the past*
- ✓ *There are four phases of PCP use: toxicity (which may be accompanied by convulsions, combativeness, catatonia and even coma), toxic psychosis (including visual delusions and paranoia), schizophrenia and depression.*

OVER-THE-COUNTER & PRESCRIPTION MEDICATIONS

Over-the-counter medications, and even prescription medications, may interfere with your ability to drive safely and within the requirements of the Alcohol and Drug Regulations. Make sure you know about the possible side effects of these drugs before you take them, especially before driving. Consult your physician if you have any questions about a prescription and read the ingredient label and directions for use on every over-the counter drug you use.

DRUG TESTING POLICY

Illinois Central School Bus follows the policies as well as various state regulations pertaining to the testing of school bus drivers for the use of drugs and/or alcohol. Enclosed herewith are copies of the following policies from the Illinois Central School Bus Substance Abuse Manual:

- o Pre-Employment Testing
- o Employees
- o Drivers
- o Administration
- o Awareness and Training
- o Employee's Guide to Controlled Substance Policy

Drivers

In compliance with FHWA regulation, and as part of company policy, all full-time, part-time, temporary or casual bus and truck drivers will be subject to pre-employment, periodic, random, reasonable cause and post accident testing. (Note: all drug testing programs described in this procedure will be implemented immediately except random testing. Random testing of bus and truck drivers will not be implemented until further notice).

Lease and contract drivers and owner/operators need not be tested if proof of participation in a drug program can be obtained from their employers within 60 days.

Results will be released to an employee any time results are positive. Results will be released to an applicant only if requested by the applicant within 60 days.

The Medical Review Officer (MRO) will determine if a driver's use of a prescription drug is prescribed by physician and that use of the drug does not cause the driver to be at risk while operating a motor vehicle.

Information concerning the driver's drug test, including the final results, will be maintained in the driver's DOT qualification file.

Awareness and Training

Supervisor Training will consist of at least 60 minutes of training on the Controlled Substance Policy, the effects and consequences of drug use on personal health, safety and the work environment, and the manifestation and behavioral causes that may indicate drug use and abuse. Each supervisor will sign a Training Acknowledgement Form following training.

Supervisors will keep employees informed of the dangers of drug use, Illinois Central's intent to maintain a drug-free workforce, availability of counseling and rehabilitation and penalties for drug use or possession. Each employee will be provided with a guide to VLSD's Controlled Substance Policy- Procedure and will be required to sign a form acknowledging receipt and understanding of the policy.

Employee's Guide to Controlled Substance Policy

This procedure includes information essential for all employees regarding the Division's Policy, conditions under which employees are subject to drug testing, sanctions against employees for violations of policy, and available employee assistance.

FHWA Regulation

This procedure outlines the steps the company will take to comply with the conditions of the FHWA Regulation. (Note: All drug testing programs described in this procedure will



March 11.

300 N. Randall Rd.

www.illinois-central.com

Office: 630-584-1658


St. Charles, IL. 60174

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00738
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID			Due Date
	01986	572 BATAV/W CHG			4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price	
*CONTRACT CHARTER REVENUE	WC 94 Child Development March 2013	1.00	\$292.14	\$292.14	
<div>RECEIVED</div> <div>APR 04 2013</div> <div>BY: _____</div> <div>10690614303330906</div> <div>adec # Perkins 1000 300</div> <div>approval <u>Man Lodge</u></div> <div></div>					

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432

ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount \$0.00
Total Due \$292.14

WC 94 Child Development March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Date	Starting Mileage	Ending Mileage	Total Miles	School	Group	Destination	# Of Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
3093	11:30 AM	2:40 PM	3:10	3.17	\$153.30	3/11/2013	147510	147540	30	WC 94	Child Dev	TCD	4.62	\$1.10	\$5.08	\$158.38
4041	8:45 AM	11:07 AM	2:22	2.37	\$132.91	3/21/2013	42819	42824	5	WC 94	Child Dev	Educare	0.77	\$1.10	\$0.85	\$133.76

WC 94 Child Development March 2013 **\$292.14**



Janelle

300 N. Randall Rd.

www.illinois-central.com

Office: 630-584-1658

St. Charles, IL. 60174

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00735
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID			Due Date
	01986	572 BATAV/W CHG			4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price	
*CONTRACT CHARTER REVENUE	Spanish Exchange March 2013	1.00	\$175.41	\$175.41	
<div>RECEIVED APR 04 2013 BY: <i>bf</i></div> <p><i>Illinois for</i> <i>acct # 40-2550-3330-07</i> <i>approval Janelle [signature]</i></p> <div>✓</div>					

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432

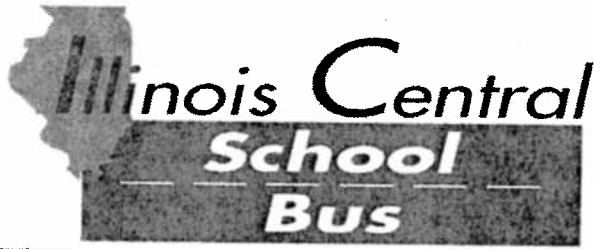
ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount \$0.00
Total Due \$175.41

WC 94 Spanish Exchange March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Conflicting Charge	Date	Starting Mileage	Ending Mileage	Total Miles	School	GROUP	DESTINATION	# Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
4038	1:15 PM	3:35 PM	2:20	2:33	\$132.91	\$36.58	3/20/13	41129	41164	35	WC 94	Spanish Exchange	Ohare	5.38	\$1.10	5.92	\$175.41

WC 94 Spanish Exchange March 2013 **\$175.41**



Mary H.

300 N. Randall Rd.

www.illinois-central.com

Office: 630-584-1658


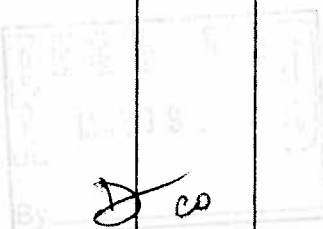
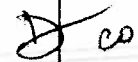
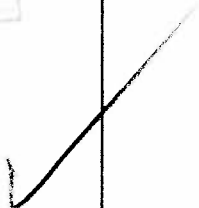


St. Charles, IL 60174

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00696
Date	2/28/2013
Page	1

Purchase Order No.	Customer ID	Location ID	Due Date		
	01986	572 BATAV/W CHG	3/31/2013		
Item	Description	Quantity	Unit Price	Ext. Price	
*CONTRACT CHARTER REVENUE	WC 94 English Class Feb 2013	1.00	\$242.27	\$242.27	
<div><div><div>RECEIVED</div><div>MAR - 6 2013</div><div>BY: </div></div><div><div></div><div></div></div><div><div></div><div><div>Brenda</div><div>I do not believe this is an English department trip... Mary</div></div><div><div>Illinois Dept</div><div>acct # 402022-2550-3330</div><div>approval </div><div></div></div></div></div>					

Remit to: Illinois Central School Bus (2nd Floor)
Mail: 1818 W. Jefferson St. Joliet, IL 60435
ACH: c/o Charter One Bank (ABA241070417) IL
Central a/c # 4516842180

Tax Amount \$0.00
Total Due \$242.27

WC 94 English Class Feb 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Date	Starting Mileage	Ending Mileage	Total Miles	School	Group	Destination	# Of Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
3073C	8:00 AM	2:10 PM	6:10	6.17	\$228.22	2/28/2013	44245	44328	83	WC 94	English Class	Field Museum	12.77	\$1.10.	\$14.05	\$242.27

WC 94 English Class Feb 2013 **\$242.27**

Jeffrey / Sharon



300 N. Randall Rd.

www.illinois-central.com

Office: 630-584-1658

St. Charles, IL. 60174

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00736
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID			Due Date
	01986	572 BATAV/W CHG			4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price	
*CONTRACT CHARTER REVENUE	READY March 2013	1.00	\$135.62	\$135.62	
<div>RECEIVED APR 04 2013 BY: bf</div> <div>Illinois 062 acct # 40E 0002550-3302 3330 approval <u>Cheng</u></div>					

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432

ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount	\$0.00
Total Due	\$135.62

WC 94 Ready March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Date	Starting Mileage	Ending Mileage	Total Miles	School	Group	Destination	# Of Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
4021C	11:50 AM	2:42 PM	2:52	2.87	\$132.91	3/15/2013	55211	55227	16	WCHS	Ready	Funway	2.46	\$1.10	\$2.71	\$135.62

WC 94 Ready March 2013 **\$135.62**

Marc W.



300 N. Randall Rd.

www.illinois-central.com

Office: 630-584-1658

St. Charles, IL. 60174

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00737
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID			Due Date
	01986	572 BATAV/W CHG			4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price	
*CONTRACT CHARTER REVENUE	Drama March 2013	1.00	\$2,114.46	\$2,114.46	
<div>10E104150 ³ 4050 ✓ Illinois Dist \$449.40 40E100 2550 3240 ✓ 11665.06 <div>RECEIVED APR 04 2013 BY: [Signature] approval [Signature]</div><div>Lake Park East - BD acct State - Day - IHSA + [Signature]</div></div>					

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432

ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount \$0.00
Total Due \$2,114.46

WC 94 Drama March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Conflicting Charge	Meal Allowance	Date	Starting Mileage	Ending Mileage	Total Miles	School	Group	Destination	# Of Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
4022	6:00 AM	6:00 PM	12:00	12.00	\$445.34			3/16/2013	100	124	24	WC 94	Drama	Lake Park East	3.69	\$1.10	\$4.06	\$449.40
4052C	12:00 PM	9:30 PM	9:30	9.50	\$350.94	\$36.58	\$32.31	3/21/2013	41262	41468	206	WC 94	Drama	State Competition	31.69	\$1.10	\$34.86	\$422.38
4055D	7:30 AM	11:00 PM	15:30	15.50	\$577.50		\$32.31	3/22/2013	41468	41535	67	Marriott Courtyard	Drama	U Of I	10.31	\$1.10	\$11.34	\$588.84
4058B	6:00 AM	10:30 PM	16:30	16.50	\$615.26		\$32.31	3/23/2013	41535	41763	228	Marriott Courtyard	Drama	U Of IWCHS	35.08	\$1.10	\$38.58	\$653.84

WC 94 Drama March 2013 \$2114.46

Dave



300 N. Randall Rd.

www.illinois-central.com

Office: 630-584-1658

St. Charles, IL. 60174

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00739
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID		Due Date
	01986	572 BATAV/W CHG		4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price
*CONTRACT CHARTER REVENUE	WC 94 Softball March 2013	1.00	\$157.70	\$157.70
<p><i>Illinois 62</i> <i>40 E100 2550 3360</i></p> <p>RECEIVED APR 04 2013 BY: <i>af</i></p> <p><i>approval</i> <i>[Signature]</i></p>				

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432

ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount	\$0.00
Total Due	\$157.70

WC 94 Softball March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Conflicting Charge	Date	Starting Mileage	Ending Mileage	Total Miles	School	GROUP	DESTINATION	# Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
4066D	3:00 PM	6:25 PM	3:25	3.42	\$153.30		3/26/13	41528	41554	26	WC 94	Fresh Softball	Batavia HS	4.00	\$1.10	4.40	\$157.70

WC 94 Softball March 2013 \$157.70

Illinois Central School Bus

300 N. Randall Rd.

www.illinois-central.com

Office: 630-584-1658

St. Charles, IL. 60174

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00740
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID			Due Date
	01986	572 BATAV/W CHG			4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price	
*CONTRACT CHARTER REVENUE	WC 94 Volleyball March 2013	1.00	\$301.30	\$301.30	
<p>40E100 2550 3360</p> <p>renewal 4/2</p> <div>RECEIVED APR 04 2013 BY: <i>bf</i></div> <p>approval <i>[Signature]</i></p>					

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432

ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount

\$0.00

Total Due

\$301.30

WC 94 Volleyball March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Conflicting Charge	Date	Starting Mileage	Ending Mileage	Total Miles	School	GROUP	DESTINATION	# Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
4064	9:30 AM	2:20 PM	4:50	4.83	\$181.02		3/26/13	44577	44623	46	WC 94	JV-Fr A VB	Fenton HS	7.08	\$1.10	7.78	\$188.80
4065	9:30 AM	11:30 AM	2:00	2.00	\$112.50		3/26/13				WC 94	Jv-Fr B-VB	Fenton HS-Bus Cancelled on Site	0.00	\$1.10	0.00	\$112.50

WC 94 Volleyball March 2013 \$301.30

Greg



300 N. Randall Rd.

www.illinois-central.com

Office: 630-584-1658

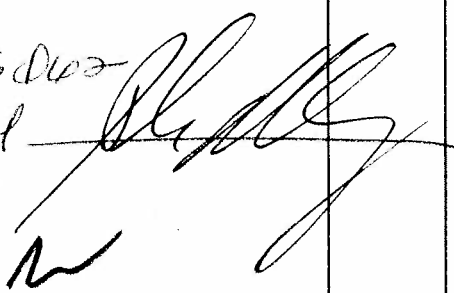
St. Charles, IL. 60174

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00741
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID			Due Date
	01986	572 BATAV/W CHG			4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price	
*CONTRACT CHARTER REVENUE	WC 94 Girls Track March 2013	1.00	\$1,145.27	\$1,145.27	
<div><div><div>RECEIVED</div><div>APR 04 2013</div><div>BY: _____</div></div><div><div>✓</div><div>40 E100 3550 3360</div><div><div>Illinois Dept</div><div>approval</div><div></div></div></div></div>					

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432

ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount

\$0.00

Total Due

\$1,145.27

WC 94 Girls Track March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Conflicting Charge	Date	Starting Mileage	Ending Mileage	Total Miles	School	GROUP	DESTINATION	# Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
3074	3:00 PM	9:42 PM	6:42	6.70	\$256.54	\$36.58	3/1/13	46227	46273	46	WC 94	Girls Track	Rolling Meadows Hs	7.08	\$1.10	7.78	\$300.90
3089	3:30 PM	9:00 PM	5:30	5.50	\$199.90	\$36.58	3/6/13	40127	40166	39	WC 94	Girls Track	Hinsdale S	6.00	\$1.10	6.60	\$243.08
3095	7:00 AM	2:17 PM	7:17	7.28	\$275.42		3/9/13	46335	46371	36	WC 94	Girls Track	Fenton Hs	5.54	\$1.10	6.09	\$281.51
4011	2:15 PM	9:32 PM	7:17	7.28	275.42	\$36.58	3/14/13	44690	44736	46	WC 94	Jv-Var Track	N Central College	7.08	\$1.10	7.78	\$319.78

WC 94 Girls Track March 2013 \$1,145.27

Doug



300 N. Randall Rd.
St. Charles, IL. 60174

www.illinois-central.com

Office: 630-584-1658

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00742
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID		Due Date
	01986	572 BATAV/W CHG		4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price
*CONTRACT CHARTER REVENUE	WC 94 Girls Badminton March 2013	1.00	\$614.35	\$614.35
<div>illinois 462 40E100 2550 3360</div> <div>RECEIVED APR 04 2013 BY: <i>[Signature]</i></div> <div>approval <i>[Signature]</i></div>				

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432
ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount \$0.00
Total Due \$614.35

WC 94 Girls Badminton March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Date	Starting Miles	Ending Miles	Total Miles	School	Group	Destination	# Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
3099A	3:20 PM	7:20 PM	4:00	4.00	\$228.22	3/11/2013	32255	32282	27	WC 94	Jv-Var Badminton	Elgin HS	4.15	\$1.10	\$4.57	\$269.37
4034	3:20 PM	7:40 PM	4:20	4.33	\$181.02	3/20/2013	37235	37275	40	WC 94	Girls Badminton	Plainfield C	6.15	\$1.10	\$6.77	\$187.79
4062	3:20 PM	7:10 PM	3:50	3.83	\$153.30	3/25/2013	45151	45174	23	WC 94	Girls Badminton	Glenbard East	3.54	\$1.10	\$3.89	\$157.19

WC 94 Girls Badminton March 2013 \$614.35

Dray



300 N. Randall Rd.

www.illinois-central.com

Office: 630-584-1658

St. Charles, IL. 60174

Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00743
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID		Due Date
	01986	572 BATAV/W CHG		4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price
*CONTRACT CHARTER REVENUE	WC 94 Boys Track March 2013	1.00	\$1,048.64	\$1,048.64
<p><i>Illinois Central</i></p> <p><i>40E100 2550 3360</i></p> <p>RECEIVED APR 04 2013 BY: <i>[Signature]</i></p> <p><i>approval [Signature]</i></p>				

Remit to: Illinois Central School Bus

Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432

ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount \$0.00
Total Due **\$1,048.64**

WC 94 Boys Track March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Conflicting Charge	Date	Starting Mileage	Ending Mileage	Total Miles	School	GROUP	DESTINATION	# Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
3075	7:00 AM	2:00 PM	7:00	7.00	\$256.54		3/2/13	36826	36840	14	WC 94	Boys Track	Glenbard N HS	2.15	\$1.10	2.37	\$258.91
4021	2:20 PM	9:17 PM	6:57	6.95	\$256.54	\$36.58	3/15/13	40002	40037	35	WC 94	Boys Track	N Central college	5.38	\$1.10	5.92	\$299.04
4029	2:15 PM	8:30 PM	6:15	6.25	\$228.22	\$36.58	3/19/13	44888	44925	37	WC 94	Soph Track	Fenton HS	5.69	\$1.10	6.26	\$271.06
4052A	3:20 PM	7:45 PM	4:25	4.42	\$181.02	\$36.58	3/21/13	45001	45013	12	WC 94	Fresh/Soph	Wheaton N	1.85	\$1.10	2.03	\$219.63

WC 94 Boys Track March 2013 **\$1,048.64**

Daug



300 N. Randall Rd.
St. Charles, IL. 60174

www.illinois-central.com

Office: 630-584-1658
Fax: 630-584-1932

Bill To:

West Chicago Community H.S. Dist. 94
326 Joliet Street
West Chicago IL 60185

Invoice	572-00748
Date	3/31/2013
Page	1

Purchase Order No.	Customer ID	Location ID			Due Date
	01986	572 BATAV/W CHG			4/30/2013
Item	Description	Quantity	Unit Price	Ext. Price	
*CONTRACT CHARTER REVENUE	WC 94 Girls Soccer March 2013	1.00	\$1,209.17	\$1,209.17	
<div>40E100 2550 3360</div> <div>RECEIVED APR 04 2013 BY <i>bf</i></div> <div><i>Illinois Central School Bus</i> approval <i>[Signature]</i></div>					

Remit to: Illinois Central School Bus
Mail: 78 N. Chicago St., 2nd Floor, Joliet, IL
60432
ACH: c/o Charter One Bank (ABA241070417) IL

Tax Amount \$0.00
Total Due \$1,209.17

WC 94 Girls Soccer March 2013

Charter #	Pick Up Time	End Time	Hours	Actual Hrs	Rate	Conflicting Charge	Date	Starting Mileage	Ending Mileage	Total Miles	School	GROUP	DESTINATION	# Gallons	Escalation Per Gallon	Fuel Surcharge	TOTAL
4027	3:20 PM	6:45 PM	3:25	3.42	\$153.30	\$36.58	3/18/13	37032	37086	34	WC 94	Jv soccer	Schaumburg HS	5.23	\$1.10	5.75	\$195.63
4028	4:30 PM	8:40 PM	4:10	4.17	\$181.02		3/18/13	40926	40960	34	WC 94	Var Soccer	Schaumburg HS	5.23	\$1.10	5.75	\$186.77
4058	1:30 PM	5:20 PM	3:50	3.83	\$153.30		3/23/13	47420	47462	42	WC 94	Var Soccer	Streamwood HS	6.46	\$1.10	7.11	\$160.41
4061	1:00 PM	4:55 PM	3:55	3.92	\$153.30		3/25/13	37572	37599	27	WC 94	Var Soccer	Streamwood HS	4.15	\$1.10	4.57	\$157.87
4068	1:30 PM	5:50 PM	4:20	4.33	\$181.02		3/27/13	47707	47733	26	WC 94	Var Soccer	S Elgin HS	4.00	\$1.10	4.40	\$185.42
4069	3:20 PM	6:14 PM	2:54	2.90	\$132.91		3/27/13	36826	36854	28	WC 94	Fresh Soccer	Rosary HS	4.31	\$1.10	4.74	\$137.65
4072	1:00 PM	5:25 PM	4:25	4.42	\$181.02		3/28/13	36884	36910	26	WC 94	Var Soccer	S Elgin HS	4.00	\$1.10	4.40	\$185.42

WC 94 Girls Soccer March 2013 \$1209.17

From: Cheryl Glunt
Sent: Monday, July 08, 2013 9:38 AM
To: 'danielle@schoolsnapshots.org'
Cc: Kim Chambers
Subject: Freedom of Information Act Records Request

Dear Ms. Heaps,

I am in receipt of your letter dated July 5, 2013, which was received at Community High School District 94 on July 8, 2013. I have attached a press release regarding a musical production which was issued on April 29, 2013.

Please let me know if you have any further questions.

Cheryl Glunt
Administrative Assistant to the Superintendent

Community High School District 94

326 Joliet Street – West Chicago, IL 60185

Press Contact: Mark Begovich
(630)876-6241
mbegovich@d94.org
www.wegotheatre.com

For Immediate Release

April 29, 2013

PRESS RELEASE

Community High School District 94 Presents the Musical Comedy, *A Funny Thing Happened On The Way To The Forum*

WeGo Drama at Community High School continues their 2012-13 season with the musical farce *A Funny Thing Happened on the Way to the Forum*, with music and lyrics by Stephen Sondheim and book by Burt Shevelove and Larry Gelbart (of *M*A*S*H** fame). Drawing inspiration from ancient Roman playwrights, *Forum* follows the exploits of Pseudolus, a Roman slave seeking his freedom; he does so by helping his master romance the girl next door. Full of slamming doors, mistaken identities, and zany antics, this side-splitting evening of “comedy tonight” complements the season theme of Any Time and Any Place.

Cast member Lindsay Fiegle explains that even though *Forum* “takes place in Ancient Rome with togas, there’s a fun 1960s spin to our production.” Cast member Josh Brown describes *Forum* as “the screwball comedy that all screwball comedies aspire to.” Crew member Cat Cannestrelli shares that “there’s sophisticated comedy, farce comedy and irony all in one evening. There are lots of laughs for everyone.” Crew member Gaby Hernandez is “excited that rehearsals are going well and that there has been such good teamwork among all the cast members.”

The company includes from Carol Stream: Braeden Austgen, Natalie Farrell, Kyle Foehner, Luke Jaconis, Antonia Loboeki, Aaron Morden, Ben Nelson, Elizabeth Panicali, Liz Ramos, Daniel Stompor, and Sydney Weiss; from West Chicago: Ashley Anderson, Dayna Bantz, Raynne Belingon, Heather Belingon, Robert Bradley, Jeana Brown, Cassie Ciardullo, Ethan Cuka, Maegan Daniels, Elyssa DiRaddo, Jackie Fabiszak, Abram Fernandez, Charles Fortner, Daniela Garcia, Gabriela Garcia, Isabel Garcia, Marco Garcia, Mae Elizabeth Gimre, Jessie Hansen, Gaby Hernandez, Anica Hosticka, Jasmine Juarez, Joshua Keilhack, Hanna Keller, Marianne Kiel, Mikaela Kiel, Jackie Letzer, Farrell Lewis, Stephen Lewis, Rosemarie Luther, Tara Lyne, Caitlin Manspeaker, Melissa Metzger, Josué Muñoz, Rachel Pikel, Alora Pradel, Raven Ringe, Kristin Rysell, Natalie Sehweil, Ben Skipor, Zandra Starks, Andrew Steininger, Katie Steininger, Kiara Walker, Brenden Walsh, Gilary Valenzuela, and Noah Watkins; and from Winfield: Josh Brown, Jon Butler, Cat Cannestrelli, Sarah Dalla Costa, Melinda Elmazi, Lindsay Fiegle, Serafina Guizzetti, Matthew Loftus, Whitney Marin, Pierce McGlynn, Olivia Powrozek, Lauren Russo, Sasha Slivinski, Sarah Szremiski, Allison Wagner, and Natalie Wagner. *A Funny Thing Happened On The Way To The Forum* is directed by Mark Begovich with

assistance by Maggie Haas. Music Direction is by Brandon Fantozzi and Conducted by Alexandra Wojciechowski. Scenic Design and Technical Direction is by Chris Jensen, and Lights and Sound by Jim Anderson.

Performances are Thursday, May 9, Friday, May 10 and Saturday, May 11 at 7:30 p.m. at Community High School, 326 Joliet St., West Chicago. Tickets are \$5 for students and \$8 for adults; tickets can be purchased on-line at www.wegotheatre.com or at the door. A *Funny Thing Happened On The Way To The Forum* is presented by arrangement with Music Theater International, New York. For more information, contact Mark Begovich at mbegovich@d94.org or visit www.wegotheatre.com.

#

Donations 2012-2013			
Date		Business	Donations
Summer 2012	Don Bicking	General Manager, Northwestern Flavors LLC	Six blue lab coats
11/14/12	Michael Schack	Keystone Educational Management Services	\$1000 donation to Education Foundation
12/11/12	George Strecker	Retired Social Studies Dept. Chair	\$3200 Humanities/Social Science Scholarship
12/11/12	Louise Campagna		8 CD's, 2 green bags, 2 cardigans, 2 curtains, 4 ties, 2 pair jeans, 1 long dress, 1 jacket, 2 skirts, 1 sweater, 2 pair pants, 1 jean dress, 1 shirt
2/26/13	Andrew Singer	Pizza Now	10 Pizzas for Foods 3 students
3/11/13	Mr. & Mrs. Wenz		\$500 toward LifeSmarts
5/8/13	Jack Emerson	Haggerty Ford	\$6000 Donations (\$1000 each on October 11, November 7, December 6, January 8, March 21, May7 and May 28) which benefited Drama, Steppers, and Athletic programs

<i>Subject</i>	<i>Start Date</i>	<i>Start Time</i>	<i>End Time</i>
APRIL			
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>4/7/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>Geneva River Rats / Pool</i>	<i>4/7/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>4/10/2013</i>	<i>6:00 PM</i>	<i>7:30 PM</i>
<i>Pool / WCPkD</i>	<i>4/13/2013</i>	<i>10:00 AM</i>	<i>4:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang (CANCELLED)</i>	<i>4/14/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>Geneva River Rats / Pool</i>	<i>4/14/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>Pool / WCPkD</i>	<i>4/14/2013</i>	<i>10:00 AM</i>	<i>1:00 PM</i>
<i>AYSO West Chicago / Stadium / Scott Szakmary</i>	<i>4/20/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>4/21/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>Pool / WCPkD</i>	<i>4/21/2013</i>	<i>10:00 AM</i>	<i>1:00 PM</i>
<i>Geneva River Rats / Pool</i>	<i>4/21/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>West Chicago Magic Soccer U8 / Stadium / Lang (CANCELLED)</i>	<i>4/27/2013</i>	<i>11:00 AM</i>	<i>12:30 PM</i>
<i>Geneva River Rats / Pool</i>	<i>4/28/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>WC United U19 Soccer / Stadium / Rolon</i>	<i>4/28/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
MAY			
<i>West Chicago Wildcats Feeder Soccer / Stadium / Munoz</i>	<i>5/5/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang (CANCELLED)</i>	<i>5/5/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>District 33 PTO We Go Run 5K-10K Walk-Run/Stadium.Concessions.Restrooms</i>	<i>5/5/2013</i>	<i>6:00 AM</i>	<i>10:30 AM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/8/2013</i>	<i>6:00 PM</i>	<i>7:30 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/9/2013</i>	<i>6:00 PM</i>	<i>7:30 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/11/2013</i>	<i>5:45 PM</i>	<i>7:45 PM</i>
<i>SPL Track Meets / Stadium / Tim Hardy</i>	<i>5/11/2013</i>	<i>7:30 AM</i>	<i>5:00 PM</i>
<i>WC United U19 Soccer / Stadium / Rolon</i>	<i>5/12/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang (CANCELLED)</i>	<i>5/12/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>West Chicago Magic Soccer U8 / Plateau / Lang (CANCELLED)</i>	<i>5/12/2013</i>	<i>11:30 AM</i>	<i>1:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/15/2013</i>	<i>6:00 PM</i>	<i>7:30 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/16/2013</i>	<i>6:00 PM</i>	<i>7:30 PM</i>

<i>Lacrosse vs Immaculate Conception / Stadium</i>	<i>5/17/2013</i>	<i>6:00 PM</i>	<i>9:30 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/18/2013</i>	<i>6:00 PM</i>	<i>8:00 PM</i>
<i>West Chicago Wildcats Feeder Soccer / Stadium / Munoz</i>	<i>5/18/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>West Chicago Wildcats Feeder Soccer / Stadium / Munoz</i>	<i>5/19/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>Geneva River Rats (Pool)</i>	<i>5/20/2013</i>	<i>4:00 PM</i>	<i>5:30 PM</i>
<i>Carol Stream Dolphins (Pool)</i>	<i>5/20/2013</i>	<i>7:30 PM</i>	<i>9:00 PM</i>
<i>Geneva River Rats (Pool)</i>	<i>5/21/2013</i>	<i>4:00 PM</i>	<i>5:30 PM</i>
<i>West Chicago Lessons (Pool)</i>	<i>5/21/2013</i>	<i>5:00 PM</i>	
<i>Geneva River Rats (Pool)</i>	<i>5/22/2013</i>	<i>4:00 PM</i>	<i>5:30 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/22/2013</i>	<i>6:00 PM</i>	<i>7:30 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/23/2013</i>	<i>6:00 PM</i>	<i>7:30 PM</i>
<i>Geneva River Rats (Pool)</i>	<i>5/23/2013</i>	<i>4:00 PM</i>	<i>5:30 PM</i>
<i>West Chicago Lessons (Pool)</i>	<i>5/23/2013</i>	<i>5:00 PM</i>	
<i>Carol Stream Dolphins (Pool)</i>	<i>5/25/2013</i>	<i>1:00 PM</i>	<i>3:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/26/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/29/2013</i>	<i>6:00 PM</i>	<i>7:30 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>5/31/2013</i>	<i>7:05 PM</i>	<i>9:00 PM</i>
JUNE			
<i>West Chicago Wildcats Feeder Soccer / Stadium / Munoz</i>	<i>6/1/2013</i>	<i>3:00 PM</i>	<i>5:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>6/2/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>Soccer Clinic / Stadium / Munoz</i>	<i>6/3/2013</i>	<i>5:00 PM</i>	<i>8:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/4/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>Soccer Clinic / Stadium / Munoz</i>	<i>6/4/2013</i>	<i>5:00 PM</i>	<i>8:00 PM</i>
<i>Sharks Time Trial / Pool</i>	<i>6/4/2013</i>	<i>4:30 PM</i>	<i>7:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>6/5/2013</i>	<i>6:00 PM</i>	<i>7:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/5/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/6/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>6/6/2013</i>	<i>6:00 PM</i>	<i>7:30 PM</i>

<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>6/8/2013</i>	<i>6:30 PM</i>	<i>8:30 PM</i>
<i>West Chicago United Soccer Club Practice / Stadium / Navejas</i>	<i>6/8/2013</i>	<i>8:30 AM</i>	<i>10:00 AM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>6/9/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>West Chicago Wildcats Feeder Soccer / Stadium / Munoz</i>	<i>6/9/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>West Chicago Magic Soccer U12 / Stadium / Lang</i>	<i>6/10/2013</i>	<i>7:00 PM</i>	<i>9:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/10/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/11/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>North Avenue Xpress U16 Feeder Soccer Game / Stadium / Manibog</i>	<i>6/11/2013</i>	<i>6:00 PM</i>	<i>8:00 PM</i>
<i>West Chicago United Soccer Club Practice / Stadium / Navejas</i>	<i>6/12/2013</i>	<i>5:00 PM</i>	<i>7:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/12/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>West Chicago United Soccer Club Practice / Stadium / Navejas</i>	<i>6/13/2013</i>	<i>5:00 PM</i>	<i>7:00 PM</i>
<i>North Avenue Xpress U17 Feeder Soccer Game / Stadium / Manibog</i>	<i>6/14/2013</i>	<i>6:00 PM</i>	<i>8:00 PM</i>
<i>North Avenue Xpress U17 Feeder Soccer Game / Stadium / Manibog</i>	<i>6/15/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>North Avenue Xpress U16 Feeder Soccer Game / Stadium / Manibog</i>	<i>6/16/2013</i>	<i>2:00 PM</i>	<i>4:00 PM</i>
<i>West Chicago Magic Soccer Practice U12 / Stadium / Lang</i>	<i>6/16/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>
<i>Sharks Dual Meet / Pool</i>	<i>6/18/2013</i>	<i>4:30 PM</i>	<i>7:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/19/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/20/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/25/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>Summer Theater Rehearsal / Auditorium / WCPkD</i>	<i>6/26/2013</i>	<i>5:00 PM</i>	<i>10:00 PM</i>
<i>West Chicago Magic Soccer Practice U12 / Stadium / Lang</i>	<i>6/30/2013</i>	<i>4:00 PM</i>	<i>6:00 PM</i>

COMMUNITY HIGH SCHOOL District 94

MEMO

TO: Board of Education, Supt. Domeracki

FROM: Gordon Cole

RE: PMA resolution – consent agenda

DATE: July 9, 2013

For many years, the District has utilized the services of PMA as its primary investment manager. In today's economic climate, the primary investment tool is FDIC insured certificates of deposit. PMA will place district funds in banks across the country to obtain the best rates and to insure the safety of the funds. They also manage a couple of liquid asset funds in which district funds are placed from time to time based on cash flow needs.

One of the services that PMA provides to assist in the length of term in CD's is to prepare a cash flow model. They work with district staff each spring to develop the model so that investments can be made with the longest term possible while insuring that funds will be available in the amounts necessary each month.

This resolution is presented in order to remove Supt. Ponce and to add Supt. Domeracki as an authorized agent of the District. All other terms and conditions remain the same.

Ensure

**RESOLUTION AUTHORIZING OR REAUTHORIZING
PARTICIPATION IN "THE FUND"**

**A RESOLUTION FOR FORMAL APPROVAL OF THE TREASURER'S PARTICIPATION IN THE FUND BY THE BOARD
OF THE SCHOOL DISTRICT OR COMMUNITY COLLEGE ON BEHALF OF WHICH THE TREASURER ACTS**

WHEREAS this Board deems it to be in the best interest of Community High School District 94,
(insert name of School District or Community College) to participate in the Illinois School District Liquid Asset Fund Plus (the
"Fund"); and

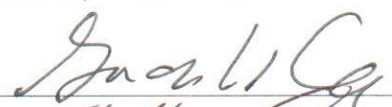

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, the Fund
and its programs, including the Multi-Class Series (Liquid Class and MAX Class), Term Series, Fixed Income Investments, and other Fund
services that may be offered by the Trustees of the Fund; and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, PMA
Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc. and Harris N.A., and/or their successors; and

WHEREAS, various materials regarding the Fund have been presented to this Board, including copies of its Information Statement and
Declaration of Trust,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD:

- That the Board authorizes (or reauthorizes) its participation in the Fund by the Treasurer of this school entity; and
- That the Treasurer or those acting on behalf of the Treasurer shall invest the school entity's available funds from time to time and
withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust; and
- That the Treasurer or those acting on behalf of the Treasurer shall make use of, from time to time, Fixed Income Investments
offered by the Fund and which are legal under Illinois investment statutes, including but not limited to 30 ILCS235 and that
which are also permitted by this school entity's investment policy; and
- That monies of this entity may be invested at the discretion of the Treasurer or those acting on behalf of the Treasurer through the
intermediaries PMA Securities, Inc., PMA Financial Network, Inc., and Prudent Man Advisors, Inc. and/or their successors; and
- That the entity may open depository accounts, make permitted investments, enter into wire transfer agreements, safekeeping
agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, and lockbox agreements with
institutions participating in Fund programs including BMO Harris Bank, its successor, or programs of PMA Financial Network,
Inc. and PMA Securities, Inc., and that any depository institutions shall be deemed eligible depositories for District funds per
Illinois School Code Section 8-7. Monies of this entity may be deposited in financial institutions, from time to time in the
discretion of the Authorized Officials, pursuant to the Fixed Income Investment Program available to participants of the Fund
through the intermediaries PMA Financial Network, Inc. and PMA Securities, Inc. PMA Financial Network Inc. and/or PMA
Securities, Inc. are authorized to act on behalf of this school entity as its agent with respect to such accounts and agreements; and
- That the Treasurer or those acting on behalf of the Treasurer may execute documents, financial planning contracts, financial
advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc., PMA Securities, Inc.,
Prudent Man Advisors, Inc., and Harris N.A., and/or their successors. The following individuals, or their successors, currently
holding the office or position are designated as "Authorized Officials" with full power and authority to effectuate the investment
and withdrawal of monies, contracts and agreements on behalf of this school entity.

Name: <u>Gordon Cole</u>	Position: <u>Director of Business</u>	Signature: 
Name: <u>Douglas Domeracki</u>	Position: <u>Superintendent</u>	Signature: 
Name: <u>Kevin Kotche</u>	Position: <u>Treasurer</u>	Signature: _____
Name: _____	Position: _____	Signature: _____

It is hereby certified that Community High School District 94, the Treasurer of which is
_____ adopted this Resolution at a duly convened meeting of the Board of the entity held
on the _____ day of _____, 20____, and that such Resolution is in full force and effect on this date, and that such
Resolution has not been modified, amended, or rescinded since its adoption.

Secretary of the Board

SUMMARY BY FUND

FY 14 TENTATIVE BUDGET

	2011-12	2012-13	2012-13	FY 14	% Change
	FY Activity	Revised Budget	FY Activity	BUDGET	from FY13
EDUCATION - 10					
REVENUES	22,199,233	21,955,259	22,237,668	21,950,234	-1.29%
EXPENSES	21,173,458	21,860,493	21,148,080	21,932,350	3.71%
NET	1,025,774	94,766	1,089,588	17,884	
O & M - 20					
REVENUES	3,001,114	3,110,756	2,983,419	3,188,380	6.87%
EXPENSES	2,736,938	3,105,719	2,769,832	3,184,275	14.96%
NET	264,176	5,037	213,587	4,105	
TRANSPORTATION - 40					
REVENUES	1,472,634	1,220,275	1,578,163	1,243,021	-21.24%
EXPENSES	1,087,809	1,217,750	1,235,368	1,241,050	0.46%
NET	384,825	2,525	342,795	1,971	
IMRF - 50					
REVENUES	367,166	506,575	438,298	491,308	12.09%
EXPENSES	393,088	503,291	439,464	490,034	11.51%
NET	(25,922)	3,284	(1,166)	1,275	
FICA / MEDICARE - 51					
REVENUES	434,571	424,025	398,167	368,862	-7.36%
EXPENSES	419,481	420,328	426,116	365,886	-14.13%
NET	15,089	3,697	(27,949)	2,976	
TORT - 80					
REVENUES	262,972	304,890	302,408	312,758	3.42%
EXPENSES	281,878	302,450	274,764	309,450	12.62%
NET	(18,906)	2,440	27,645	3,308	
WORKING CASH - 70					
REVENUES	1,546	8,000	1,564	5,000	219.62%
EXPENSES	-	8,000	-	5,000	
NET	1,546	-	1,564	-	
OPERATING FUNDS TOTALS					
REVENUES	27,739,235	27,529,780	27,939,689	27,559,563	-1.36%
EXPENSES	26,092,652	27,418,031	26,293,624	27,528,045	4.69%
NET	1,646,583	111,749	1,646,065	31,518	
CAPITAL PROJECTS - 60					
REVENUES	131,634	44,500	147,533	20,000	-86.44%
EXPENSES	425,284	75,000	306,288	400,000	30.60%
NET	(293,650)	(30,500)	(158,754)	(380,000)	
DEBT SERVICE - 30					
REVENUES	2,982,042	3,036,287	2,869,126	2,797,590	-2.49%
EXPENSES	3,108,905	3,068,375	3,047,357	2,791,075	-8.41%
NET	(126,864)	(32,088)	(178,232)	6,515	
NON-OPERATING FUND TOTALS					
REVENUES	3,113,675	3,080,787	3,016,659	2,817,590	-6.60%
EXPENSES	3,534,189	3,143,375	3,353,645	3,191,075	-4.85%
NET	(420,513)	(62,588)	(336,986)	(373,485)	
TOTALS					
REVENUES	30,852,910	30,610,567	30,956,348	30,377,153	-1.87%
EXPENSES	29,626,841	30,561,406	29,647,269	30,719,120	3.62%
NET	1,226,069	49,161	1,309,079	(341,967)	

REVENUES

FY 14 TENTATIVE BUDGET

	2011-12	2012-13	2012-13	FY 14	% Change
	FY Activity	Revised Budget	FY Activity	BUDGET	from FY13
PROPERTY TAXES	23,756,804	24,198,214	23,998,692	24,569,379	2.4%
CPPRT	943,063	1,070,000	998,132	1,022,500	2.4%
OTHER TAXES	2,519	2,600	2,554	2,601	1.8%
INVESTMENT INCOME	57,060	84,500	50,234	76,300	51.9%
SUMMER SCHOOL	69,029	82,445	65,850	77,800	18.1%
SUMMER SPORTS CAMPS	34,730	45,200	47,623	42,950	-9.8%
ATHLETICS	119,805	116,500	93,349	104,000	11.4%
FOOD SERVICE	22,794	30,000	19,092	30,000	57.1%
DRAMA	14,912	14,000	12,716	14,000	10.1%
STUDENT FEES / OPTIONAL	178,310	169,850	175,265	163,500	-6.7%
STUDENT FEES / SCHOOL STORE	29,606	35,450	21,813	31,450	44.2%
STUDENT FEES / LAB FEES	14,763	19,300	23,442	-	-100.0%
STUDENT FEES/TUITION	318,726	325,000	328,630	325,000	-1.1%
FACILITY RENTALS	56,799	55,000	47,479	55,000	15.8%
DONATIONS	106,692	5,500	(400)	500	-225.0%
IMPACT FEES	98,236	25,000	35,777	5,000	-86.0%
OTHER LOCAL INCOME	103,452	97,500	84,582	70,200	-17.0%
STUDENT FINES	13,004	12,550	8,090	9,900	22.4%
SASED FLOW THRU	255,509	250,000	313,509	-	-100.0%
GENERAL STATE AID	1,438,223	1,561,228	1,561,228	1,500,000	-3.9%
SPED STATE FUNDS	932,871	655,800	970,025	657,500	-32.2%
TRANSPORTATION REGULAR STATE	48,313	40,000	57,515	40,000	-30.5%
TRANSPORTATION SPED STATE	465,420	245,000	599,413	245,000	-59.1%
STATE GRANTS	441,615	406,244	344,272	303,482	-11.8%
FEDERAL GRANTS	1,330,656	1,063,686	997,172	1,031,092	3.4%
TRANSFERS	-	-	-	-	
TOTALS	30,852,910	30,610,567	30,856,054	30,377,153	-1.6%

STATE FUNDING

SASED FLOW THRU				
Prior Year	226,914	-	313,509	-
Current Year	28,595	250,000	-	-
GENERAL STATE AID				
Prior Year	-	-	-	-
Current Year	1,438,223	1,561,228	1,561,228	1,500,000
SPED STATE FUNDS				
Prior Year	404,345	-	340,234	-
Current Year	528,526	655,800	629,791	657,500
TRANSPORTATION REGULAR STATE				
Prior Year	24,045	-	26,688	-
Current Year	24,268	40,000	30,827	40,000
TRANSPORTATION SPED STATE				
Prior Year	228,052	-	237,369	-
Current Year	237,369	245,000	362,044	245,000
STATE GRANTS				
Prior Year	1,582	2,900	3,335	2,900
Current Year	435,597	390,644	340,937	296,082
Prior Year	884,938	2,900	921,135	2,900
Current Year	2,692,578	3,142,672	2,924,827	2,738,582
	3,577,515	3,145,572	3,845,962	2,741,482
Less GSA				
Prior Year	884,938	2,900	921,135	2,900
Current Year	1,254,354	1,581,444	1,363,599	1,238,582
	2,139,292	1,584,344	2,284,733	1,241,482

EXPENDITURE OBJECT by FUND

FY 14 TENTATIVE BUDGET

	2011-12	2012-13	2012-13	FY 14	% Change
Description	FY Activity	Revised Budget	FY Activity	BUDGET	from FY13
EDUCATION FUND					
1000 SALARIES	13,816,023	14,338,343	13,930,508	14,498,184	4.08%
2000 BENEFITS	3,576,840	3,460,912	3,446,220	3,466,636	0.59%
3000 PURCHASED SERVICES	1,694,082	1,830,097	1,850,761	1,844,082	-0.36%
4000 SUPPLIES & MATERIALS	536,688	556,757	559,328	650,241	16.25%
5000 CAPITAL OUTLAY	270,735	202,454	252,846	270,200	6.86%
6000 OTHER	1,196,613	1,397,331	1,036,557	1,116,583	7.72%
7000 EQUIPMENT/ TRANSFERS	60,961	36,600	63,714	52,425	-17.72%
8000 TERMINATION BENEFITS	21,517	38,000	8,147	34,000	317.36%
TOTALS	21,173,458	21,860,493	21,148,080	21,932,350	3.71%
OPERATIONS & MAINTENANCE FUND					
1000 SALARIES	1,214,954	1,235,343	1,206,084	1,230,395	2.02%
2000 BENEFITS	252,921	264,802	247,988	251,505	1.42%
3000 PURCHASED SERVICES	384,033	346,475	382,671	346,475	-9.46%
4000 SUPPLIES & MATERIALS	818,307	867,900	703,617	808,400	14.89%
5000 CAPITAL OUTLAY	61,123	383,700	126,721	547,500	332.05%
6000 OTHER	0	-	100,344	-	-100.00%
7000 SMALL EQUIPMENT/TRANSFERS	5,599	7,500	2,407	-	-100.00%
8000 TERMINATION BENEFITS	-	-	-	-	
TOTALS	2,736,938	3,105,719	2,769,832	3,184,275	14.96%
TRANSPORTATION					
1000 SALARIES					
2000 BENEFITS					
3000 PURCHASED SERVICES	1,087,632	1,217,500	1,235,258	1,240,800	0.45%
4000 SUPPLIES & MATERIALS					
5000 CAPITAL OUTLAY					
6000 OTHER	177	250	110	250	127.77%
7000 SMALL EQUIPMENT/TRANSFERS					
8000 TERMINATION BENEFITS					
TOTALS	1,087,809	1,217,750	1,235,368	1,241,050	0.46%
IMRF					
1000 SALARIES					
2000 BENEFITS	393,020	503,291	439,464	490,034	11.51%
3000 PURCHASED SERVICES					
4000 SUPPLIES & MATERIALS					
5000 CAPITAL OUTLAY					
6000 OTHER	68	-	-	-	
7000 SMALL EQUIPMENT/TRANSFERS					
8000 TERMINATION BENEFITS					
TOTALS	393,088	503,291	439,464	490,034	11.51%

	2011-12 FY Activity	2012-13 Revised Budget	2012-13 FY Activity	FY 14 BUDGET	% Change from FY13
FICA / MEDICARE					
1000 SALARIES					
2000 BENEFITS	419,390	420,328	426,116	365,886	-14.13%
3000 PURCHASED SERVICES					
4000 SUPPLIES & MATERIALS					
5000 CAPITAL OUTLAY					
6000 OTHER	91	-	-	-	
7000 SMALL EQUIPMENT/TRANSFERS					
8000 TERMINATION BENEFITS					
TOTALS	419,481	420,328	426,116	365,886	-14.13%

TORT

1000 SALARIES					
2000 BENEFITS					
3000 PURCHASED SERVICES	281,802	302,200	274,750	309,200	12.54%
4000 SUPPLIES & MATERIALS					
5000 CAPITAL OUTLAY					
6000 OTHER	76	250	13	250	1764.28%
7000 SMALL EQUIPMENT/TRANSFERS					
8000 TERMINATION BENEFITS					
TOTALS	281,878	302,450	274,764	309,450	12.62%

WORKING CASH

1000 SALARIES					
2000 BENEFITS					
3000 PURCHASED SERVICES					
4000 SUPPLIES & MATERIALS					
5000 CAPITAL OUTLAY					
6000 OTHER	-	-	-	-	
7000 SMALL EQUIPMENT/TRANSFERS	-	8,000	-	5,000	
8000 TERMINATION BENEFITS					
TOTALS	-	8,000	-	5,000	

CAPITAL PROJECTS

1000 SALARIES	-	-	-	-	
2000 BENEFITS	-	-	-	-	
3000 PURCHASED SERVICES					
4000 SUPPLIES & MATERIALS					
5000 CAPITAL OUTLAY	419,383	75,000	306,288	400,000	30.60%
6000 OTHER	5,900	-	-	-	
7000 SMALL EQUIPMENT/TRANSFERS	-	-	-	-	
8000 TERMINATION BENEFITS					
TOTALS	425,284	75,000	306,288	400,000	30.60%

	2011-12 FY Activity	2012-13 Revised Budget	2012-13 FY Activity	FY 14 BUDGET	
DEBT SERVICE					
1000 SALARIES					
2000 BENEFITS					
3000 PURCHASED SERVICES	195,065	150,000	87,937	51,000	-42.00%
4000 SUPPLIES & MATERIALS					
5000 CAPITAL OUTLAY					
6000 OTHER	2,913,841	2,918,375	2,959,421	2,740,075	-7.41%
7000 SMALL EQUIPMENT/TRANSFERS					
8000 TERMINATION BENEFITS	-	-	-	-	
TOTALS	3,108,905	3,068,375	3,047,357	2,791,075	-8.41%
TOTALS					
1000 SALARIES	15,030,977	15,573,685	15,136,592	15,728,579	3.91%
2000 BENEFITS	4,642,172	4,649,331	4,559,788	4,574,061	0.31%
3000 PURCHASED SERVICES	3,642,614	3,846,272	3,831,378	3,791,557	-1.04%
4000 SUPPLIES & MATERIALS	1,354,995	1,424,657	1,262,945	1,458,641	15.50%
5000 CAPITAL OUTLAY	751,242	661,154	685,855	1,217,700	77.54%
6000 OTHER	4,116,766	4,316,206	4,096,445	3,857,158	-5.84%
7000 SMALL EQUIPMENT/TRANSFERS	66,560	52,100	66,121	57,425	-13.15%
8000 TERMINATION BENEFITS	21,517	38,000	8,147	34,000	317.36%
TOTALS	29,626,841	30,561,406	29,647,269	30,719,120	3.62%

EDUCATION FUND DEPARTMENT EXPENSE SUMMARY

	2011-12 FY Activity	2012-13 Revised Budge	2012-13 FY Activity	FY 14 BUDGET	% Change from FY13
1 GENERAL HIGH SCHOOL					
BUSINESS SERVICES	377,304	234,830	128,569	206,700	61%
PRINCIPAL	19,023	18,040	15,203	-	-100%
ASSISTANT PRINCIPAL	398,672	26,750	33,056	25,000	-24%
REGISTRATION	15,221	3,000	-	2,000	
2 HOMEBOUND TUTOR	56,131	47,100	32,974	47,100	43%
3 ART	222,921	240,660	242,711	247,934	2%
4 SCIENCE	1,232,931	1,191,359	1,171,911	1,142,289	-3%
5 DRIVERS EDUCATION	116,583	119,306	120,537	107,256	-11%
6 ENGLISH	1,396,370	1,400,277	1,420,396	1,361,847	-4%
7 FOREIGN LANGAUGE	556,377	562,792	586,667	597,968	2%
8 HEALTH	505	500	1,557	500	-68%
9 MATH	1,219,463	1,253,117	1,255,515	1,292,078	3%
10 MUSIC	212,723	216,481	203,333	221,151	9%
11 PHYSICAL EDUCATION	1,209,159	1,154,808	1,177,891	1,194,647	1%
13 SOCIAL STUDIES	1,261,511	1,293,404	1,328,298	1,341,405	1%
14 TECHNOLOGY	523,754	635,620	555,012	530,098	-4%
22 SPECIAL EDUCATION	2,788,804	2,788,766	2,968,587	3,000,944	1%
28 ADULT CITIZENSHIP	6,860	8,425	7,275	7,640	5%
29 SUMMER ADULT EDUCATION	915	1,000	2,948	1,100	-63%
30 BUSINESS EDUCATION	630,056	631,086	544,383	523,164	-4%
32 FACS	230,158	225,457	229,520	239,829	4%
34 INDUSTRIAL ARTS	128,265	131,849	133,269	138,364	4%
35 BTI	574	250	774	750	-3%
36 PHOTOGRAPHY	13,685	16,000	11,540	12,350	7%
40 SUMMER PROGRAMS	71,221	141,900	98,184	132,700	35%
41 SUMMER CAMPS	45,052	46,886	38,348	46,886	22%
45 BILINGUAL	514,779	509,277	520,119	506,625	-3%
50 SOCIAL WORKER	291,294	308,925	309,255	325,417	5%
51 GUIDANCE	632,118	641,786	651,380	662,384	2%
52 NURSE	158,264	162,384	154,638	162,346	5%
53 PSYCHOLOGICAL SERVICES	56,636	128,054	131,783	160,832	22%
54 AVID	34,311	73,130	76,104	63,416	-17%
55 SPEECH PATHOLOGY	49,680	56,125	56,163	57,301	2%
59 COD DUAL CREDIT	5,106	4,000	-	-	
61 LRC	285,510	290,013	307,639	326,404	6%
62 STAFF/CURRICULUM DEVELOP	73,032	126,840	45,408	336,867	642%
64 A. UDDERBACH DONATION	-	-	26,338	74,000	181%
69 ASSISTANT PRINCIPAL	393	741,889	965,906	1,115,035	15%
70 PRINCIPAL	1,076,132	1,095,741	832,537	801,061	-4%
71 SUPERINTENDENT	287,289	291,883	302,678	301,228	0%
72 ASST. SUPT ADM SERVICES	292,747	295,130	316,224	293,066	-7%
73 COMMUNITY RELATIONS	-	-	-	-	
74 EDUCATION FOUNDATION	8,392	5,000	10,025	-	-100%
75 BOARD OF EDUCATION	123,504	120,900	122,853	131,200	7%
80 DIRECTOR OF BUSINESS	132,640	133,945	140,678	136,201	-3%
82 CAFETERIA	34,858	59,000	14,452	59,000	308%
83 EMPLOYEE BENEFITS	465,900	232,500	120,423	149,500	24%
85 FISCAL SERVICES	236,976	246,219	255,369	266,191	4%
90 DATA PROCESSING	351,500	327,161	317,165	335,492	6%
97 PAYMENTS TO OTHER DISTRICTS	1,089,809	1,293,300	912,609	1,010,400	11%
100 ATHLETICS	727,497	835,049	779,851	801,868	3%
102 AQUATICS	5,175	2,500	460	-	-100%
104 ACTIVITIES	182,094	241,860	204,664	219,980	7%
	19,849,877	20,612,275	19,883,179	20,717,514	4.2%

STATE GRANT PROGRAMS

		2011-12 FY Activity	2012-13 Revised Budget	2012-13 FY Activity	FY 14 BUDGET
902 STATE BASIC ADULT EDUCATION					
S	REVENUES	136,022	75,858	92,885	75,000
	EXPENSES	93,306	75,858	75,858	75,000
	NET	42,716	-	17,027	-
903 CTEIG					
S	REVENUES	48,267	49,645	49,645	50,000
	EXPENSES	47,300	49,645	49,084	50,000
	NET	967	-	561	-
904 BILIGUAL					
S	REVENUES	125,192	194,640	88,274	95,581
	EXPENSES	95,722	103,390	91,742	95,581
	NET	29,470	91,250	(3,468)	-
905 ADULT EDUCATION - FAMILY LIT					
S	REVENUES	67,804	37,001	45,925	37,001
	EXPENSES	48,030	37,001	37,001	37,001
	NET	19,774	-	8,924	-
914 ADA BLOCK GRANT					
S	REVENUES	-	8,200	-	-
	EXPENSES	-	-	-	-
	NET	-	8,200	-	-
925 STATE LIBRARY PER CAPITA					
S	REVENUES	1,582	2,900	3,335	2,900
	EXPENSES	1,598	2,900	1,721	2,900
	NET	(16)	-	1,614	-

FEDERAL GRANT PROGRAMS

857 ARRA IDEA					
F	REVENUES	27,432	-	-	-
	EXPENSES	41,711	-	-	-
	NET	(14,279)	-	-	-
906 PERKINS					
F	REVENUES	35,558	33,940	33,090	31,497
	EXPENSES	35,170	33,940	33,535	31,497
	NET	388	-	(445)	-
908 TITLE 1					
F	REVENUES	93,937	165,000	148,005	185,000
	EXPENSES	178,944	165,000	299,809	185,000
	NET	(85,007)	-	(151,804)	0
929 DIRECT SERVICE COSTS					
F	REVENUES	446,088	150,000	14,894	150,000
	EXPENSES	154,317	150,000	149,578	150,000

NET	291,770	-	(134,684)	-
-----	---------	---	-----------	---

930 IDEA FLOW THRU

F	REVENUES	351,136	392,695	414,774	375,294
	EXPENSES	410,130	392,695	371,531	375,294
	NET	(58,994)	-	43,243	-

931 ADMINISTRATIVE OUTREACH

F	REVENUES	27,639	50,000	26,768	50,000
	EXPENSES	23,499	50,000	14,792	50,031
	NET	4,141	-	11,976	(31)

932 TITLE II TEACHER QUALITY

F	REVENUES	43,560	55,000	45,328	55,000
	EXPENSES	49,440	55,000	44,633	55,000
	NET	(5,880)	-	695	-

944 FEDERAL ADULT BASIC

F	REVENUES	90,835	72,792	66,726	72,792
	EXPENSES	90,341	72,792	72,792	72,792
	NET	494	-	(6,066)	-

945 LEARN & SERVE

F	REVENUES	2,237	22,259	10,057	22,259
	EXPENSES	13,581	22,259	6,914	22,259
	NET	(11,344)	-	3,143	-

946 ADULT ED CIVICS

F	REVENUES	8,730	8,700	6,066	8,700
	EXPENSES	8,730	8,700	-	8,700
	NET	0	-	6,066	-

950 LIPLIPS

F	REVENUES	18,560	21,300	27,924	20,550
	EXPENSES	30,026	21,300	26,607	20,550
	NET	(11,466)	-	1,317	-

862 ARRA MCKENNY VENTO

F	REVENUES	123,626	-	1,736	-
	EXPENSES	3,472	-	-	-
	NET	120,154	-	1,736	-

939 TECH PREP

F	REVENUES	-	1,000	-	-
	EXPENSES	-	1,000	-	-
	NET	-	-	-	-

8000 STUDENTS**8001 Foundations**

1. Student's Rights and Responsibilities – Students in the District are expected to take full advantage of their right to an education. They should come to school prepared to learn and to take part in school activities. An important part of their education is the right to make decisions and the responsibility to accept the results of their choices. As a general statement, rights and responsibilities are paralleled below:

<u>Rights</u>	<u>Responsibilities</u>
To make the most of the opportunities offered at school	To attend school and class regularly
To take part in all school activities on an equal basis, regardless of race, sex, or national origin or other protected status	To be aware of the school's rules and regulations and conduct themselves accordingly
To establish and participate in student government activities	To make constructive contributions to school
To address the Board of Education on the same terms as any citizen	To report fairly the circumstances of school-related issues
To explore ideas and feel free to express various points of view	To respect others' points of view
To create school publications to express opinions and offer suggestions in accordance with school rules	To refrain from libel, obscenity, observe normal rules for responsible journalism, and observe school rules
To receive counseling on educational, social and other health related services	To exercise freedom of choice, availing oneself of these personal concerns
To present the student version of any incident that may lead to the imposition of disciplinary sanctions	To present the facts accurately
To receive all due process procedures in disciplinary actions as stated in State law	To contribute to the maintenance of a learning environment and to show due respect to other persons and property.
To receive timely feedback on his/her success with all learning work products and assignments	To complete all assigned work and learning tasks in a timely manner
To be respected by all others involved in the educational process	To respect the rights of teachers, students, administrators and all others involved in the educational process.

2. Student Participation – Students are in a unique position to make positive contributions to the improvement of the educational program and to the operation of a more effective school system.

Therefore, it is the Board's belief that students, in keeping with their level of maturity, should be encouraged to participate in the development of policies, regulations, and procedures which affect them. Their participation in decision making will be considered part of the educational process.

As appropriate to the age of students, class or school organizations, and school government organizations, such as student councils or student representatives to the Board of Education, may be formed to offer practice in self-government and to serve as channels for the expression of student ideas and opinions.

The Board, through the staff, will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges, and other areas of student sensitivity.

Students will be welcomed at Board meetings and granted privileges of speaking in line with such privileges extended the general public.

Adopted: September 17, 2002

Revised:

Replaces:

Reference:

8002 Title IX

In accordance with applicable laws, equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, gender, religious beliefs, physical and mental disability, marital or parental status, or any other protected status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of gender or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

No student shall, on the basis of gender or any other protected status, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The Illinois

School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The Illinois School Code.

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Adopted: September 17, 2002

Revised:

Replaces: JAA - Equal Educational Opportunities; JCA - Student Sex Equity ...

Reference:

8003 Uniform Grievance Procedure-Statement of Policy

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act

5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act)
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying,
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act,
11. Illinois Equal Pay Act of 2003,
12. Provision of services to homeless students

13. Illinois Whistleblower Act,

14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), and Titles I and II of the Genetic Information Nondiscrimination Act (GINA),

15. Employee Credit Privacy Act,

The Complaint Manager will attempt to resolve complaints without resorting to the districts grievance procedure and, if a complaint is filed pursuant to the District's said procedure, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of the District's grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under the District's procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

8003P Uniform Grievance Procedure

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Name Kim Chambers
Address326 Joliet St.
West Chicago, IL 60185
Telephone630-876-6200

Complaint Managers:

Name Kim Chambers	Name Pete Martino
Address326 Joliet St.	Address326 Joliet St.
West Chicago, IL 60185	West Chicago, IL 60185
Telephone630-876-6200	Telephone 630-876-6200

8004 Student Sex Equity, Sex Discrimination, and Sexual Harassment

1. Statement of Policy – 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.

2. Definitions –

A. *Comparable* means similar in quality and quantity, taking into consideration all relevant facts and circumstances.

B. *Contact Sports* means those sports whose purpose or major activity involves bodily contact, such as basketball, boxing, football, ice hockey, rugby, and wrestling.

C. *Counseling* means all guidance activities, personal counseling, guidance-related evaluation and testing, provision of vocational and career information and advice, scheduling assistance, and any other guidance services provided to students by any person acting under the authorization of an educational system.

D. *Course* means any District-sponsored class, regardless of the location of class meetings, nature of instruction, or type or age of student.

E. *Discrimination* means the violation of an individual's State or Federal guarantees to equal rights as provided by the U. S. Constitution, Federal law, Illinois Constitution, and Illinois law, including the *Illinois School Code*, whether intended or unintended.

F. *Equal Access* means the availability of opportunity without discrimination on the basis of sex, going beyond simple admission to a course or activity to include full and unrestricted participation in educational and experiential processes.

G. *Sex Bias* means the attribution of behaviors, abilities, interests, values, and/or roles to a person or group of persons on the basis of sex.

H. *Sexual Harassment* includes student-to-student conduct and student-to-staff conduct as well as staff-to-student conduct and staff-to-staff conduct. It means (a) unwelcome sexual advances; (b) sexual advances to students by staff, whether welcome or unwelcome, (c) requests for sexual favors; and/or (d) other verbal or physical conduct of a sexual nature where:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
- 2) Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual; or
- 3) Such conduct has a purpose or an effect of unreasonably interfering with an individual's work or educational performance,

or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

- 1) Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- 2) Graphic or suggestive comments about an individual's dress or body;
- 3) Displaying sexually explicit objects, photographs or drawings;
- 4) Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
- 5) Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one's grades, educational opportunities, employment status, or similar personal concerns.

I. *Sexual Intimidation* means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.

3. Purpose – The purpose of these rules is to identify and eliminate sex bias, sex discrimination, sexual harassment, and sexual intimidation in the provision of School District 94 programs, activities, services, and benefits, and to attempt to assure equal access by both sexes to the educational and extracurricular programs and activities of the District.

4. Policy and Practice –

A. *General:* Except as otherwise provided herein, the District shall not designate or otherwise limit the use of any facility or portion thereof, nor the availability of any service, equipment or supplies on the basis of sex. This prohibition shall not apply to shower and toilet facilities, locker rooms, and dressing areas; however, such accommodations and all related support and maintenance services shall be comparable to both sexes.

Except as otherwise provided herein, the District shall not knowingly provide significant assistance to, including the payment of dues, fees or other remuneration in return for the provision of services or benefits, or enter into any agreement with, any organization, group, business or individual that discriminates against students on the basis of sex.

The District shall not institute any employment practices or organizational changes which would result in sex discrimination against students.

B. *Treatment of Students:* No student shall, on the basis of sex, be denied equal access, including full and unrestricted participation to programs, activities, services or benefits, or be restricted in the exercise of any right, privilege, advantage or opportunity accorded other students.

The District shall apply the same procedures, program admission standards and graduation requirements for students of both sexes.

The District shall not set quotas limiting or specifying the number of either male or female students who may be admitted to the District's schools, programs, courses or activities, except to the extent that such quotas further affirmative action goals established by the District to overcome the effects of conditions which resulted in limited participation in a program or activity by students of a particular sex.

No student shall be discriminated against because of his/her actual or potential marital or parental status. Pregnancy shall be treated as any other temporary medical condition and shall not be considered cause for dismissal or exclusion from any program or activity offered other students. Participation in special programs offered to pregnant students or students who are parents shall not be mandatory for such students but shall be at the student's option. The District shall eliminate any administrative and programmatic barriers to school attendance and completion by pregnant students or students who are parents.

No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any District employee, by other students, or by the effect of any school policy or practice.

The District shall not discriminate on the basis of sex in the imposition of disciplinary policies and practices or codes of conduct.

The District shall not discriminate on the basis of sex in the provision of employment opportunities for students. The District shall not enter into work study or cooperative employment agreements with employers who discriminate against students on the basis of sex.

C. *Educational Programs and Activities:* All courses shall be open to students regardless of sex. Course prerequisites and requirements shall be the same for both sexes. Course content and objectives shall not discriminate on the basis of sex.

Students shall be advised to participate in courses, programs and activities consistent with their interests and abilities without regard to their sex. Neither course titles nor descriptions shall discourage participation by either sex.

Students may, however, be segregated by sex during class sessions or portions thereof which deal exclusively with human sexuality.

D. Specific Program Areas:

- 1) **Physical Education Classes** – Physical education classes shall be open equally to both sexes. Instructional portions of all physical education classes shall be coeducational. Students may be segregated by sex during participation in contact sports. Neither physical education classes nor areas where the classes are conducted shall be designated by sex.

Where assignments in physical education classes or portions thereof are based upon ability levels, objective standards of individual performance shall be employed without regard to sex, and students shall be regrouped at appropriate intervals such as where substantial changes occur in teaching objectives or student ability levels.

Where the use of a single standard for measuring skill or progress in a physical education class results in sex discrimination, appropriate standards which do not have such effect shall be used.

- 2) **Music:** Students shall be encouraged to pursue their interests in music and particular musical instruments without regard to their sex. Students shall not be segregated by sex when participating in voice instruction, although divisions within a class may be established based upon vocal range and quality. Musical instrument instruction and performance shall be based upon the student's individual interests and abilities, regardless of their sex.
- 3) **Special Education:** Special education referral, testing and placement practices shall not discriminate on the basis of sex. Classes and related services for students with disabilities shall not discriminate on the basis of sex whether provided by the District, in cooperation with other school Districts, or through private placement.
- 4) **Gifted Education:** Gifted education referral, testing and placement practices shall not discriminate on the basis of sex. Classes, programs and related services for gifted students shall not discriminate on the basis of sex.

- 5) **Vocational and Career Education:** Students shall be encouraged to pursue the career of their choice without regard to their sex. Materials used and opportunities provided to students in vocational and career education shall not discriminate on the basis of sex.

E. *Classroom Practices:* Classroom practices and assignments shall not discriminate on the basis of sex. Teaching methods shall not inhibit student participation on the basis of sex. Instructional materials shall not be sexually discriminating, and teachers shall attempt to counteract any sexual bias that may be present in instructional materials. Where appropriate, the history, roles and contributions of both sexes shall be taught on a comparable basis.

F. *Counseling Services:* Counseling services, including the assignment of counselors, shall be provided to students without discrimination on the basis of sex. Students shall be encouraged to pursue courses of their choice without regard to their sex. The content, administration, interpretation and application of appraisal instruments and associated materials shall not discriminate against students on the basis of sex.

G. *Extracurricular Programs and Activities:* Students of both sexes shall have equal access to all extracurricular programs and activities, including clubs, committees, service and honor organizations, intramural sports, interscholastic athletics and other after-school activities, except as provided elsewhere herein.

Extracurricular programs and activities should avoid titles which imply that membership or participation is restricted on the basis of sex.

Musical choruses shall not be segregated on the basis of sex; however, divisions within each chorus may be made based upon vocal range and quality.

Student participation in speech, debate and drama events shall be open to both sexes; however, assignments may be made on the basis of sex, for example a dramatic role specific to one sex, so long as comparable opportunities are provided for both sexes.

H. *Athletic Programs and Related Activities:* Both sexes shall be accorded equal opportunities to participate in athletic programs. Single sex teams may be maintained for contact sports or when selection for the team is based upon competitive skill, provided the interests and abilities of both sexes are accommodated.

In a non-contact sport, if a team is provided only for members of one sex, members of the other sex shall be allowed to compete for a place on the team if their overall athletic opportunities have been limited in comparison with those

of the other sex. If a coeducational team does not accommodate the interests and abilities of members of both sexes, separate teams shall be offered. If separate teams are offered, the programs shall be comparable.

Athletic programs offered by the District shall accommodate the abilities and interests of both sexes to a comparable degree. Program comparability may be assessed by considering factors such as the following:

- 1) Sports offered;
- 2) Levels of competition within each sport;
- 3) Length of sports season;
- 4) Scheduling throughout the year;
- 5) Scheduling for practices and games;
- 6) Use of facilities for practice and competition;
- 7) Ratio of coaches to athletes;
- 8) Quality of coaching and officiating;
- 9) Assignment and compensation of coaches and officials;
- 10) Supplies and equipment;
- 11) Allowances for travel and per diem;
- 12) Medical and training services;
- 13) Publicity for teams and individual participants; and
- 14) Overall distribution of athletic budget funds.

The District shall, at least once every four years, conduct a written survey of all students concerning their athletic interests. If the results of the survey indicate that the level of student interest in the range of alternatives provided is disparate between the sexes and such disparity may be the result of discrimination, efforts shall be initiated to reduce such disparity.

The District shall not knowingly provide significant assistance, including the payment of dues, fees or other remuneration for the provision of services or benefits, to any association or conference whose purpose is to organize or regulate interscholastic competition if that association or conference discriminates on the basis of sex in the provision of benefits or services to students.

That District may cooperate with single sex youth organizations that are tax exempt and whose membership has traditionally been limited to members of one sex and Principally to persons who are under 19 years of age, for example the Girl or Boy Scouts of America, provided that comparable activities shall be available for both sexes.

Activities such as cheerleading, pompon squads, color guards, teacher/office aides, and library assistants shall be open to both sexes, and the District's utilization of such groups should not discriminate on the basis of sex.

A king or queen may be selected, provided that comparable opportunities are provided to students of both sexes.

If mother-son, father-son, father-daughter or mother-daughter activities are sponsored by the District, comparable activities shall be available for both sexes, and the needs of students from single-parent families shall be accommodated.

5. Grievance Procedure - See Uniform Grievance Procedure 8003P

6. Disciplinary Action

Disciplinary action may be taken with respect to any District employee who is found to have committed or participated in an act or acts of sexual harassment or intimidation against a student. Disciplinary action, up to and including expulsion, may be taken with respect to any student of the District who is found to have committed or participated in an act or acts of sexual harassment or intimidation against another student.

7. Confidentiality

The rights to confidentiality, both of the Complainant and the accused, will be respected consistent with, and subject to, the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

8. Evaluation and Training

At least once every four years, the District shall evaluate its policies and practices to identify sexual discrimination, harassment, intimidation and bias, and shall develop a written plan to modify any such policy or practice identified. The written plan shall enumerate remedial steps to be taken to eliminate the effects of any identified discriminatory policy or practice.

The evaluation shall include an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex and, where discrimination may have contributed to such disproportionate enrollment, the plan shall seek to redress the same.

In-service training implementing the plan shall be provided to District administrators and to certificated and non-certificated personnel as needed, including, but not limited to, training on knowing, identifying, reporting and addressing sexual harassment and sexual intimidation.

9. Dissemination

The District shall take reasonable measures to assure that District employees, students and parents are informed of this policy and grievance procedure by

inclusion of the same in employee and student planner-handbook-calendar, and shall make a copy of the same available for inspection at the Administrative Office.

10. Records

The District shall maintain records documenting compliance with the policy contained herein, including reports of sex equity evaluations and plans, remediation efforts and in-service activities, data collection and analyses, and grievances and their disposition. The records shall be made available to State Board enforcement authorities.

Adopted: September 17, 2002

Revised:

Replaces: JCA - Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation

Reference: Title IX of the Education Amendments of 1972, 20 USC §1681 et seq;
Illinois School Code, 105 ILCS 5/27-1
Illinois Sex Equity Rules, 23 Ill Admin Code §200.10 et seq;
Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

8005 Rights to Free Education for students with disabilities

It is the policy of the Board of Education of Community High School District 94 to provide a free appropriate public education to all students who are identified as disabled within the meaning of *Section 504 of the Rehabilitation Act of 1973* ("Section 504"), regardless of the nature or severity of the student's disability. In providing educational services to students with identified disabilities, the District will reasonably accommodate the student's individual educational needs. Such accommodation may include, but is not limited to, the provision of regular and special education and related supplemental aids and services; and/or reasonable modification of policies, practices, or procedures.

8005P Identification, Evaluation, or Educational Placement of Students with Disabilities

1. General Procedures –

A. *Public Notice/Child Find* – The District annually notifies the public of available services for students with disabilities and how to access them through two local newspaper announcements. Other methods utilized by the District to identify and locate students with disabilities who reside within the District may include dissemination of information about District programs and distribution through publication of the periodic early childhood screening dates.

B. *Referrals* – Referrals for consideration for Section 504 eligibility may result from child find efforts, direct referrals by parents or guardians (hereinafter generically referred to as "parents") or school personnel, other persons having knowledge of the child, the child, or the State Board of Education. These direct

referrals may be made at any time. The District maintains an organized and written referral process which is communicated to all professional personnel within the system and to persons within the community.

A referral must be made in writing, dated at the time the request is made, and include the reason for the referral. The referral must be given to the administrator overseeing Support Services.

C. *Evaluation, Determination of Eligibility, and Service Plan* – The primary purpose of conducting an individual assessment of a student initially referred for a Section 504 evaluation is to gather information sufficient to permit a group of persons knowledgeable about the child to determine whether the student has a disability within the meaning of Section 504. The evaluation procedures shall be carried out in accordance with the requirements of 34 CFR §104.35. A case study evaluation completed pursuant to 23 *Illinois Administrative Code*, § 226.120 is one means of meeting this evaluation requirement under §504. The evaluation shall be completed within sixty (60) school days of the date of referral. The "date of referral" is the date on which written parental consent to complete an evaluation is obtained or provided.

The District's ADA/Section 504 Coordinator, administrator overseeing Support Services or designee will convene a Section 504 meeting for a student whose evaluation has been completed. The meeting will be conducted within sixty (60) school days of the date of referral for consideration of Section 504 eligibility. The meeting will involve a group of persons knowledgeable about the child, including the child's parents. The team may include the child's teacher, members of the evaluation team, a District administrator, a cooperative administrator, and parents. Notice of the Section 504 conference shall be sent to all participants at least ten (10) calendar days prior to the conference. The team will be responsible for making the determination of eligibility under Section 504 and determining what services and/or accommodations, if any, are needed to meet the child's needs as they relate to the educational setting. The team chair will complete a conference summary form documenting the evaluation findings, eligibility, and, as necessary, the educational services/accommodations to be provided. The conference summary will become a part of the student's temporary record and the parents will be given a copy. Recommendations made at the Section 504 conference shall be made by consensus of the participating public school staff, with parental participation.

If it is determined that the student is not disabled under Section 504 and will not be receiving any special services or accommodations, a written notice of the findings shall be provided to the parents, as well as notice of their right to request an impartial hearing to contest this determination. (See the following section on grievance procedures) If a student is determined to be eligible for services under Section 504, the conference summary will also serve as the Section 504 Service Plan by describing the necessary educational services and/or reasonable accommodations to be made. The services and reasonable accommodations described shall be based on a composite understanding of the student's characteristics and how the physical or mental condition substantially limits one or more major life activities. The services/accommodations may be provided within the regular education program and be of a consultative/monitoring nature. Direct services may include, but are not limited to, modification of the standard curriculum, alternative teaching techniques, adapted materials, adapted classroom environment, alternative/individualized assignments, related services, and/or a behavior management system.

D. *Annual Review* – On an annual basis, a group of persons knowledgeable about the child will review the Section 504 Service Plan to determine continued eligibility and whether the same type and intensity of services are to be continued.

E. *Re-Evaluation* – The ADA/Section 504 Coordinator or Director of Special Education Department Chair will ensure that a re-evaluation of each Section 504 eligible child is conducted every three (3) years or more frequently if conditions warrant. A notice and consent form will be sent to the student's parents or guardians prior to initiating any re-evaluation. No re-evaluation shall be conducted without the prior written consent of the student's parent or guardian. The re-evaluation will include a review of the components of the most recent evaluation.

F. *Termination of Services* – A meeting with a group of persons knowledgeable about the student shall recommend the termination of special services provided to a student if it is determined, after a re-evaluation and a review of all pertinent information, that (a) the student no longer requires any specialized services to meet the identified needs; (b) the student no longer requires any specialized accommodations within the regular classroom, or (c) the student can be appropriately educated in a regular classroom environment without special services or reasonable accommodations.

G. *Parent's Right to Notice, Records Review, and Representation* – Written notice will be sent ten (10) calendar days prior to the suggested date for any conference convened in accordance with the foregoing provisions. The student's parents have a right to review their child's records and have the right to legal representation at such conference, at their own expense.

2. Grievance Procedures

A. *Complaint* – If a student's parents disagree with the identification, evaluation, or educational placement of the student, they have a right under Section 504 to file a complaint with the District's ADA/Section 504 Coordinator. The complaint must be a written statement of the specific facts and/or perceived wrongful act to be investigated. If a person who is unable to write wishes to file a complaint, assistance may be obtained by contacting the ADA/Section 504 Coordinator.

The ADA/Section 504 Coordinator shall promptly investigate the complaint. The Coordinator shall make all reasonable efforts, including but not limited to, convening a conference with the parents to discuss the complaint and the results of the investigation, to resolve the matter informally.

B. *Hearing* – In the event the complaint cannot be resolved informally, the ADA/Section 504 Coordinator will advise the parents of their right to an impartial hearing and to legal representation at that hearing. The following complaint procedures will be adhered to:

- 1) The request for an impartial hearing shall be submitted in writing to the ADA/504 Coordinator. If a parent is unable to write and no designated agent is available, the parent can receive assistance in filing his/her hearing request by contacting the ADA/Section 504 Coordinator.
- 2) Within five (5) calendar days of receipt of the written request for a hearing, the ADA/Section 504 Coordinator shall provide the parent with a list of impartial hearing officers. The parent shall indicate his/her first three choices of hearing officers in order of preference and return the list with preferences indicated to the ADA/Section 504 Coordinator.
- 3) Upon return of the list, the ADA/Section 504 Coordinator shall contract with the hearing officer for the purpose of hearing the case. The ADA/Section 504 Coordinator shall promptly notify the first-choice hearing officer of the pending case. In the event that the first-choice hearing officer cannot hear the case, the second-choice officer shall be contacted. In the event that the second-choice officer cannot hear the case, the ADA/Section 504 Coordinator shall contact the parent's third-choice officer. If none of the officers contacted can hear the case, the parent will be asked to select/prioritize three additional hearing officers from another list which will be mailed within five (5) calendar days of the notice of decline from the third-choice hearing officer.

- 4) The hearing shall be scheduled by the hearing officer within fifteen (15) calendar days of the hearing officer's receipt of the written notice of selection from the ADA/Section 504 Coordinator.
- 5) The District and the parents shall have the right to present evidence relevant to the issue(s) raised by the parents. The parties shall have the right to be represented at the hearing by legal counsel. The hearing officer shall ensure that a verbatim record of the hearing is made, either by tape recording or by a court reporter, at no cost to the parent.
- 6) The hearing officer shall limit the decision to the issue(s) presented by the parents or the school District in the written request for a hearing. The hearing officer's decision must be written and shall include a summary of the evidence, the reasons for the decision, an order with respect to the remedial steps or actions, if any, to be taken by the District, and the procedures, if any, necessary to ensure timely compliance with the order within thirty (30) calendar days unless exceptional circumstances exist which, in the hearing officer's judgment, warrant delay in implementation.
- 7) The hearing officer's decision shall be made within ten (10) calendar days following the conclusion of the hearing. The hearing officer shall send a copy of the decision by certified mail to the parent(s) and the ADA/Section 504 Coordinator.

3. Review – If either party remains aggrieved following the hearing officer's decision, they may request a review (appeal) as follows:

A. The request for review of the decision must be in writing and filed by mail or personal service with the Superintendent of Schools no later than thirty (30) calendar days after the date of the hearing officer's decision.

B. Within five (5) calendar days of receipt by the Superintendent of the request for review, the Superintendent shall transmit to the requesting party a list of five (5) review officers. The requesting party shall select a review officer in accordance with the procedure described in Paragraph C.3. above.

C. The Superintendent shall transmit the entire file (i.e., the original complaint and hearing request, record of the hearing, records and documents, etc.) to the review officer promptly upon his/her selection.

D. If oral argument is not requested, the review officer will review the entire record and render a written decision within ten (10) school days of receipt of the record. If oral argument is requested, and at the review officer's discretion, oral argument may be scheduled at which both parties may be represented by

counsel. A decision shall be rendered in accordance with the procedures set forth in Paragraphs C (6) and (7) above.

E. The review officer's ruling shall be final; provided, however, that the parent has the right to forgo or terminate a hearing or grievance and file a complaint with the U.S. Department of Education, Office of Civil Rights.

Adopted: September 17, 2002

Revised:

Replaces: Policy unnumbered policy of the same name previously adopted on February 20, 1996

Reference: See also ¶8006 - Grievance Procedure for Complaints Filed Under *The Americans with Disabilities Act of 1990* and The Employment and Program Accessibility Provisions of *Section 504 of The Rehabilitation Act of 1973*; and ¶8007 - Rights of Individuals with Disabilities

8006 Complaints Filed Under the Americans with Disabilities Act of 1990 and the Employment and Program Accessibility Provisions of Section 504 of the Rehabilitation Act of 1973

Any individual who believes that s/he has been subjected to discrimination by Community High School District 94 on the basis of disability in violation of the *Americans With Disabilities Act* ("ADA"), *Section 504 of the Rehabilitation Act of 1973* ("Section 504"), or their respective implementing regulations, may submit a complaint in accordance with the Uniform Grievance Procedure Policy 8003P.

Adopted: September 17, 2002

Revised:

Replaces:

Reference:

8007 Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District as required by the Individuals With Disabilities Education Act (IDEA) and implementing provision of the *Illinois School Code*, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations to fulfill their obligations to disabled students.

If necessary, students may also be placed in non-public special education programs or educational facilities.

Adopted: September 17, 2002

Revised:

Replaces:

Reference: Americans with Disabilities Act, 42 USC §12101 et seq
Individuals with Disabilities Education Act, 20 USX §1400 et seq
Rehabilitation Act of 1973, Section 504, 29 USC §594
105 ILCSA 5/14-1.01 et seq 5/14-7.02, and 5/14-7.02a 23 Ill Admin Code §226.

8008 Rights of Individuals with Disabilities

It is the policy of the Board of Education of Community High School District 94 that no otherwise qualified individual shall, by reason of the individual's disability, be excluded or otherwise denied opportunity for participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. It is the further policy of this Board that students with disabilities who are residents of District 94 will be provided a free appropriate public education regardless of the nature or severity of the student's disability.

As used in this policy and any implementing regulations, the term "disability" means an individual who has a physical or mental impairment that substantially limits one or more of the individual's major life activities. The term also includes individuals who have a record of such impairment or who are regarded as having such an impairment. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Notice of the Board's policy of nondiscrimination on the basis of disability shall be included in the Board policy manual, posted throughout the District, and published in any District statement regarding the availability of employment opportunities, educational services, or District-sponsored programs.

Employment – Neither the Board nor its employees or agents shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, or privileges of employment.

Applicants for employment by the Board shall not be required to undergo a physical examination prior to an offer of employment by the Board. During the application process, neither the Board nor its employees or agents shall make inquiries of an applicant as to whether such person is an individual with a disability or as to the nature or severity of his/her disability, unless such inquiry is related to the applicant's ability to perform essential job-related functions.

The Board is committed to making reasonable efforts to accommodate individuals with disabilities. Such reasonable accommodations may include, but are not limited to, one or more of the following: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

2. Program Accessibility – The instructional program of Community High School District 94 and the activities sponsored by the District in conjunction with the

instructional program shall be operated in such manner that such programs and activities, when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. Community High School District 94 will attempt to provide barrier-free access to school facilities with the objective that no individual with a disability is to be denied an opportunity to participate in a District program that is available to non-disabled persons. In some instances, this may require the individual with a disability to travel to or attend an accessible District facility other than the facility closest to the person's residence.

3. Educational Services – In providing educational services to students with identified disabilities, Community High School District 94 will reasonably accommodate the student's individual educational needs. Such accommodation may include, but is not limited to, the provision of regular or special education and related aids and services. Students will be placed in the regular education environment unless it is demonstrated that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily.

Community High School District 94 provides nonacademic and extracurricular services and activities that offer students with disabilities the opportunity to participate with non-disabled students in such activities to the maximum extent appropriate to the needs of the student with disabilities.

4. Enforcement – The Director of Special Education is designated at the District 94 Coordinator for the *Americans with Disabilities Act of 1990* and *Section 504 of the Rehabilitation Act of 1973* (Section 504).

The Board will establish grievance procedures to address complaints under (1) the *Americans with Disabilities Act* ("ADA") and the employment and program accessibility provisions of the Section 504 regulations of 34 CFR Subparts B and C, and (2) the Section 504 provisions set forth in 34 CFR Subpart D with respect to identification, evaluation, and educational placement of students with disabilities. The ADA/Section 504 Coordinator shall provide Complainant with a copy of the grievance procedures which are appropriate to the nature of the complaint.

Complaints with respect to the provisions of either of these statutes or this policy shall be directed to the Coordinator for prompt investigation and equitable resolution. Any person wishing to submit complaints should submit a written statement to the ADA/Section 504 Coordinator. The written statement should set forth the specific facts and/or discrimination (e.g., location, names, dates, times) to be investigated. If a person who is unable to write wishes to file a statement, assistance may be obtained by calling the ADA/Section 504 Coordinator at 630/876-6200. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.

The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the Complainant to discuss the complaint and the results of the investigation, to resolve the matter informally. In the event that the matter cannot be resolved informally within ten (10) business days after receipt of the written complaint, the Coordinator will advise the Complainant of his/her right to a hearing as set forth in the *Americans with Disabilities Act* and Section 504 of the *Rehabilitation Act of 1973*.

All complaints regarding the District's compliance with the *Americans with Disabilities Act of 1990* and/or Section 504 of the *Rehabilitation Act of 1973* shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents.

The filing of a complaint under the procedures described above shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

Evaluation and Compliance – The Board of Education directs the Superintendent to evaluate the District's programs and practices with respect to nondiscrimination, in accordance with existing law and this policy. The Superintendent shall report the results of this evaluation to the Board.

Adopted: September 17, 2002

Revised:

Replaces: Policy with the same name adopted February 20, 1996

References: *See Also* ¶8005 - Grievance Procedure for Complaints Filed with Respect to Identification, Evaluation, or Educational Placement of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973; and 8006 - Grievance Procedure for Complaints Filed Under *The Americans with Disabilities Act of 1990* and the Employment and Program Accessibility Provisions of *Section 504 of The Rehabilitation Act of 1973*; *Americans with Disabilities Act of 1990*, 42 USC §12101 *et seq*; *Section 504 of the Rehabilitation Act of 1973*, 29 USC § 794; and 105 ILCS 5/10-20.31; 23 Ill Admin. Code §1.285.

8009 Behavioral Intervention Policy for Students with Disabilities

1. Goals – Community High School District 94 is committed to providing a learning environment for all students which is conducive to their academic, social and emotional growth. The staff of Community High School District 94 has adopted a "Problem Centered Approach to Student Discipline." The goals of this approach to student conduct are:

- A. To educate students in a way that emphasizes the use of positive interventions that will strengthen desirable behaviors.
- B. To create a collaborative problem solving approach to discipline problems in which the student shares responsibility for solving the problem with staff.
- C. To stop or restrict extremely inappropriate behaviors.

2. Principles of Intervention – The staff of Community High School District 94 will intervene with students with disabilities whose behavior is not consistent with the goal of maintaining a learning environment that is "conducive to the academic, social and emotional growth of all students." Specifically, intervention will occur when a student's behavior (1) endangers the health and safety of him/herself or others, (2) disrupts the educational process, (3) results in the destruction of property.

Community High School staff will intervene in the least intrusive manner consistent with the student's behavior. More intrusive interventions will occur when the student's behavior represents a significant danger to the health, safety and well being of him/herself or others.

Parents of students receiving special education services will be informed of this policy annually and upon initial enrollment of the student in Community High School's special education programs.

3. Parent Advisory Committee – Community High School District 94 shall establish a parent-teacher advisory committee to assist the administration in the monitoring and development (revision) of policies and procedures regarding behavioral interventions. Community High School District 94 will provide ongoing staff development opportunities for staff as they pertain to behavior management.

Community High School's Special Needs Council will review on a regular basis the policy and policy procedures regarding behavioral interventions.

Adopted: September 17, 2002

Revised:

Replaces: Policy with the same name approved December 19, 1995

Reference: *See Also* ¶ 8008P - Behavioral Intervention Policy for Students with Disabilities Rules and Regulations

8009P Behavior Intervention Policy for Students with Disabilities Procedures

1. Definitions –

A. *Behavior Consultant*: A staff member who has received training in the analysis of behavioral disorders and the implementation of behavior management plans.

B. *Behavioral Intervention*: An act or procedure by a staff member with a student which is designed to change or stop an undesirable behavior. The goal of all interventions is to develop and strengthen desirable behaviors.

C. *Behavioral Intervention Team*: A group of staff members who are responsible for the implementation of a restrictive intervention. The team shall be composed of the following staff members: Behavioral Consultant(s), Dean, Counselor, and Special Education Teacher. If available, the parent will also be a member of the team.

D. *Disciplinary Consequences*: A response by a Dean to a student's behavior that (1) endangers the health and safety of him/herself or others, (2) disrupts the educational process, (3) results in the destruction of property.

E. *Non-Restrictive Intervention*: A behavioral intervention that does not require staff members to use forcible means when a student's behavior (1) endangers the health and safety of him/herself or others, (2) disrupts the educational process; (3) results in the destruction of property.

The following behavioral interventions are examples of non-restrictive approaches of behavioral management. **These interventions may be used without the development of a written behavioral management plan or inclusion in the Student's IEP.**

- allowing student to escape
- calling/notifying parent
- differential reinforcement
- direct instruction
- environmental/activity modification
- instructional assignment
- modeling
- peer involvement
- planned ignoring
- positive reinforcement
- temporary removal from classroom with instructional supports
- prompting
- proximity control
- redirecting student (verbal)
- self-management
- shaping
- teaching alternative behaviors
- teaching self-reinforcement
- token economy
- verbal feedback
- verbal reprimand

The following **non-restrictive** interventions are considered **restrictive** when they are used more than one time per week or four times in a 30-day period.

- contingent exercise
- positive practice over correction
- time-out (exclusionary/physical)
- time-out (non-exclusionary – back of classroom)
- detention (before/after school/ weekend)

F. *Restrictive Interventions*: A behavioral intervention that requires staff members to use forcible restraint, confinement, or exclusion from program when a student's behavior (1) endangers the health and safety of him/herself or others, (2) disrupts the educational process; (3) results in the destruction of property. Restrictive interventions are designed to control or stop undesirable behaviors.

The following behavioral interventions are examples of **restrictive** approaches to behavioral management. **These interventions require the development of a written behavioral management plan or are a component of a student's IEP.**

- exclusion from extracurricular activities
- food delay
- forced physical guidance
- inhibiting devices
- manual restraint
- negative practice
- time out (restricted exit)
- satiation
- suspension (in-school)
- suspension (out-of-school)

G. Highly Restrictive Interventions: A behavioral intervention that requires staff members to use chemical agents, mechanical restraints, or denial of devices related to a child's functioning when a student's behavior (1) endangers the health and safety of him/herself or others, (2) disrupts the educational process, (3) results in the destruction of property.

The following behavioral interventions are examples of highly restrictive approaches to behavioral management. The staff of Community High School District 94 **are not** permitted to use highly restrictive interventions.

- aversion mists, aromatics, tastes
- denial or restriction of access to regularly used equipment/devices that facilitate the child's educational functioning except when such equipment is temporarily at risk for damage.
- mechanical restraints (excludes restraints prescribed by a physician or as a safety procedure for transportation)
- expulsion with continuing education program.

H. Prohibited Interventions: A behavioral intervention that school personnel in Illinois **are not** permitted to use are considered to be illegal. The following interventions are considered prohibited by law and/or school board policy:

- corporal punishment
- faradic skin shock
- expulsion with cessation of services
- physical manipulation or procedure that causes pain and/or tissue damage when used as an aversive procedure

I. Emergency Intervention: A restrictive intervention used by a staff member when a student's behavior (1) endangers the health and safety of him/herself or others, (2) significantly disrupts the educational process, (3) results

in the destruction of property.

When an **emergency intervention** is used by a staff member, they must:

- 1) Document the use of the emergency intervention on the "Emergency Report Form."
- 2) Inform parent with 24 hours of the incident in which the time out or restraint was used.

Isolated Time Outs – Isolated time outs shall not be used. "Isolated time out" means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Physical Restraints – Physical restraints shall not be used in administering discipline to individual students. "Physical restraint" means holding the student or otherwise restricting his/her movements. "Restraint" does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and that are designed (i) to prevent a student from completing an act that would result in potential physical harm to himself, herself or other damage to property or (ii) to remove a disruptive student who is unwilling to voluntarily leave the area.

J. *Procedures for Implementation of Restrictive Intervention*

- 1) Following repeated behavioral episodes requiring the use of a restrictive intervention which is not a part of a student's IEP, the behavioral consultant will consult with the Behavioral Intervention Team and determine ...
 - a) if the behavior episode is related to the student's disability
 - b) the appropriateness of completing a functional analysis of student
 - c) the appropriateness of scheduling an IEP meeting to review functional analysis and develop behavior plan.
- 2) At the scheduled IEP meeting the behavior consultant will review the functional analysis and develop a behavior plan with the parent and IEP team (see attached form "Problem Solving Referral Form"). The plan will become an addendum to the student's IEP.
- 3) The Behavioral Consultant will reconvene the IEP meeting if the behavior strategies described in the behavior plan are ineffective.
- 4) Parents will be kept informed of the effectiveness of the behavior interventions described in the behavior plan.

Adopted: September 17, 2002
Revised:
Replaces: Policy with the same named adopted December 19, 1995
Reference: *See Also* ¶8008 - Behavior Intervention Policy for Students with Disabilities

8011 Education of Children Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act considers a child to be “homeless” if he or she, out of necessity, lacks a fixed, regular and adequate nighttime residence and must reside in a shelter, motel, vehicle, campground, on the street, or doubled-up with relatives or friends.

Students identified as homeless shall have the right to be enrolled immediately, without medical or academic records, consistent with provisions of the Act. Health and academic records from the previous school must be requested in a timely manner and where needed, a student may be referred to a free or low cost clinic for any required immunizations. However, the school may require the parents or guardian of a homeless child to submit an address or other information for contact purposes, as they would require from any non-homeless child enrolling in the school.

The homeless child has three choices with respect to schools:

- *The School the child last attended.*
- *The School the child attended when he/she became homeless.*
- *The School closest to the shelter or other temporary housing.*

Homeless children are entitled to the same rights to transportation as other children in the District. The District is responsible for transportation costs.

Educational services shall be provided to homeless children on the same basis as they are provided to other students in the District.

The District hereby designates the administrator who oversees Support Services as the liaison for homeless children to ensure District 94’s compliance with State and Federal law. In the event of a dispute, the parent shall be referred to the Homeless Liaison at the Regional Office of Education. While the dispute is being resolved, the child shall remain in school and receive such services as are required.

Adopted: November 18, 2008
Revised:
Replaces: N/A
Reference: 42 U.S.C.A. §11431 et seq. 105 ILCS 45/1-1, et seq.;

05 ILCS 5/1020.12a, 20.12b, 22.5; 23111. Admin. Code
§ 1.240(e)

8100 ATTENDANCE

8101 Purpose

The Board strongly encourages and expects students to attend school regularly for the following reasons:

1. to comply with State law
2. to benefit from instruction
3. to participate in class activities
4. to promote a climate that values school attendance

Adopted: September 17, 2002

Revised:

Replaces:

Reference:

8102 Comprehensive Attendance

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

1. Excused Absences

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

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

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

2. Reporting Student Absences

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

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

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

3. Late Arrival and Early Dismissal

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

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

4. Schoolwork Missed Due to Absence

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

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

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

5. Excessive Absences

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

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

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

Absences which will not count against the attendance cap are:

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

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

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

COMMUNITY HIGH SCHOOL DISTRICT 94 Total Absence in a Quarter	Disciplinary Action	Support Series 8000
1st	Excused = None	
2nd	Excused = None	
3 rd	Excused = None	
4th	Excused = None	Student Conference w/ Counselor (could include referral for student or family counseling and/or community services)
5th	Excused = None	
6 th	Excused = None	Notification (unexcused)
7 and beyond	All absences without Verification will be considered unexcused	Student notified by teacher they may not make-up school work, tests, quizzes, etc.

Unexcused Absences

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

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

Students will not be allowed make-up work for unexcused absences. The Principal or his/her designee shall have final discretion to determine whether or not an absence is considered unexcused. After the fourth unexcused absence a student conference will be held to discuss the absences and to identify appropriate support services and make them available to students.

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

7. Truancies

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

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

Truancy	Disciplinary Action	Support
1st	Tue./Wed.School	Attendance Letter Home
2nd	Tue./Wed.School	Attendance Letter Home
3rd	Suspension Police Sanction	Parent conference to identify appropriate support services and make them available to students.

4th	Suspension Police Ticket and counselor contact	Meeting with Dean/Parent
5th	Police Ticket	Potential Student Review
<i>Any all-day truancy will result in a Suspension</i>		

8. Chronic Truancies

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

9. Tardiness

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

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

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

8103

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin

no later the 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Adopted: September 17, 2002
Revised:
Replaces:
Reference:

8104 Home School Student Participation in Extracurricular Activities

IHSA By-law 3.011 states:

"A student must attend a member school and may only represent in interscholastic competition the member school the student attends. For purposes of this by-law, the term 'attend' shall mean that the student is enrolled at the member school, and is taking at, or under arrangement approved by, the member school, a minimum of twenty (20) credit hours of work for which credit toward high school graduation will be granted by the member school upon the student's completing and passing the courses. The school which enrolls the student shall be exclusively responsible to verify the student's compliance with all of the eligibility requirements of all IHSA by-laws."

Based on this By-law, home school students who are residents of Community High School District 94 are eligible to compete in interscholastic competition provided:

1. They enroll as a student.
2. Satisfactory evidence is provided that the student is currently taking a minimum of twenty (20) hours of course work counting toward graduation.

3. They comply with all of the eligibility requirements of all IHSA By-laws.
4. Written evidence is provided throughout the duration of the activity that the student's course work status has not changed.
5. All evidence is reported to the Registrar as requested at the time requested.

Adopted: September 17, 2002

Revised:

Replaces: ¶8002 - Home Schooling Student Participation in Extracurricular Activities (adopted December 12, 2000)

Reference:

8105 Withdrawals

Any child, except transferring students, over seventeen (17) years of age who has voluntarily withdrawn from school and ceased attendance may re-enroll no sooner than the beginning of the next semester following his/her withdrawal except as provided below:

1. Any such student who has been withdrawn from ten (10) or fewer school days may re-enroll during the semester s/he has withdrawn.
2. Any such student who has been withdrawn for more than the ten (10) school days may re-enroll during the semester s/he has withdrawn only if the Principal finds that such absence has not irreversibly affected the student's ability to successfully complete a course of study. In arriving at this decision, the Principal, or his/her designee, must hold a conference with the student's parent(s) or guardian(s), the student's former teachers, and the student's counselor.

Adopted: September 17, 2002

Revised: March 3, 2009

Replaces: Replaces JBCD - Student Withdrawal from School

Reference:

8106 District 94 will attempt to accommodate student transfers as follows

8106P

A. Transfers from Accredited High Schools

1. A student who transfers to Community High School District 94 from a public high school that is accredited (fully recognized) by its State Board of Education or a regional accrediting association such as the North Central Association of Schools and

Colleges shall be granted equivalent credit in District 94 for courses successfully completed at such high school.

2. A student who transfers to Community High School District 94 from a private high school that is accredited by its State department or a regional accrediting association such as the North Central Association of Schools and Colleges or by the American Association of Christian Schools shall be granted equivalent credit in District 94 for courses successfully completed at such high school.

Adopted: September 17, 2002

Revised:

Replaces: JBCD(b) - Transfer Students - Credit

Reference: ¶8109 - Transfers from Non-Accredited High Schools; and ¶8110 - Carnegie Unit

B Transfers from Non-accredited High Schools

1. A student who transfers to Community High School District 94 from a high school that is not accredited by any of the agencies specified in ¶8106 above or from a home school, shall be granted credit in District 94 for courses/work successfully completed in such school as follows:

A. The student shall furnish the Community High School District 94 registrar with a transcript or other written statement from an official of the school stating the courses and/or subject areas for which credit is claimed, the amount of class time the student spent in each course or subject area, and the grade earned in each course and/or subject area.

B. The Registrar shall equate the time spent in each course or subject area the student successfully completed to District 94 credit by applying the standard for a Carnegie Unit (40 minutes daily, 5 days per week, for at least 36 weeks, or the equivalent amount of time during the school year ... North Central Association Standard 2.71b).

Definition: For purposes of this policy, "**successfully completed**" shall mean having earned a passing grade in a class or subject area after having completed the full term for which the class or subject area is scheduled.

Adopted: September 17, 2002

Revised:

Replaces:

Reference: *See Also* ¶8108 - Transfers from Credited High Schools; ¶8110 - Carnegie Unit

C Transfer Credits from Other Than High Schools

A student, who transfers to Community High School District 94 from a program other than an accredited or non-accredited high school, shall be granted credit in District 94 for courses/work successfully completed as follows:

Correspondence Courses

A student enrolled in correspondence courses may receive high school credit for work completed provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools or an approved Homeschool Program;
2. The student assumes responsibility for all fees;
3. The course is approved in advance by the High School Principal or his/her designee.
4. The course meets the Carnegie Unit of Credit requirements.

A maximum of 3 units of credit may be counted toward the requirements for high school graduation.

Exchange Programs

Diplomas may be granted to an exchange student when the criteria for graduation established by the State of Illinois and the Board of Education have been successfully met. The Board of Education may grant a certificate of attendance to exchange students.

District students will receive academic credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal or his/her designee. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

Continuing Education Courses

Course credits for continuing education courses may be issued for any program approved by the State Board of Education.

Foreign Language Courses

Students may receive high school credit by studying foreign language in an approved ethnic school program provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal or his/her designee may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Military Service

The Board of Education may accept military service experience for credit toward graduation, provided the student making the request accompanies it with a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request and it has been approved by the Principal or his/her designee.

Adopted: November 18, 2008

Revised:

Replaces:

Reference: 105 ILCS 5/2-3.44, 5/2-3.107, 5/10-22.3, and 5/27-22.3
[Ill. Rev. Stat.], 23 Ill. Admin. Code 1.450(c) and (j)

8200 STUDENT DISCIPLINE**8201 Bus Conduct**

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

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

Adopted: September 17, 2002

Revised:

Replaces: JCDAD - Bus Conduct

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

8201P Bus Conduct Procedures

The following Procedures shall be applicable to all students who ride a school bus operated by or for Community High School District 94.

1. Students who must cross a roadway to board a school bus shall wait to cross the roadway until the bus driver beckons them to cross the roadway when it is safe to do so.
2. Students shall stay off the roadway while waiting for a school bus and shall not move.
3. A student shall not be permitted to get off a school bus at any place other than the student's designated discharge point unless permission is granted by the Principal or his/her designee.
4. All passengers shall be seated when a school bus is in motion.
5. School bus windows shall not be lowered below the stop line painted on the body pillar.
6. All parts of the body must be kept inside the school bus while the bus is in motion.
7. Any form of "horseplay" that interferes directly or indirectly with the driver's ability to operate a school bus in a safe manner is prohibited.

8. School bus aisles shall be kept free of obstructions; e.g., books, packages, coats, etc.

9. All passengers shall be quiet when a school bus is approaching a railroad crossing.

10. Animals shall not be permitted on a school bus, unless authorized by the Principal or his/her designee.

11. No weapon or explosive of any kind shall be permitted on a school bus.

12. Smoking, chewing tobacco, or the use of an illegal drug or controlled substances on a school bus is not permitted.

13. Eating is not permitted on a school bus.

14. No object of any kind shall be thrown out of a school bus window or door.

15. No litter of any kind shall be left on a school bus.

16. Defacing or vandalizing a school bus is prohibited.

17. In the event of an emergency during the course of a school bus trip, students shall follow the instructions given by the school bus driver.

18. A student may be permitted to ride the school bus on a route other than his/her regular route providing written permission from the Principal or his/her designee is presented to the bus driver.

19. Infants may not be transported on a school bus.

Adopted: September 17, 2002

Revised:

Replaces: JCDAD-R – Rules & Regulations for School Bus Riders

Reference: *See Also* ¶ 8201 – Bus Conduct

8202 Student Discipline Policy

School boards, along with the parent-teacher advisory committee, are encouraged to annually review their pupil discipline policies, the implementation of those policies, and any other factors related to the safety of their schools, pupils and staff.

The parent-teacher advisory committee shall meet in May and forward proposed policy changes to the Board for its action in June. Copies of the policy shall be given to students annually.

Adopted: September 17, 2002
Revised:
Replaces:
Reference:

8203 Student Suspension & Expulsion Procedures

1. General

- A. An authorized administrator (Principal, Assistant Principal, or Dean) may suspend a student in-school or suspend a student from school or from riding the school bus. The Board of Education may expel a student.
- B. Prior to removing any student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable effort to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from school or the school bus, as well as the safety of other students and staff.

2. Definitions

- A. A *suspension* is a temporary exclusion of a student from school and/or from riding the school bus for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.
- B. An *expulsion* is the exclusion of a student from school for a definite period of time in excess of ten (10) school days, not to exceed two (2) calendar years.
- C. The term *school personnel* includes teachers, administrators, members of the Board of Education, and all other school District employees.
- D. The term *related personnel* includes school bus drivers, DAOES, teachers and aides, teachers and aides employed by SASSED, and all other personnel who provide instruction and/or direct services to District 94 students through a contractual arrangement with the Board or as a result of a joint or intergovernmental agreement to which District 94 is a party.

- E. *A child with disabilities* is a student who has been determined eligible for a special education instructional program or support services pursuant to Article 14 of the *Illinois School Code*.
- F. The *Special Education Rules and Regulations* are the State of Illinois *Rules and Regulations to Govern the Organization and Administration of Special Education*.
- G. The *Illinois School Code* refers to the Illinois Statutes governing boards of education as found in 105 ILCS 5/1-1 et seq of the Illinois Compiled Statutes.

3. Suspension Procedures

A. *Pre-Suspension Conference*:

- 1) The authorized administrator shall confer with any student who is under consideration for suspension or in-school suspension prior to taking such disciplinary action.
- 2) Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is a child with disabilities. If so, the authorized administrator shall also follow the procedures set forth in Section 7 hereof.
- 3) The student shall be advised of the reasons for the proposed suspension and a summary of the evidence in support of those reasons. The student shall also be afforded an opportunity to respond.
- 4) The authorized administrator conferring with the student shall make a written record of the conference.
- 5) The authorized administrator, after following the above pre-suspension procedures, may subsequently determine whether to suspend the student in accordance with the notification requirements set forth below.
- 6) When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, related personnel, and other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without holding a pre-suspension conference, as set forth above. In such event, written notice sent by certified mail, return receipt requested, shall be given to the

parents. The notice shall request that the student attend a post-suspension conference as soon as practicable after the notice is received. A time for this post-suspension conference will be stipulated in the notice. Failure to attend the scheduled conference shall constitute a waiver of such conference. Regardless of the student's attendance at the post-suspension conference, the parents shall be advised by written notice of any subsequent disciplinary decision.

B. *Suspension Notification*

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

- 5) The Board of Education shall be given a summary of the notice, including the reason for the suspension and the suspension length.

4. Expulsion Procedures

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

B. Expulsion Notification

- 1) The Superintendent shall send a letter by certified mail, return receipt requested or personal delivery, to the parents of the student notifying them of the expulsion hearing.
- 2) The expulsion notice to the parents shall include:
 - a) A statement of the reasons for the proposed expulsion, including any school rule which has been violated;
 - b) the potential maximum duration of the expulsion;
 - c) the time and place of the expulsion hearing;
 - d) a statement of the right to be represented at the expulsion hearing by an attorney or other representative at their expense; and
 - e) a copy of the expulsion hearing procedures.

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

A. *Hearing Structure*

- 1) A suspension review hearing or expulsion hearing shall be conducted by the Board of Education or a hearing officer appointed by the Board.
- 2) All student discipline hearings before the Board of Education shall be held in closed session.
- 3) The student and his/her parents may attend the hearing and may be represented by an attorney or other representative. If the parents or student do not attend, but the authorized administrator has proof of notice given and received, the Board or the Board-appointed hearing officer may proceed with the hearing.

- 4) The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
- 5) If the student is a child with disabilities, or it is asserted during a hearing that s/he may be a child with disabilities, the hearing officer shall follow the procedures set forth in Section 8 hereof.

B. Hearing Procedures

- 1) The hearing shall be conducted as follows:
 - a) At the commencement of the hearing, either party may request the exclusion of witnesses from the hearing room until testimony is rendered.
 - b) The authorized administrator and the student or his/her representative may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate disciplinary action.
 - c) The authorized administrator shall first present his/her evidence, including proof of compliance with Section 8 of this policy, if applicable. The student may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator. However, the name of a witness may be deleted from the copy of written evidence provided to the student when the authorized administrator determines that an imminent fear of reprisal exists.
 - d) The student may then present evidence to refute the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.
 - e) The Board or the Board-appointed hearing officer may, at any time, direct questions to the parties or their witnesses.
 - f) The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate disciplinary action.
- 2) The Board or the Board-appointed hearing officer may receive all relevant oral or written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues.

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

C. Hearing Report

- 1) If the hearing is before a Board-appointed hearing officer, s/he shall prepare a report summarizing the oral and written evidence presented at the hearing.
- 2) The report will also address the following two (2) issues:
 - a) The validity of the charges of gross disobedience or misconduct; and
 - b) The appropriateness of the disciplinary measure, if the charges are to be upheld.

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

A. Review Structure

- 1) After reviewing the Board appointed hearing officer's report, the Board of Education may take such action as it deems appropriate, including affirming, modifying, or overruling the suspension or proposed expulsion, or conditioning re-entry of the student to school.
- 2) An expulsion may be effective immediately or as specified by the Board of Education.
- 3) If the Board of Education finds that a suspension or expulsion was unjustified, the student's records shall be expunged of all notations regarding the suspension or proposed expulsion and any related student absence for disciplinary reasons shall be marked "excused"; further, the student shall be afforded an opportunity to

make up all lost educational opportunities including, but not limited to, tests and other class work.

- 4) The decision of the Board of Education shall be final.
- 5) Written notification of the Board's decision with respect to a suspension review or expulsion review shall be mailed to the parents.

B. Review Procedures

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

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

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

7. Alternative School Placement

A. *General*

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

B. Specific Procedures

- 1) A student who is found to be eligible for suspension or expulsion through the District's discipline process may be immediately and administratively transferred to an alternative program.
- 2) As soon as possible a meeting shall be scheduled between representatives from the District and the alternative school to develop an alternative education plan for the student. The student's parent(s) shall be invited and the student may be invited.
- 3) The alternative education plan shall include, but not be limited to, all of the following:
 - a) The duration of the plan including a date after which the student's eligibility to return to the regular education program will be considered. A written objection to the return may be filed by the parent(s) of the returning student with the Principal of the alternative school, who may forward it to the Regional Superintendent.
 - b) The specific academic and behavioral components of the plan.
 - c) The method and timeframe for reviewing the student's progress.
- 4) The Board of Education shall be informed of the proposed transfer in writing and, preferably, at a meeting. In the event a meeting is not possible, a written report shall be forwarded to the Board of Education.
- 5) Prior to returning the student to the regular education program, the Board of Education shall receive a report – either orally or in writing – of the conditions involved in the return.
- 6) The home District, if necessary, shall pay transportation costs.

8. Special Education Procedures

A. General

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

B. Procedures

- 1) Violations of School Policies or Rules of Conduct

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

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

- 2) Students Who Commit Weapons or Drug Offenses

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

- a) Appropriate behavioral interventions will be selected which may include suspension for up to 10 school days, placement in an interim alternative educational setting for up to 45 days, and/or expulsion.

- b) When the behavioral intervention contemplated is placement in an interim alternative educational setting for up to 45 days and/or expulsion, school personnel shall:

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

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

3) Students Whose Behavior is Substantially Likely to Result in Injury to the Student or Others.

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

- a) Appropriate behavioral interventions will be selected, which may include suspension for up to 10 school days, placement in an interim alternative educational setting for up to 45 days,

and/or expulsion, if the behavior is unrelated to the student's disability.

- b) When the behavioral intervention contemplated is placement in an interim alternative educational setting for up to 45 days and/or expulsion, school personnel shall:

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

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

Adopted: September 17, 2002

Revised:

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

Reference:

8204 Corporal Punishment

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student.

The use of corporal punishment for discipline purposes is strictly prohibited. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator, or other school personnel.

A staff member may, however, use physical force against a student when it is essential for self-defense, the protection of other persons, the safeguarding of public school property, to obtain weapons or other dangerous objects, or to remove a student if the student has refused to comply with requests to refrain from disruptive behaviors.

Adopted: September 17, 2002

Revised:

Replaces: JDA – Discipline - Corporate Punishment

Reference: *See also:* ¶8008P - Behavior Intervention Policy for Student with Disabilities - Procedures

8205 Student Dress

The Board of Education believes that student dress is primarily the responsibility of individual students and his/her parents. However, some guidelines with respect to appropriate school attire and appearance are necessary. These guidelines shall be the basis for decisions by administrators in determining whether this policy has been violated.

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements and codes.
- Dress and grooming will not be such as to disrupt the teaching/learning process.
- Hairstyle or dress that may be hazardous will not be permitted in such areas as shops, laboratories, physical education, arts, etc.
- Articles of clothing that may be dangerous or that may cause physical damage such as cleated boots, shoes that scratch floors and clothing with metal rivets that scratch furniture are unacceptable.

- Examples of dress disruptive to the learning process include, but are not limited to, the following:
 - Clothing containing provocative or obscene writing or graphics or gang representation.
 - Clothing or jewelry imprinted with slogans or graphics that refer to alcohol, drugs, or sex is considered inappropriate.
 - Bare midriffs, see-through garments, bare backs, halter tops, low cut blouses and pants, and tank tops are prohibited.
- Shoes must be worn
- Chains, dog collars, choke chains or any other inappropriate or dangerous apparel will be prohibited.
- Jackets, coats, hats and hoods are not permitted in classrooms or hallways during school hours to preclude hiding injurious materials or representing gangs and unapproved student clubs.

The decision as to whether a student's clothing is unacceptable is made by the applicable building administrator, upon the administrator's own initiative or the request of a classroom teacher. If a student's clothing is determined to be unacceptable, the student will be required to change the clothing. If the student is unable or unwilling to change the clothing, further disciplinary measures will occur, up to and including suspension or expulsion.

Adopted: September 17, 2002
Revised:
Replaces: JCDB - Dress Code
Reference:

8206 Psychotropic/Psychostimulant Medication

The School Board recognizes the right of parents to refuse a recommendation for the administration of a psychotropic or psychostimulant medication to their child. Any disciplinary action within the District will not be based, either totally or in part, on the refusal of a student's parent to consent to the administration of a psychotropic or psychostimulant medication to their child.

At least once every two years, the District shall conduct in-service training of certified school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

Adopted: September 23, 2003
Revised:
Replaces:

Reference: PA 92-0663; 105 ILCS 5/10-20.35

8207 Cellular Communication, Electronic Paging, and Electronic Devices

Students who bring an electronic device covered by this Policy to school, on school property or to a school-related activity do so at their sole risk. The School District is not responsible for the loss or theft of any such device regardless of whether use of such device has been authorized.

To prevent disruption and promote student learning, safety and welfare, and to restrict actions which may endanger student safety, no student shall use any electronic device covered by this Policy on or about school property at any time during the school day, unless such use has first been expressly permitted in writing by the Principal, or his/her designee, or such use is necessary because of a bona-fide emergency. The Principal shall grant such permission only for limited periods to individual students who demonstrate to the Principal a legitimate, specific need for such use, such as a family matter that may require the student to be immediately contacted, or a school-related project. In granting such permission, the Principal may impose conditions upon the use of the device as will limit the disruption caused by such use.

Electronic study aids may be used during the school day if such use is provided in the student's IEP or similar plan, or written permission is received from the Principal. Examples of electronic devices that may be used as study aids include, but are not limited to, tape or voice recorders, personal digital assistants (PDAs), and laptop computers. Examples of electronic devices that may **not** be used as study aids include, but are not limited to, hand-held electronic games (e.g., GameBoy, PSP, etc.), CD players, iPods, MP3 players, radios, and cellular/wireless communication devices. Electronic devices containing both permissible and impermissible study aids may not be used, unless such use is expressly provided in the student's IEP or written permission is received by the principal. The Board may, at its discretion, periodically publish a list of such permissible and impermissible study aids.

Any student who violates this Policy may be required, after being informed of such violation and the basis for the determination, and receiving an opportunity to state his or her version of events, to surrender any device alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, the device surrendered by the student shall be returned to the parent upon request.

Any student alleged to have violated this Policy a second or subsequent time shall, upon a finding of such violation in accordance with the requirements of *The School Code* and Board Policy, be subject to suspension or expulsion.

Electronic devices covered by this Policy include, but are not limited to, cellular/wireless communication and similar devices, pocket pagers and similar paging devices and electronic devices such as hand-held games, iPods, P52,54, CD/MP3/video

players, cameras and similar devices

Adopted: May 8, 2007

Revised:

Replaces:

Reference: 105 ILCS 5/10-20.5; 105 ILCS 5/10-20.28; 105 ILCS 5/10-21.10

8300 STUDENT ASSIGNMENT, ADMISSION, VISITATION**8301 Admission of Exchange Students**

The Board of Education believes that participation in well-organized exchange programs that enable students from differing cultures to come to know each other benefits District 94 students and the District 94 community. Therefore, it shall be the policy of the Board of Education to cooperate with organizations that sponsor such programs that have a record of stability and reliability and demonstrate accountability for the students enrolled in their programs.

A set of rules and regulations regarding the participation of District 94 in student exchange programs shall accompany this policy.

Adopted: September 17, 2002

Revised:

Replaces: JEGBA – Admission of Exchange Students

Reference: *See Also* – ¶8301-P Admission of Exchange Students Procedures

8301P Admission of Exchange Students Procedures

1. Sponsoring Organizations – Any organization wishing to place exchange students in Community High School District 94 shall submit a written request for approval to place exchange students in Community High School on a tuition-free basis at least four months prior to any proposed student placement. Such requests shall be accompanied by detailed information regarding the exchange program's sponsoring agency, liability insurance coverage, student selection and placement procedures, arrangements for student supervision, and general operational procedures.

The Administrator overseeing Support Services shall review each such request and promptly make recommendation to the Board of Education regarding approval of the program. Final action respecting approval of the program shall be at the discretion of the Board of Education.

2. Student Selection and Placement

A. The number of exchange students placed at Community High School in any school year shall not exceed five (5).

B. Exchange students will only be admitted at the beginning of a semester.

C. When considering multiple applicants for placement in a given school year, consideration will be given to placing students from diverse cultures.

D. The exchange program sponsor shall provide the Principal with the name, transcript, and other supporting materials of each student proposed for

placement not less than sixty (60) calendar days prior to the date the student is enrolled at Community High School.

E. Prior to actual enrollment, each exchange student shall provide evidence of a physical examination and immunization as required by the State of Illinois.

F. Upon arrival in District 94, an exchange student and his/her host family shall contact the Principal to begin the process of enrolling and selecting specific courses.

3. Student Supervision

A. Upon enrollment of an exchange student, the program sponsor shall provide the Principal with the names and address of all host families with which the exchange student shall reside during the time s/he is enrolled at Community High School.

B. The program sponsor shall inform the Administrator overseeing Support Services of the name, address, and phone number of a supervisor who may be contacted regarding any problems or emergencies that may arise during the course of a student's enrollment in Community High School.

C. Community High School shall reserve the right to request that a sponsoring organization remove an exchange student from Community High School for a flagrant violation or repeated violations of the District 94 Student Discipline Policy or for academic failure; such request shall not preclude the Board of Education from convening a hearing to consider the expulsion of such student.

Adopted: September 17, 2002

Revised:

Replaces JEGBA-R – Rules and Regulations to Accompany Policy JEGBA:
Admission of Exchange Students

Reference: *See Also* ¶8301 – Admission of Exchange Students

8302 Admission of Resident StudentsResident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Non-Resident Student Admission

1. Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:
2. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.

The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code.

8306 Early Admission of Students

The Board of Education recognizes that from time to time an elementary school student who is gifted in mathematics may progress beyond the level of instruction in mathematics that can feasibly be provided in the elementary school district in which s/he is enrolled.

Therefore, the Superintendent may grant permission for a student who is gifted in mathematics to enroll in a mathematics course at Community High School prior to the time the student completes the eighth grade, provided the student is a resident of Community High School District 94 and is enrolled in an elementary school, and provided such enrollment does not result in any additional expense for instruction to Community High School and there is sufficient space available for such student.

There shall be no tuition charge for a student enrolled in a course under the terms of this policy; however, District 94 shall not provide transportation for such students.

A set of rules and regulations for the purpose of implementing this policy shall be developed and shall accompany it.

Adopted: September 17, 2002

Revised:

Replaces: JBCE – School Admission - Early Admission

Reference:

8306P Early Admission Procedures

The enrollment of a gifted elementary school student in a regular school year mathematics course at Community High School District 94 shall be subject to the following terms and conditions.

1. Eligibility – To be eligible, an elementary school student must:

- A. be a resident of Community High School District 94.

B. be enrolled in an elementary school at the eighth grade level or equivalent.

C. have taken full advantage of all of the learning opportunities in mathematics that are available in the elementary District in which the student is enrolled.

D. be identified as gifted in mathematics on the basis of past school records and performance on at least two standardized tests of conceptual mathematical ability.

E. provide Community High School with evidence of a physical examination and proper immunization as required by the State of Illinois.

2. Approval – The enrollment of an elementary school student in a Community High School mathematics course shall be based on the recommendation of the Principal of the elementary school in which the student is enrolled prior to May 1 preceding the school year, the Administrator overseeing Support Services of Community High School, and the chairperson of the Mathematics Department at Community High School, , and shall be subject to the approval of the Superintendent of the elementary district in which the student is enrolled and the Superintendent of Community High School District 94.

3. Limitations –

A. An individual elementary school student may be permitted to enroll in no more than one Community High School course during a single semester.

B. The provision of any required transportation shall be the responsibility of the elementary school or district when the course in which the student is enrolled at Community High School is a part of the student's regular five-hour school day, and shall be the responsibility of the student's parent or guardian when the course in which the student is enrolled at Community High School is not part of the student's regular five-hour school day.

C. Necessary textbooks and workbooks shall not be furnished by Community High School, but shall be made available to such student at Community High School's cost.

D. No credit toward a diploma from Community High School shall be granted for any course completed by a student prior to the date on which the student receives an eighth-grade diploma; however, periodic grade reports will be sent to the parent or guardian of such student and the completion of any course at Community High School by such student shall be recorded on a Community High School transcript.

E. Any credit granted by an elementary district for any course completed at Community High School shall be at the sole discretion of the elementary school district.

F. The enrollment of a particular elementary school student in a Community High School course shall not be permitted if such enrollment will result in the need to create an additional section(s) of the course or any need for

Community High School to employ additional personnel or if sufficient space is not available.

4. Other Conditions – Any student enrolled under the terms of these rules and regulations shall be subject to all of the rules and regulations regarding behavior, dress, health, smoking, etc., to which regularly enrolled students are subject.

Adopted: September 17, 2002

Revised:

Replaces: JBCE-R – School Admissions - Early Admission Rules and Regulations

Reference: *See Also* 8306 - Early Admissions Procedures

8400 STUDENT ACTIVITIES

8401 Fundraising/Solicitation by Students

The Board of Education recognizes that student activities are a valuable part of the total school program and that from time to time certain student organizations may have a legitimate need to raise limited amounts of money to carry on their activities. Therefore, it shall be the policy of the Board of Education to permit a student organization to conduct appropriate fundraising activities for the purpose of raising the funds necessary to conduct the legitimate and proper activities of the organization. In general, such activities shall be limited to those that provide a service or recreation for students and/or community members.

A set of rules and regulations for the purpose of implementing this policy shall be developed and shall accompany it.

Adopted: September 17, 2002

Revised:

Replaces: JKB – Fund Raising/Solicitation by Students

Reference: *See Also* ¶8401P – Fundraising/Solicitation by Students Procedures

8401P Fundraising/Solicitation by Students Procedures

1. Definition – For the purposes of these regulations, the term "student organization" shall refer to any organized student group that maintains a student activity fund account.

2. Acceptable Fundraising Activities

A. A fundraising activity that provides a service or recreation for students and/or community members, but does not involve the sale of a product, shall be permissible, providing the activity is legal and is deemed appropriate by both the faculty sponsor of the organization that proposes to conduct the activity and the Principal or his/her designee. Examples of permissible activities include: dance, car wash, movie, variety show, concert, play night, faculty-student game.

B. A limited number of special fundraising activities involving the purchase of products by parents, students, or interested citizens shall be permitted provided that those activities are pre-approved by the Activities Director. Specific activities would include food store shopping days or market days.

Revenue from the special fundraising activities shall be distributed to sponsoring club and organizations as determined by the Principal or his/her designee prior to the activity.

3. Unacceptable Activities

A. Any fundraising which is not approved or is illegal shall not be permitted.

B. The sale of advertising, in any form by solicitation, shall not be permitted; however, the student publications shall be permitted to accept unsolicited advertising.

C. The general solicitation of the student body, for fundraising purposes, through classes or study halls, shall not be permitted; however, such activities may be advertised in the school by means of approved posters and announcements, and tickets for activities may be sold in the student commons area.

D. General door-to-door solicitations in the community shall not be permitted.

4. Approval of Proposed Activity

A. Any fundraising activity must be approved in writing by both the faculty sponsor of the organization proposing to conduct such activity and the activities director.

B. The final decision regarding whether a specific activity is permissible under the terms of these rules and regulations shall be the responsibility of the Principal or his/her designee.

C. The Activities Director shall attempt to distribute the available times for conducting fundraising activities among the various student organizations in such manner that all student organizations with a legitimate need to raise funds have an equal opportunity to do so.

5. Refreshment Concession Operations by Students

A. A student organization may be permitted to operate the refreshment concessions at athletic contests or other school events and to receive the net profits from such refreshment concession operations.

B. An organization may arrange to operate the refreshment concession for a school event through the Activities Director.

6. Receipt and Disbursement of Monies

A. All monies received by a student organization shall be deposited with the activities director after the money is received as is practicable, and shall be held as part of the organization's student activity fund account.

B. In no event shall student organization monies be retained overnight by a student.

C. All disbursement of monies by a student organization shall be made by the District's business office upon receipt of a "Student Activities Request for

Payment", sometimes referred to as a "pay to" form, signed by the organization's faculty sponsor, president, secretary, treasurer, and by the Activities Director.

Adopted: September 17, 2002

Revised:

Replaces: JKB-R – Rules & Regulations Fund Raising/Solicitation by Students

Reference: *See Also* ¶8401 Fundraising/Solicitation by Students

8402 Contests for Students

Community High School District 94 shall maintain membership in the Illinois High School Association and all interscholastic activities shall be conducted in conformance with the provisions of the Constitution, By-laws, and policies of that organization.

Contests for students that are sponsored by non-school organizations other than the Illinois High School Association, such as essay or composition contests, shall be limited to those approved by the National Association of Secondary School Principals.

Adopted: September 17, 2002

Revised:

Replaces: JM – Contests for Students

Reference: *See also* ¶7313 – Participation Conflicts

8501 Collection, Maintenance, Inspection and Dissemination of School Student Records

The Board of Education recognizes that the collection, maintenance, inspection and dissemination of relevant school student records data is important to the proper operation of the school system and to the community that it serves. The Board of Education acknowledges its obligation to students, parents and former students to keep, maintain and control school student records. The Board of Education hereby states its intention to comply with the Family Education Rights and Privacy Act of 1974 (20 U.S.C. Section 1232 (g)), as amended (hereinafter referred to as FERPA), the Illinois School Student Records Act (105 ILCS 10/1 et seq.) (hereinafter referred to as ISSRA), all regulations issued pursuant to such Acts and the rules of the Illinois State Board of Education. The Board of Education shall also comply with its record keeping responsibilities under the Education for All Handicapped Children Act of 1975 (20 U.S.C. Section 1401 et seq.), the Rehabilitation Act of 1973 (29 U.S.C. Section 1704), the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1 et seq.), the Abused and Neglected Child Reporting Act. (325 ILCS 5/1 et seq.) and other applicable law. All school student records shall be collected, maintained, inspected, disseminated and destroyed pursuant to these federal and state Acts. This policy shall be implemented through regulations developed by the Superintendent and staff. Such administrative regulations shall govern the rights of parents and students under this policy.

Adopted: September 17, 2002

Revised: March 16, 2004

Replaces: JR - Collection, Maintenance, Inspection and Dissemination of Student Educational Records

Reference:

8501P Procedures for Collection, Maintenance, Inspection, and Dissemination of School Student Records

1. General Information –

A. Definitions

- 1) **School student records** shall consist of all records, files and data containing information directly relating to a student or former student, by which a student or former student may be individually identified, maintained by the School District or by a party acting for and on behalf of the School District. They shall be classified into two categories: permanent and temporary records.

- 2) Student **permanent records** shall consist of the minimum information necessary to the District in the education of a student and contained in an school student record, and shall include: (a) basic identifying information, including students' and parents' names and addresses, date and place of birth and gender; (b) academic transcripts, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations (except to the extent that a parent has requested in writing that a score on a college entrance exam be removed from the transcript), and the unique student identifier assigned and used by the student information system established pursuant to ISBE regulation; (c) attendance records; (d) accident reports and health records; (e) records of release of permanent record information, in accordance with applicable law; (f) scores received on all state assessment tests administered at grades 9 through 12; Permanent records may also include honors and awards received, information on participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations, if not maintained in the student's temporary record.
- 3) Student **temporary records** may consist of all information not required to be in the student permanent records, and shall include: (a) information regarding disciplinary infractions involving drugs, weapons or bodily harm to another that resulted in expulsion, suspension or the imposition of punishment or sanction; (b) information provided under Section 8.6 of the Abused and Neglected Child Report Act, as required by ISSRA; (c) scores received on the state assessment tests administered in grades K through 8, as received by the District; (d) a record of release of temporary record information; (e) the completed home language survey form; (f) any biometrics information that is collected in accordance with applicable law, (g) health-related information (includes documentation regarding the acknowledgement by a student athlete and his/her parents of the school district's concussion policy); (h) accident reports; (i) information contained in reports by law enforcement agencies received pursuant to Section 22-20 of the School Code; (report by law enforcement agency); (j) law enforcement records transmitted to the appropriate school official by a local law enforcement agency under a reciprocal reporting system pursuant to Sections 1-7 and 5-905 of the Juvenile Court Act of 1987; (k) the content of video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons, to the extent that school officials use and maintain this

content for a particular reason regarding a specific student (*e.g.*, disciplinary action, compliance with a student's IEP).

Student **temporary records** may also include: (a) family background information; (b) intelligence and aptitude test scores, both group and individual; (c) reports of psychological evaluations, including information on intelligence, vocational and scholastic aptitude tests and personality and academic information obtained through test administration, observation or interviews, provided that such records are made and kept solely for the purpose of the student's education program; (d) elementary and secondary achievement level test results in all subject areas; (e) information concerning participation in extracurricular activities, such as offices held in school-sponsored clubs or organizations; (f) honors and awards received; (g) teacher anecdotal records and conference reports that have been incorporated into an educational record and made subject to the provisions of applicable law; (h) other disciplinary information; (i) special education records; (j) records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and (k) verified information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

- 4) **Directory information** is the following student record information: (a) the student's name and address; (b) grade; (c) telephone listing and, electronic mail addresses; (d) date and place of birth and gender; (e) participation in officially-recognized activities and sports; (f) weight and height of members of athletic teams; (g) dates of attendance; and (h) degrees and awards received; (i) photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations and athletics that have appeared in school publications such as yearbooks, newspapers, or sporting or fine arts programs, except that no such materials highlighting individual faces shall be used for commercial purposes without valid written consent. No images on school security video or digital recordings shall be designated as directory information.

Directory information may be released to the public without parental consent if it has been obtained and designated as directory information and published in a form which complies with regulations issued by the Illinois State Board of Education, and the provisions of FERPA.

- 5) **Parent** shall be defined as natural parent(s) of a student, legal guardian(s) (including institutions), adoptive parent(s), or a person(s) undertaking the primary responsibility for the care and upbringing of the student in the absence of a parent or guardian. If appropriate, the term “parent” used in these Procedures shall be deemed to include “eligible students.”
- 6) A **student** is a person enrolled in school or a former student. A person applying for admission is not a student.
- 7) An **eligible student** is a person who has attained 18 years of age, graduated from the District or another secondary school, married or entered into Military Service, whichever occurs first. Such student shall be exclusively entitled to all the rights afforded parents regarding student record information.
- 8) **Third parties** shall include all recipients of student’s records for whatever reasons, except parents or students.
- 9) **Substitute** means a person designated by the school to serve temporarily as an instructor or supervisor in the absence of the school’s regular employee.
- 10) **Special School Student Records** shall include: (a) the contents of the student’s education file, including the report of any multidisciplinary staffing on which placement or non-placement is based and all other records and recordings, in whatever form; (b) those records relating to special education placement hearings and appeals and any other records which may be placed in a student’s special education file; and (c) any records classified as special school student records under the Education for all Handicapped Children Act of 1975 or the Rehabilitation Act of 1973 and regulations issued thereunder.
- 11) The following **types of information** are deemed by law to be confidential; (a) information communicated by a student or parent in confidence to school personnel; (b) privileged communications to a physician, psychologist or psychotherapist; however, if such communications are part of the remedial educational program of the school, they are disclosable; (c) confidential letters and statements or recommendations furnished to post-secondary educational institutions or similar documents furnished in connection with applications for employment or in conjunction with the receipt of an honor or honorary recognition, provided such letters and statements are not used for purposes other than those for

which they were specifically intended and provided the statements were placed in the student's record to January 1, 1975 (after that date, such letters, statements or documents are no longer to be considered confidential, except if a waiver of inspection rights is executed by a student.); and (d) financial records or financial information about parents.

- 12) Communications between a person receiving or who has received mental health or developmental disabilities services and his/her therapist, psychiatrist, physician, social worker or nurse are confidential under the Mental Health and Developmental Disabilities Confidentiality Act. For students under 12 these communications may be disclosed only with the consent of the parent. For students between the ages of 12 and 18, such communications may be disclosed only with the consent of the student. For students over the age of 18, these communications may only be disclosed with the consent of the student, unless otherwise provided by law. Pursuant to the Abused and Neglected Child Act, school officials must record or disclose such information as required to comply with the Act.

B. Notification of Parental and Students Rights

- 1) Notification of rights upon initial enrollment or transfer from an attendance center – Upon a student's initial enrollment or transfer from an attendance center, including transfer from elementary school to a high school attendance center or from one attendance center to another attendance center, the student and his/her parent(s) shall be notified as soon as it is reasonable of their rights under FERPA, ISSRA and these Regulations. Notification of rights may be by direct mail, parent-teacher conferences, delivery of notice to the student for the parent, by incorporation in an informational brochure or student handbook, or newsletter distributed to parents and students or by any means reasonably likely to reach the students and their parents. Any parent who has limited English speaking ability or a primary language other than English shall be given notification of rights both in his primary language and in English.
- 2) Annual notification – The school District shall annually notify parents and students currently in attendance of their rights under FERPA, ISSRA and these Regulations. This notification may be by the same means as listed in Paragraph 1 above. Any parent with a limited English-speaking ability or having a primary

language other than English shall receive such annual notification both in his or her primary language and in English.

C. Custody of Records

1. Official records custodian. – The Superintendent shall appoint the Principal, or a person with like responsibility or a designee of such person, as the official records custodian in each school building or administrative center. S/he shall be responsible for the maintenance, care and security of all school student records and shall make recommendations to the Superintendent regarding the creation or retention of student records. The records custodian shall be responsible for the prevention of unauthorized access to, or dissemination of, student records.
2. Periodic review of records – The records custodian shall review all records of students in attendance their senior year, or upon a student's change in attendance centers, whichever event occurs first, to verify entries and eliminate or correct all misleading, inaccurate, out-of-date, unnecessary or irrelevant information.
3. Storage of records – Student records may be maintained in the administrative office of the school attended by the student under the responsibility of the records custodian. With the consent of the Superintendent and the records custodian, all the records, or a portion of the records, may be kept in other locations in the school District. For effective administration the school District records may be maintained at other locations.

D. Designation of Directory Information

If the Board seeks to designate information as directory information, it must give public notice of information that it seeks to so designate.

Public notice to designate directory information may be included in the General Records Notice which is distributed or published in any manner which the Board reasonably believes will reach parents or students, such as in a student-parent handbook, a parent information newsletter or a general mailing to school parents.

Public Notice to designate directory information shall state the categories of information the Board seeks to designate. It shall state that parents and eligible students have the right to refuse to permit the release of any or all of the categories of information listed. The public notice shall state that the parents or eligible students must inform the Registrar within fifteen (15) school days after registration of their refusal to permit the information to be classified as directory information by completing and returning the form of forms designated by the District for that purpose. If no such form has been filed regarding the directory information within that period of

time, the Board may then designate the information as directory information and release it to the general public without any further notice to parents or eligible students. Directory information from educational records of former students may be so designated without public notice.

2. Access to Records

A. *Parental Right to Inspect, Copy and Review Records*

1. Inspection rights of parent(s) – Parent(s) shall have the right to inspect, copy and review student records, except as specifically limited herein. Where the records include information concerning more than one student, the parent shall receive for examination only that part of the record pertaining to his/her child or, if this cannot be reasonably accomplished, the parent(s) shall be orally informed of the contents of the part of the record pertaining to his/her child. The inspection of records shall be made under such conditions as will safeguard the security of the records.
2. Explanation and assistance during record inspection – A parent may request the school to give him/her a reasonable explanation and interpretation of the student's record. At the option of either the parent(s) or the Board, a qualified professional, such as a psychologist, counselor or other such school advisor, may assist the parent in interpreting the information contained in a student's record. If the parent requests the Board to furnish a professional for his/her assistance, s/he may be a school employee. An outside professional may be employed by the parent at his/her expense to assist in the interpretation of the records.
- 3) Parental consent to third party inspection of records – A parent may authorize the school to furnish the student's permanent and temporary records, in whole or in part, to third party (ies) by executing a dated, written consent specifying the records to be released, the identity of the third party or parties, and the purpose of the release. At the time the consent is requested or obtained, the parent must be notified in writing that s/he has the right to inspect, copy and challenge the contents of the records before they are released and the right to limit the contents released to designated portions or classes of the records.

B. *Student Inspection Rights*

- 1) Permanent and Temporary records – A student between 14 and 18 years of age may inspect his/her permanent records upon demand,

following the procedure set forth in these Procedures. A student under 18 years of age may inspect his or her temporary records with the written consent of a parent, following the procedures set forth in these Regulations. A copy of the parental consent shall be placed in the student's file. Professionally trained personnel may assist students in understanding the material in their temporary records and the records custodian may impose reasonable restrictions on such student inspections as deemed necessary.

- 2) Eligible students – Eligible students, as defined in these regulations, shall exclusively have all inspection rights accorded to parents.

C. Waiver of Inspection Rights

A school or individual may request, but may not require, a written, signed waiver of inspection rights from a student concerning (a) confidential recommendations regarding admission to a post-secondary educational institution; (b) an application for employment; or (c) the receipt of an honor or honorary recognition. No educational agency or institution may require a student to waive his/her right of inspection as a condition of admission or as a condition of the receipt of financial aid or other services, benefits or rights. Waivers executed in connection with applications for admission to post-secondary institutions must be executed by the applicant, not the parent. Any waiver by a parent shall not be effective. A student who has waived his/her rights shall receive, upon request, the names of individuals issuing the aforesaid confidential letters or statements. A waiver of inspection is deemed revoked if the confidential letters or statements are used for any purpose other than those for which they were furnished. A waiver may be revoked at any time if the revocation is made in writing.

D. Procedures for Inspection

- 1) Written request – Inspection rights shall be exercised by presenting a written request, on a form furnished by the District, to the records custodian or his or her designee, specifying the records to be inspected or copied. The examination or copying of the record shall be permitted within a reasonable time after the request and, in no event, later than fifteen (15) school days thereafter, unless the parties agree otherwise. Identification or documentation may be requested from the person seeking to exercise inspection rights.
- 2) Charge for records – The school may charge a reasonable cost of up to \$0.35 per page for copying the records. A copy of the records may not be denied if the person requesting inspection does not have the financial ability to bear the cost of reproduction. The

school may not charge a fee to search for or to retrieve the educational records.

E. *Release of Records after Parental Notification, but Without Parental Consent*

- 1) Transfer to another attendance center – Upon transfer of a student to another attendance center, the records custodian of either the enrolling school or the attending school or the student's parent(s) or an eligible student may request transfer of the student's records.

Within fourteen (14) days after enrolling a transfer student, the District shall comply with the requirements of Section 5 of the *Missing Children Records Act* and of Section 5 of the *Missing Children Registration Law* regarding the records of such transfer student. The transfer of the record by a public school is subject to the prior notice to parents required by the Illinois State Board of Education.

If the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, the District may elect to include in the student's record that is transferred the unofficial record of the student's grades in lieu of the student's official transcript of scholastic records. If the District so elects, the District shall within ten (10) calendar days after the student has paid all of his/her unpaid fines or fees and at its own expense forward the student's official transcript of scholastic records to the student's new school.

If the student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason, then the transferring school shall include with the transferred records:

- a) the date and duration of the period of any current suspension or expulsion; and
- b) whether the suspension or expulsion is for knowingly possessing in a school building or on school grounds a weapon as defined in the *Gun Free School Act* (20 USC 8921 *et seq.*); for knowingly possessing, selling, or delivering in a school building or on schools grounds a controlled substance or cannabis; or for battering a staff member of the school. (Section 2-3.13a of the *School Code*.

- 2) Court order of record – Upon receipt by the school of a court order for a student's records, the parent and student shall be given prompt written notice of the terms of the order and the nature and substance of the information proposed to be released. A reasonable effort shall be made to give notice in advance of compliance. The notice shall inform the parent and student of their opportunity to inspect, copy and challenge the contents of the records.
- 3) Governmental Officials Authorized By Law To Receive Records – The school shall grant access to student records to persons authorized to receive such information by state or federal law, provided that; (a) such person furnishes the school with appropriate identification and a copy of the statute authorizing his access to the records; and (b) parents shall receive reasonable prior written notice of the nature and substance of the information proposed to be released to such officials and of the opportunity to inspect, copy and challenge such information prior to its release.

If the release of information relates to more than 25 students, such prior notice of the request for information by the governmental official may be given by a notice directed to parents published in a local newspaper of general circulation or in any other publication directed to parents.

F. *Release of Records without Parental Notice or Consent*

- 1) School District Officials, Employees And Agents – The Superintendent shall designate which of these persons has a legitimate educational or administrative interest in records based upon duty, responsibility and an interest that contributes to or enhances the education of students. Under the same criteria, non-school personnel may also be designated by the Superintendent to have access to student records. These persons may include, but are not limited to, school attorneys and school auditors.

If a student is enrolled in more than one school or receives service from more than one school, the records custodians or their designees may disclose information from the educational records of the student to each other without obtaining consent from a parent or an eligible student.

- 2) Governmental Officials – In connection with the audit and evaluation of federally-supported educational programs or in the enforcement of legal requirements relating to such programs

personally-identifiable information from educational records may be disclosed to authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, the Commissioner of Education, the Director of the National Institute for Education or authorized State Board of Education employees and local educational officials. All such officials shall furnish identification and the statutory authority to conduct such inspection and furnish a written statement of demonstrable educational or administrative necessity to inspect the records relating to their job responsibilities. These officials shall protect the records so that personal identification of students and their parents is not disclosed to other persons unless consent has been obtained or disclosure of the information is specifically authorized by law. Records may also be disclosed to state and local authorities, if so permitted by statute adopted prior to November 19, 1974, and all personally identifiable data that is disclosed to such officials shall be destroyed by them after usage.

- 3) Financial aid – An educational agency or institution may disclose personally-identifiable information from the educational records of a student without the written consent of the parent or eligible student if the disclosure is in connection with financial aid for which a student has applied or which a student has received, provided that personally-identifiable information from the educational records of the student may be disclosed only as may be necessary: (a) to determine the eligibility of the student for financial aid; (b) to determine the amount of financial aid; (c) to determine the conditions which will be imposed regarding the financial aid; or (d) to enforce the terms and conditions of the financial aid.
- 4) Educational Organizations Conducting Studies And Accrediting Organizations – Accrediting organizations may be granted access to educational records in order to carry out their accrediting functions. Records may be disclosed to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction, provided such studies are conducted in a manner that will not permit the personal identification of students and their parents other than to representatives of the organizations and that all information is destroyed when no longer needed.
- 5) Information Gathered For Research, Statistical Reporting Or Educational Planning – With the permission of the State Board or

an official of said Board, records may be furnished to any person for the purpose of research, statistical reporting or educational planning. Any information so furnished may not include data permitting the personal identification of parents or students.

- 6) Emergency Release of Personally-Identifiable Information From Educational Records – Record information may be released without prior notice to or consent from parents in a medical, health or safety emergency. The information released must be necessary to protect the health and safety of the student or other persons. In determining whether the records information should be released, the records custodian should consider at least the following factors: (a) the seriousness of the threat to health or safety; (b) the necessity of the information to meet the emergency; (c) whether the person to whom the records are disclosed is in a position that enables him to deal with the emergency; and (d) the immediacy of the need for information. A notice of the information that has been released in an emergency shall be provided to the parent(s) as soon as reasonable after release. The notice shall provide the date of release, the name of the party to whom the information was released and the nature of the emergency.

G. Prohibition of Re-Transmittal of Record Information

Any information disclosed from a student's records, whether obtained with or without consent, shall not be re-transmitted to any third person or organization by the recipient of that information without the written consent of the parent(s) or the eligible student, except as otherwise permitted or required by law. If information is disclosed to an organization, only its officers, employees or agents may examine that information and then only for the purpose for which the disclosure was made, except as otherwise permitted or required by law.

An organization or person may re-transmit information to any organization which is exempt from the requirement of parental consent or notice. The transmitter of such information must record the date, the reason for the transmittal and the identity of the party to whom the information was released and inform the school originally issuing the information of the re-transmittal.

H. Orders of Protection

The Official Records Custodian shall file all certified copies of orders of protection received by the School District in the records of the student identified in the order as a "protected person." No information or records shall be released to the Respondent named in the order of protection. When a student named as a protected person in an order of protection transfers to a public or private school, the Official

Records Custodian shall, at the request of the Petitioner named in the order of protection, provide written notice of the order of protection, along with a copy of the certified order, to the school to which the student is transferring.

3. Retention and Destruction of Student Records

A. *Retention of Temporary Records* – A student's temporary record and the information contained therein shall not be maintained beyond its period of usefulness to the student and the school and, in no case, longer than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from school. The school District may indefinitely maintain anonymous information from student temporary records that it deems necessary for authorized research, statistical reporting or educational planning purposes, provided no student or parent can be individually identified from such retained information.

B. *Retention of Permanent Records* – The school shall maintain student permanent records, in any convenient form, for not less than sixty (60) years after the student has transferred, graduated or otherwise permanently withdrawn from school.

C. *Destruction of Records* –

- 1) **Destruction schedule.** Upon graduation, transfer or permanent withdrawal of a student from school, the school shall notify the parent(s) and the eligible student of the destruction schedule of the student's temporary and permanent records and of their right to request a copy of such records at any time prior to their destruction.
- 2) **Notification of Destruction of Records** – Before any student record is destroyed or information deleted therefrom, the parent or eligible student shall be given reasonable prior notice, by written communication to the parent or eligible student or by publication in a newspaper circulated in the community, student handbook or a school newsletter circulated to the parents of all students of the proposed destruction. They shall be offered an opportunity to copy the records scheduled to be destroyed.
- 3) **Limitation on Destruction of Records** – No record may be destroyed if there is a pending request to inspect and review that record. Explanations in the records shall be maintained for as long as the educational record to which they pertain is maintained.
- 4) **Destruction of Special School Student Records** – Upon graduation or permanent withdrawal from school of a handicapped student, any psychological evaluations, special education materials

or other information contained in the student's temporary record or special School Student Record file which may be of continuing assistance to such student may, at the discretion of the school board, after five (5) years, be transferred to the parent or eligible student. The school shall explain to the student and the parent the future usefulness of such records.

4. Challenge of the Contents of Student Records

A. *Request to Amend Student Records*

- 1) **Grounds for Request to Amend** – A parent or eligible student shall have the right to challenge the contents of a student's record on the basis of the accuracy, relevancy or propriety of any entry, and may request that the record be amended. No challenge may be made to the assignment of grades; or, to references to expulsions or out-of-school suspensions, if made at the time that the student's records are forwarded to another school to which the student is transferring.
- 2) **Procedures for a Request to Amend** – A request to amend the record may be made at any time by a parent or eligible student, in writing, upon a form furnished by the school. The parent or eligible student must notify the school of the entry or entries sought to be amended and the grounds for the request.
- 3) **Response to Request to Amend** – The school official must decide whether to amend a student's records within a reasonable time. If the school official decides not to amend, the party shall be offered an informal conference and told of the right to a hearing. If the parties agree upon an informal conference, it shall take place within fifteen (15) school days of the request unless a later time is mutually agreed upon. Participation in an informal conference or other informal means of resolving the request does not waive the right to a hearing or the right to insert an explanation in the student's record.

B. *Hearing on Challenge*

- 1) **Informal Conference** - An initial informal conference shall be held with the parents, or an eligible student, within 15 school days of receipt of the request for a hearing. If the challenge is not resolved by the informal conference, the hearing procedures set forth below shall be initiated.

- 2) **Hearing Officer and Time of Hearing** – If the parties cannot resolve their differences, then a hearing on this dispute shall be held before a hearing officer appointed by the Superintendent within fifteen (15) days after all attempts to resolve informally the dispute have been exhausted, or at such other times as the parties may mutually agree.

The hearing officer who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school. The hearing officer shall notify all participants of the date, time and place of the hearing.

- 3) **Hearing Procedure** – The hearing shall be conducted informally. The challenger shall proceed initially and the school District will respond. Each party shall have: (a) a full opportunity to present relevant evidence, call witnesses and cross-examine witnesses; and (b) the right to counsel. The parents or eligible student may be assisted or represented by individuals of their choice at their expense. A verbatim record of the hearing shall be made by any reasonable method of recordation; such as by tape recorder or court reporter.

Within ten (10) school days after the hearing, the hearing officer shall render a written decision with a summary of the evidence and a statement of the reasons for his/her decision and provide a copy of the decision to the parents or eligible student. The decision shall be based solely on the information presented at the hearing and shall be either a decision to: (a) retain the challenged contents of the student's record; (b) delete the challenged contents of the student's record; or (c) change, clarify, amend, correct or add to the challenged contents of the student's record.

C. Right to Place Explanation in Record

If, after the hearing, the school official does not amend the record, s/he shall inform the parent or eligible student of their right to appeal to the Board of Education, any administrative tribunal or official established or designated by the Illinois State Board of Education, and any further rights of appeal, and that a statement of explanation may be placed in the student's record.

A parent shall have the right to insert into the student's record a written explanation of reasonable length to state his/her position on the disputed item. This statement shall remain permanently with the student's record and must be transmitted with the record.

5. Review of Student Records Decision

A. *Administrative Appeal*

- 1) **Appeal to Superintendent of Educational Service Region** – Any party shall have the right to appeal the decision of the hearing office directly to the Superintendent of the Educational Service Region. The party shall initiate the appeal within twenty (20) school days after the hearing officer's decision is transmitted by giving written notice of appeal to the school, and briefly stating the reasons for the appeal. Within ten (10) school days after the notice of appeal is received, or at any later date as set by mutual agreement, the school shall forward a transcript of the hearing, the decision of the hearing officer, a copy of the records in question and other pertinent materials to the Regional Superintendent. Within twenty (20) school days of receipt of the appeal documents, the Regional Superintendent shall make his findings and issue a decision to the parent(s) and the school. If the subject of the appeal involves the accuracy, relevancy or propriety of any entry in special School Student Records, the Regional Superintendent may seek advice from appropriate special education personnel who were not the authors of the entry. The school board shall forthwith implement the decision of the Regional Superintendent.

B. *Court Review* – A final decision of the Regional Superintendent, made under the procedures established to challenge student records, may be appealed to the Circuit Court of the county in which the school is located.

C. *Enforcement by State Officials* – Authority to secure compliance with ISSRA and regulations issued thereunder is vested in the State Board of Education and the State Superintendent of Education. Complaints concerning alleged violations of ISSRA or its regulations, other than parental challenges to the contents of student records, may be heard and reviewed by the Regional Superintendent. A parent may also request a review of the Regional Superintendent's decision by the State Superintendent of Education.

D. *Enforcement by Federal Officials* – Authority to secure compliance with FERPA and regulations issued thereunder is vested in the United States Department of Education. A review board established by the Secretary shall investigate, process and review violations and complaints filed, adjudicate cases referred to it and may require reports from educational institutions or agencies. Persons alleging violations of rights under FERPA, including, but not limited to: (a) preventing inspection of records; (b) inappropriate procedure for challenging and correcting records; (c) releasing records to third parties without consent of parent; or (d) failure to inform parents of rights under the Act, may file written complaint with the Family Educational Rights and Privacy Act

Office, Department of Education, Room 4512, Switzer Building, Washington, D.C.
20202.

Adopted: September 17, 2002

Revised: March 16, 2004; March 3, 2009; April 14, 2009

Replaces: JR-R – Rules and Regulations Governing Student Records Issued Pursuant
to Policy JR: Collection, Maintenance, Inspection, and Dissemination of
Student Educational Records

Reference:

8600 MISCELLANEOUS**8601 Student Fees**

It shall be the policy of Community High School District 94 to provide textbooks to students for a uniform rental fee that is determined by the Board of Education.

Such rented textbooks may be taken home for homework and study purposes, subject to approval by the classroom teacher. A repair or replacement fee shall be charged for textbooks that are returned in damaged condition.

In the case of an indigent student, the Principal may waive fees imposed by Community High School District 94.

Adopted: September 17, 2002

Revised:

Replaces: JS – Student Fees

Reference:

8602 Student Fees - Waiver

It is the intention of the Board of Education to comply with all provisions of the *Illinois School Code* (105 ILCS 5/10-20.13, 22.25 and 28-19.2 et seq.) and federal law (420 SC 1757 et seq.), and regulations promulgated thereunder, with respect to the imposition, collection and waiver of fees or changes to be paid by District 94 students, including charges for school lunches.

Therefore, the Superintendent shall develop rules and regulations regarding the waiver of student fees and lunch charges for the purpose of implementing this policy.

Adopted: September 17, 2002

Revised: March 16, 2004

Replaces: JSA - Student Fees – Waiver

Reference: *See Also* Policy 8601 – Student Fees

8602P Student Fees – Waiver1. Definitions –

As used herein the term “**fees**” shall include, charges that are integrally related to the school District's curriculum and are essential to the regular program of instruction.

“**Lunch charges**” shall mean the charges for lunches offered to students by the school District as a participant in the federal school lunch program and/or under the State of Illinois program of reimbursement for free and/or reduced price lunches.

2. Eligibility for Waiver

A. *Student Fees* – The fees a student is required to pay shall be waived if the student qualifies for free or reduced price lunches under the federal guidelines; if the student's family is receiving public aid; or if the student's family otherwise establishes that they cannot afford to pay the fees.

B. *Lunch Charges* – Charges for lunches may be wholly waived or reduced if the gross income of the student's family is at or below the qualifying amount specified in the federal guidelines.

3. Application for Waiver

A. *Submission* –Applications for waiver of student fees and lunch charges shall be available in the Administrator overseeing Support Services Office. Completed applications shall be submitted to the Assistant Principal responsible for fee waivers.

B. *Review* –Administrator overseeing Support Services shall review each application received and shall notify the parent(s) or guardian(s) whether the request is granted or denied within thirty (30) calendar days after receipt of the request. The decision shall state the reason for the denial and shall inform the parents of their right to appeal, including the process and timelines for that action. The denial notice shall also include a statement informing the parents that they may reapply for a waiver any time during the school year, if circumstances change.

C. *Appeal* – If the application is denied, a written appeal of the decision may be filed with the Superintendent. Such appeal must be filed not more than ten (10) calendar days after receipt of the notice of denial. An appeal shall be decided within 30 calendar days after the receipt of the parents' request for an appeal. Parents shall have the right to meet with the person who will decide the

appeal in order to explain why the fee waiver should be granted. The person who decides the appeal shall not be the person who initially denied the fee waiver or a subordinate of this person. If the appeal is denied, then the district shall mail a copy of its decision to the parents. The decision shall state the reason for the denial. If the application is denied by the Superintendent, a written appeal of the decision may be filed with the Board of Education. Such appeal must be filed in the school administration offices not more than ten (10) calendar days after receipt of the Superintendent's notice of denial.

D. The District may make reasonable requirements for verifying a family's income (e.g., payroll stubs, tax returns, evidence of receipt of food stamps or Temporary Assistance for Needy Families) in accordance with the restrictions set forth in Section 10-20.13 of the School Code. If a student receiving a waiver of school fees is found to be no longer eligible during the school year, then the District shall charge the student a prorated amount based upon the number of school days remaining in the school year. The process for proration shall be as follows: **(Summarize Process Here)**

~~E.~~*Forms* – Applications for waiver of lunch charges shall be submitted on forms provided by the State Board of Education

Applications for waiver of fees shall be submitted on an "Application for Waiver of Student Fees".

F. *Notice to Parents* – Through the District Newsletter or other appropriate means all parent(s)/guardian(s) shall be notified of the opportunity to apply for free and/or reduced price lunches and to apply for the waiver of fees.

Such notification to parents shall state that providing false information to obtain waiver of fees is a felony under Illinois statutes.

G. *Confidentiality* – All information received in conjunction with applications for waiver shall be treated in a confidential manner and shall be used only for the purpose of determining eligibility for waivers.

Adopted: September 17, 2002

Revised: March 16, 2004

Replaces: JSA-R – Rules & Regulations to Accompany Policy JSA: Student Fees – Waiver

Reference: 8603 Alcohol Use – Drug Use

Students shall not be permitted to use alcohol, any illegal drug, or any controlled substance while in the school building or on school grounds nor shall students be permitted to attend school or any school activity while under the influence of alcohol,

any illegal drug or any controlled substance. A student who violates this prohibition shall be subject to disciplinary action, up to and including expulsion.

Any student who engages in the sale or purchase of alcohol, an illegal drug, or any controlled substance while in the school building or on school grounds shall be subject to disciplinary action, up to and including expulsion.

The appropriate law enforcement agency shall be informed by the Principal or his/her designee of any instance of possession of an illegal drug or controlled substance by a student while the student is in the school building or on school grounds.

Adopted: September 17, 2002

Revised:

Replaces: JCDAB-JCDAC – Alcohol Use - Drug Use

Reference: *See Also* Policy Series 1000, ¶1801 Adopted January 18, 2000

8604 Student Meetings

The federal Equal Access Act requires public school boards of education to permit non-curriculum related student groups to conduct meetings on school premises during non-instructional time without regard to the religious, political, philosophical, or other content of the speech at such meetings if non-curriculum related students groups of any other type are permitted to so meet.

The Board of Education of Community High School District 94 has determined that it is in the best educational interests of the school District to permit meetings on school premises of non-curriculum related student groups, as well as meetings of student organizations which relate directly to the school curriculum. Therefore, it is the policy of this Board to permit student groups of both types to meet on school premises during non-instructional time, and to permit use of school premises by non-curriculum student groups without regard to the religious, political or philosophical content of their meetings.

The Board hereby authorizes the Superintendent to prepare the administrative rules and regulations necessary to implement this policy.

Adopted: September 17, 2002

Revised:

Replaces: JHCA – Student Meetings

Reference:

8604P Student Meetings – Procedures

A. Students who wish to conduct a meeting or meetings on school premises before or after the regular school day shall file an application for

permission to hold the meeting(s) with the administrator in charge of facilities.
The application shall include:

1. The name and address of the student(s) and an affirmation by the person(s) preparing the application that the meeting or activity has been voluntarily initiated by the student(s).
2. The name and address of the sponsor of the meeting, if any, and a brief description of the sponsor's business or occupation, name and address.
3. A description of the type of meeting, copy of any flyer or material advertising the meeting and the expected attendance.
4. A description of any activity or activities.
5. If a non-school attendee is to be presented at the meeting, his/her name and address along with the name of the organization with which s/he is affiliated. If the meeting is a religious one, the non-school attendee shall furnish an affirmation that s/he is not directing, conducting, controlling or regularly attending the activity.

B. The administrator in charge of facilities shall approve the meeting if the application is completed and s/he determines that:

1. The meeting is voluntarily student-initiated and student attendance is voluntary.
2. There is no sponsorship of the meeting by the school District, or its agents or employees.
3. If the meeting is religious, District employees are present at the meeting only in a non-participatory capacity.
4. The meeting will not materially and substantially interfere with the conduct of the school's education activities.
5. The activity is not directed, controlled or regularly attended by non-students unless such non-students are employees of Community High School District 94 who are assigned to supervise the activity.
6. Supervision adequate to insure the safety of students and to protect school District property can be provided for the activity.

C. The school District, its agency or employees shall not influence or attempt to influence the form or content of any prayer or other religious activity.

D. No person shall be required to participate in prayer or other religious activity, during meetings or activities conducted for religious purposes.

E. No funds will be expended by the school District for any such meeting beyond the incidental cost associated with providing meeting space.

F. No employee will be compelled to attend a meeting if the content of the speech at the meeting is contrary to his/her beliefs.

Adopted: September 17, 2002

Revised:

Replaces: JHCA-R – Rules & Regulations to Accompany Student Meetings

Reference:

8605 Awards & Scholarships

It shall be the policy of the Board of Education to cooperate with individuals or groups who wish to make awards to students of Community High School for the purpose of recognizing their accomplishment(s) or who wish to provide financial assistance to students or graduates of Community High School for the purpose of further education.

Such cooperation shall be dependent upon evidence that the grants or awards are in the best interests of the District's students and that a rational plan has been developed for selecting students for such grants or awards on a fair and equitable basis. Such a plan must meet, at least, the following criteria:

A. Awards or grants shall not be based on race, color, religion or creed, or any other prohibited basis.

B. The criteria to be used in the selection process shall be specified in writing, shall be on file in the office of the Superintendent and shall be available for public inspection.

Adopted: September 17, 2002

Revised:

Replaces: JN – Awards and Scholarship

Reference:

8606 Plagiarism

"Community High School strives to promote and provide growth experiences in **Learning, Leadership and Living**" for its students. Academic honesty is

an integral part in this mission statement. As the mission statement explains, Community High School students should "accept and value responsibility for their own work"; "take full responsibility for their conduct"; "practice good citizenship"; and, "choose to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society." (Community High School Mission Statement, 2003).

Definition:

Plagiarism is the willful and intentional copying of a homework assignment, paper, project, or idea from another source without giving credit to the creator of that assignment, paper, project, or idea. Plagiarism may include, but is not limited to, any of the following:

1. Using another's words or ideas in your own work without including quotation marks and giving credit to (citing) the author.
2. Paraphrasing another person's words without giving proper credit.
3. Direct copying of assignments from a classmate.
4. Cutting and pasting information from the Internet without indicating the sources and using quotation marks.
5. Using the complete written work of another and claiming it as your own.

Honest vs. Dishonest Collaboration

Many teachers use discussion, dialogue, and collaboration as a common classroom strategy. However, students involved in collaborative activities must be reminded that the work each individual turns in must be uniquely their own unless their teacher expressed instructions otherwise.

Procedure for Plagiarism Incidents

1. If plagiarism is suspected, the teacher will conference with the student to discuss "possible plagiarism."
2. The teacher presents his/her concern and gives the student an opportunity to respond.
3. If there is sufficient evidence of plagiarism, the teacher informs the student, contacts the parents/guardians regarding the incident (via telephone or personal conference), and will subsequently inform the Dean's office (with plagiarized material attached). All students involved in an incident receive a zero for the assignment,

regardless if they are the student who copied the assignment or the one who knowingly provided the work.

Students engaging in plagiarism will be subject to one or more of the disciplinary actions set forth in the Student Discipline Policy. Repeated violations may result in consequences up to, and including, suspension.

All freshman and new students, as well as their Parent(s)/Guardian(s), will be required to sign a statement indicating that they have received and read the District's plagiarism policy, understand it, and agree to abide by the contents thereof throughout the duration of the student's tenure at Community High School.

Adopted: November 18, 2003

Revised:

Replaces:

Reference:

8607 Wellness

It is the policy of the Board of Education of Community High School District 94 to develop a Wellness Plan and update it annually to provide a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. To the extent possible, the school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy and Wellness Plan is to promote a school environment that supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code. The Wellness Plan shall include goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for foods available during the school day; a plan for measuring implementation, with one or more persons charged with operational responsibility; and shall involve parents, students, school food service providers, the school board, school administrators, and the public in fulfilling this policy.

Further, the Wellness Plan shall be revised each year to reflect the continuing and new initiatives to be taken within the District and shall be maintained as a separate document available to interested parties. Its initiatives shall be communicated to staff, students and community as specified within the Plan.

Adopted: September 19, 2006

Revised:

Replaces:
Reference:

Gordon Cole

From: Daniel Boyle <dboyle@sragahauser.com>
Sent: Tuesday, July 09, 2013 10:12 AM
To: Gordon Cole
Subject: Exemption from Bidding - Athletic Trainer Agreement

Good Morning –

This confirms our phone conversation of earlier this morning. You asked if the District could extend its current athletic trainer agreement with ATI, or whether the contract had to be put out to bid. I understand from our conversation that the extension of the agreement would not involve a change in price or a change in agreement terms.

Athletic trainer agreements are generally exempt from bidding pursuant to Section 10-20.21 (a)(i) of the School Code, which empowers a board to “award all contracts for... work involving an expenditure in excess of \$25,000... to the lowest responsible bidder...except the following: (i) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part”. Athletic trainers are licensed service providers, and the services they provide require a high degree of professional skill. The ability or fitness of the individual ATI trainers being used by the District plays an important part in the services being provided to the District. The fact that the District may have bid this agreement in the past does not obligate it to continue doing so. Accordingly, the contract could be extended on the basis that the services covered by the agreement are exempt from bidding as set forth above.

Separate and apart from this exemption, the fact that there is no change in the contract price or contract terms also allows the District to take the position that the extension is not a “new” obligation that would be subject to the bidding statute.

Please contact me if there are any questions, etc. Take care.

Dan

Daniel M. Boyle
Sraga Hauser, LLC
19730 Governors Highway, Suite 10
Flossmoor, IL 60422-2083
p- 708.799.6766
f- 708.799.6866
dboyle@sragahauser.com

This message and any attachment thereto is for the sole use of the intended recipient(s). It may contain information that is confidential and legally privileged within the meaning of applicable law. If you are not the intended recipient, please immediately remove this message and any attachments thereto from your system, destroy any hard copies thereof and immediately contact the sender of this message. If you have any doubt as to the authenticity of this message or any attachment thereto, please contact the sender immediately. Any copying, disclosure, distribution or other action taken or omitted to be taken with respect to an erroneously received or inauthentic message or attachment is prohibited.

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>



Services Agreement

THIS AGREEMENT made this 6th day of June 2013, between West Chicago High School (hereinafter referred to as "School")

AND

ATI Holdings, LLC dba ATI Physical Therapy, (hereinafter referred to as "Contractor").
WITNESSETH:

WHEREAS, the School, desires to have certain athletic training services, pre-game taping, game training supervision and medical assistance services performed in connection with athletic programs;

WHEREAS, Contractor has agreed to perform such services on behalf of School under terms and conditions as set forth in this Agreement.

NOW, THEREFORE, the parties, intending to be legally bound, and in consideration of the mutual covenants and agreements herein contained, do hereby agree as follows:

1. Description of Services. Contractor agrees to furnish all labor services as set forth more fully in Schedule A entitled "Services" hereby referenced and incorporated herein and to attend those events set forth in a Schedule B entitled "Compensation and Attendance Schedule" hereby referenced and incorporated herein.
2. Home Games. The parties understand and agree that it is the primary responsibility of Contractor to attend athletic events throughout the school year as determined by the athletic director. In the event there are two home athletic events scheduled at the same time, the Athletic Directors for School will dictate whether Contractor shall divide his/her time between the athletic events or whether the Contractor shall only attend one of the events.
3. Site of Services and School Support of Programs. The School shall provide appropriate space for the conduct of any sports medicine program including, but not limited to, appropriate equipment for the development of preventative programs and an appropriate level of sports medicine supplies for the use of its students. The School shall be solely responsible for determining the times of practice and for scheduling all athletic events. The School shall facilitate communications and schedule changes between School, coaches and Contractor. The School shall submit to the Contractor within fourteen (14) calendar days all school holiday practice/game schedules. The School agrees to provide appropriate support for the development of a sports medicine program and the Services to be provided in connection with its sports medicine program and athletic practices and events and shall designate an individual(s) (athletic director(s)) to directly monitor and evaluate compliance of the Contractor. The School shall be responsible providing access to all emergency phone locations.
4. Compensation. School will pay to Contractor, for the contemplated performance of Services hereunder, sums as set forth fully in the attached Schedule B "Compensation and Attendance Schedule" incorporated herein.
5. Term. This agreement shall be in full force and effect from August 1st 2013 through and including July 31st 2015 unless terminated earlier by either party upon at least (30) calendar days prior written notice to the other party of its intention to terminate.
6. Exclusivity. School agrees that it has not authorized and during the Term of this Agreement, will



not authorize or permit, the endorsement or promotion of any services or products directly or indirectly competitive with ATI Physical Therapy services.

7. Independent Contractor. It is hereby understood and agreed that Contractor, in performing this Agreement, is acting in the capacity of an independent contractor, and that Contractor is not an agent, servant, partner, nor employee of School. Contractor will have control over the work to be performed, and shall be solely responsible to pay its own federal and local taxes, salary, social security payments, and any and all other payments incurred by Contractor in the performance of this Agreement, as well as perform all necessary legal requirements pertaining to employment. None of the benefits provided by School to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and employment insurance are available from School to Contractor and/or any and all of Contractor's agents, servants, and employees. Contractor has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in the name of School or to bind School in any way whatsoever.
8. Insurance. Contractor shall be responsible for providing general liability, professional liability insurance, and workers' compensation insurance for its athletic trainers and its Services. The limits of liability for ATI Physical Therapy's general liability and professional liability insurance policies shall be no less than \$1,000,000.00 per occurrence, \$3,000,000.00 per annual aggregate and workers' compensation coverage in accordance with applicable federal and Illinois statutory requirements. The School shall be responsible for providing general liability insurance including, premises liability insurance, and professional liability insurance for the activities of its employees. The parties shall provide evidence to each other's satisfaction that such insurance is in force. The parties shall maintain such insurance coverage during the term of this Agreement. Appropriate certificates evidencing such insurance shall be provided upon request.
9. Indemnification. "Each party (in such case, an "Indemnifying Party") agrees to indemnify and hold harmless the other party (in such case, an "Indemnified Party") and the Indemnified Party's directors, members, managers, officers, employees, subcontractors, agents, representatives, volunteers, successors and assigns from any and all claims, demands, causes of action, losses and damages arising out of or relating to any alleged acts or omissions of the Indemnifying Party in undertaking the Indemnifying Party's duties under this Agreement.
10. Force Majeure. Neither party shall be liable for any delay, failure or inability to perform its obligations (except the obligation to make payments) under this Agreement due to any cause beyond its reasonable control including, but not limited to, Acts of God, civil disturbances, accidents, equipment breakdowns, utility failures, and unavailability of personnel due to disability, leaves or other reasons.
11. Notices. All notices under this Agreement shall be made in writing and shall be deemed to have been given if personally delivered or transmitted by facsimile during regular business hours, or mailed by certified mail, postage pre-paid, return receipt requested, to the other party at its last known address, and, if sent to ATI Physical Therapy, addressed to the attention of the Sports Medicine Director.
12. Assignment. ATI Physical Therapy shall have the right to subcontract any of the Services to qualified and duly certified personnel and ATI Physical Therapy shall remain solely liable for the oversight and performance of such personnel.
13. Non-Solicitation. School agrees that during the Term and for a period of twelve (12) months after termination of the Agreement, School shall not without prior written approval of Contractor directly or indirectly, take any action that constitutes, results or may reasonably be expected to result in soliciting, inducing or encouraging any Contractor employee (presently or affiliated with Contractor in the then most recent twelve (12) month period) to curtail or terminate such person's affiliation or employment, or taking any action that results in, or might reasonably be expected to result in any employee ceasing to perform services for Contractor.



Nothing herein shall limit School's rights to post opportunities in publications or on-line websites of general or trade circulation, or to engage, hire or recruit any person who responds to such a posting.

14. Severability. In the event that any provision of this Agreement, or application of such provision to persons or circumstances is held to be invalid, illegal, or unenforceable pursuant to judicial decree or decision, the remainder of this Agreement or the application of such provisions to persons or circumstances other than those to which it is held invalid, will not be affected thereby, and shall be construed as if such invalid provisions had never been contained herein and shall remain valid and enforceable according to its terms.
15. Entire Agreement. This Agreement supersedes and replaces all prior agreements between the parties with respect to the Agreement's subject matter. This Agreement may not be amended or rescinded except by the mutual written consent of authorized representatives of the parties. This Agreement shall be governed by state law in the state in which services are rendered, without regard to rules of conflicts of law. The parties irrevocably waive their rights to a jury trial.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

ATI HOLDINGS, LLC

West Chicago High School

By: _____

By: _____

Print Name:_____

Print Name:_____

Title:

Title:



Schedule A

Services

ATI Physical Therapy, with the approval of the School, shall designate an individual to provide the physical therapy services described in this Agreement while serving as a head athletic trainer to the School and a second individual to provide the physical therapy services described in this Agreement while serving as an assistant athletic trainer. ("Services"). The Services shall consist of:

- (a) Assistance in the coordination of the sports medicine program at the School.
- (b) Advising the School on supplies and training equipment needed for the sports medicine program.
- (c) Assisting the School faculty and athletic coaching staff in the design and implementation of a student sports medicine program.
- (d) Assisting the School faculty and athletic coaching staff in the design and implementation of a continuing education program for the School's athletic coaching staff.
- (e) Providing conditioning and flexibility training suggestions to the School coaching staff under the direction of a licensed physician to be provided through the School.
- (f) Assistance in monitoring athletic injuries and assistance in developing an injury prevention training program under the direction of a licensed physician to be provided through the School.
- (g) Coordinating and providing injury follow-up and evaluation to assist the treating physicians of students.
- (h) Attendance at the School's practices, games and other functions as set forth on the attached Schedule B, unless the School has scheduled two or more events at the same time. In such instance, ATI Physical Therapy's athletic trainer, in conjunction with the School's athletic director, shall determine which athletic events are to be covered. The parties acknowledge that from time Schedule A may be modified by mutual written consent of parties as needed.



Compensation and Attendance Schedule

Contractor will provide Certified Athletic Trainer coverage for the school terms of August 1st, 2013 through and including July 31st 2015. School will be given one athletic trainer for approximately 40 hours per week throughout the school year. A second athletic trainer will be given for 20 hours per week throughout the school year. All of the expenses of ATI Physical Therapy's athletic trainer are included at no additional charge, except when the School requests the athletic trainer to participate in an out-of-town athletic event requiring travel or overnight lodging. In such instances, the School shall pay the direct costs of such additional expenses as they are incurred by or on behalf of the athletic trainer. In the event that the School desires ATI Physical Therapy's athletic trainer to cover other School sporting events (those not indicated on Schedule B), ATI Physical Therapy and the School will attempt to mutually agree on the coverage of the event and the additional fee for such coverage. ATI Physical Therapy's athletic trainer will only cover state sanctioned events. If affiliate is not a member of a state association, ATI Physical Therapy's athletic trainer will only cover school sanctioned events of practices. All events or practices covered are to be mutually agreed upon by the athletic trainer and the athletic director.

Upon School agreement:

School will provide ATI Physical Therapy with an opportunity to display signage and banners at each of the athletic events in prominent locations and allow ATI Physical Therapy to place information regarding ATI Physical Therapy services and various programs in the School and at the site of the athletic events. Allow ATI Physical Therapy to display the School name and logo and that it is the "Preferred Sports Medicine Affiliate" for the School on ATI Physical Therapy marketing and advertising materials including, but not limited to, the website used by ATI Physical Therapy in its business, marketing brochures, posters and other marketing collateral. Placement of ATI logo and text link on the School's official website with an announcement that ATI Physical Therapy is the "Official Sports Medicine Providers" for the organization. School will comply with a minimum of one (1) PA announcement (script written by ATI Physical Therapy) during all Home games (with announcer present), and pre-game announcement stating Sports Medicine services are provided by ATI Physical Therapy.

Year One: 2013-2014	\$40,000.00
Three Seasonal statements sent in the amount of	\$13,333.33
Year Two: 2014-2015	\$40,000.00
Three Seasonal statements sent in the amount of	\$13,333.33

Billing will be sent on a seasonal basis in September, December and March for review and payment shall be sent to the following address:

ATI Physical Therapy

62718 Collection Center Dr.

Chicago, IL 60693-0627



Coverage:

Athletic Training Room and Game coverage are based on a combined 60 hours per week.

Traveling coverage will only be for Sophomore/Varsity football games unless mutually agreed upon between School and Contractor.

Fall:

Coverage for all levels at all home contests for the following sports:

Boys Football, Boys/Girls Cross Country, Boys Soccer, Girls Volleyball, Girls Swimming and Diving and any IHSA tournament hosted by School.

Winter:

Coverage will be given until 6:30p.m., or until the last home contest ends. Coverage for all levels at all home contests for the following sports:

Boys/Girls Basketball, Boys wrestling, Girls gymnastics, Boys Swimming and Diving, and any IHSA tournament hosted by School.

Spring:

Coverage will be given until 6:30 p.m., or until the last home contest ends. Coverage for all levels at all home contests for the following sports:


Boys Baseball, Girls Softball, Boys/Girls Track and Field, Girls Soccer, Boys Volleyball, Girls Badminton, Boys/Girls Water Polo, and any IHSA tournament hosted by School.

Summer:

Onsite coverage/injury checks will be provided up to 20hrs per week. Actual days and times will be determined upon mutual agreement of athletic director and athletic trainer.

Memorandum

Office of the Assistant Superintendent of Administrative Services

Date: July 2, 2013
To: Doug Domeracki
From: Kimberly C. Chambers 
CC: Moses Cheng
Re: Secondary Evaluator Memorandum of Understanding

During the 2012/13 School Year, the Board of Education and West Chicago High School Teachers' Association, Inc. entered into a one-year Memorandum of Understanding which amended the Evaluation Plan to make evaluations by secondary evaluators informal (unwritten). Teachers had the option of opting-in by completing a form indicating that they would prefer formal (written) evaluations by secondary evaluators.

The Evaluation Committee discussed last year's MOU at length and determined to recommend to the Board and the Association an updated MOU for the 2013/14 school year. Primary changes include:

1. All secondary evaluations will be formal (written) unless the teacher opts-out and requests informal (unwritten) evaluations.
2. Guidelines (number 2 on the MOU) have been included to provide guidance to both teachers and evaluators.

The Teachers' Association formally approved the attached MOU on June 5, 2013, and now the Evaluation Committee is recommending that the Board approve the same.

I would recommend that the following recommendation be included on the agenda for the July 16, 2013 Board of Education meeting:

That the Board approve the *Secondary Evaluator Duties for the 2013/14 School Year Only* Memorandum of Understanding with the WCHSTA, Inc. effective for the 2013/14 school year.

If you have any questions, please do not hesitate to ask Dr. Cheng or me. Thank you.

MEMORANDUM OF UNDERSTANDING

between the
Community High School District 94 Board of Education ("the Board")
and the
West Chicago High School Teachers' Association, Inc. ("the Association")
regarding the
Secondary Evaluator Duties for the 2013/14 School Year Only

WHEREAS, the Principal has apprised the Evaluation Committee of his desire to continue the 2012/13 Memorandum of Understanding regarding Secondary Evaluator Duties, and

WHEREAS, the Board, Administration, and Association have a strong interest in and appreciation for conversations between evaluators and members of the bargaining unit about improving instruction, and

WHEREAS, the Evaluation Committee is in agreement in its goal to improve instruction through the use of the Complete Growth and Evaluation Framework, and

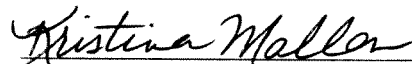
WHEREAS, both parties want to make formal a process for achieving those ends without compromising or altering the current Contractual Agreement,

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

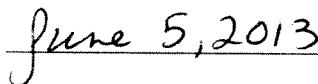
1. For the 2013/14 school year only, secondary evaluators shall conduct formal (written) observations unless the certified staff member being evaluated requests informal (unwritten) observations by returning the Request for Formal Secondary Observation form (attached) to the Principal's Office by August 23, 2013.
2. The following guidelines shall apply to informal observations under this MOU.
 - a. Secondary evaluators shall observe members of the bargaining unit assigned to them for evaluation for at least an entire class period.
 - b. Secondary evaluators shall utilize Domains 1, 2, and 3 as a format for a growth conversation with the member of the bargaining unit after the observation.
 - c. Growth conversations are intended to be meaningful conversations about the improvement of instruction rather than brief check-in conversations. They are intended to provide the member of the bargaining unit the opportunity for reflection on his/her performance and the evaluator the opportunity to share praise and suggestions for improvement.
 - d. Secondary evaluators shall not complete Evaluation Plan forms as part of Informal Observations.
 - e. Informal performance observations shall not be included in a summative evaluation document or used in the assignment of a final performance rating. However, secondary evaluators may discuss their informal performance observations with a teacher's primary evaluator who may follow up with a discussion with the employee or a subsequent observation.
3. Unless other agreement is reached, the requirements outlined in the Complete Growth and Evaluation Framework shall resume for the 2014/15 school year.

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

President,
Board of Education
Community High School District 94



President,
West Chicago High School Teachers'
Association, Inc.



June 5, 2013

Date

Date

Request for Informal Secondary Observation

2013/14 School Year Only

All certified staff being evaluated shall be observed by primary and secondary evaluators. For the duration of the 2013/14 school year only, secondary observations shall be formal (written) unless the staff member being evaluated returns this form to the Principal's Office no later than August 23, 2013. Return of said form will serve as an official request to receive informal (unwritten) secondary observations. No late forms will be accepted.

Name

Division

Please check the appropriate box:

- ☐ Non-Tenured ___ Year 1 ___ Year 2 ___ Year 3 ___ Year 4
- ☐ Tenured

Signature

Date

*Forms are due in the Principal's Office by August 23, 2013.
Late forms will not be accepted.*

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

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

**SECTION C -
DRAFT MINUTES**

1. Regular Board of Education Meeting Minutes

June 18, 2013

Board of Education
COMMUNITY HIGH SCHOOL DISTRICT 94
June 18, 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. Lalo Ponce 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. Gunderson, Mr. Kotche, Mr. Nagel and Ms. Yackey.
5. Additions to the Agenda: None

STUDENT RECOGNITION

Kathe Doremus recognized Daniel Stompor as the May Student of the Month and Nicholas Doukas as the May PeaceBuilder of the Month.

RECOGNITION OF SUPERINTENDENT’S RETIREMENT

Gary Saake presented Superintendent Ponce with a Resolution signed by the Board and a plaque in recognition of his contributions to Community High School District 94.

PUBLIC PARTICIPATION (Agenda Items Only)

None

REPORTS AND INFORMATION

1. National School Board Association Conference
Mr. Campos thanked the community of West Chicago and the School District for allowing him to attend the Conference in San Diego. He said he had attended several interesting sessions, including one on School Law and another on how to stay calm under pressure. Mr. Campos stated that he had also attended a Hispanic Caucus. Ms. Doremus reported attending several sessions, which included sessions on superintendents in their first year, Common Core, and board functional programs. She also reported that she had done a joint presentation with Dr. Scheck on situational poverty which was very well attended.
Mr. Saake reported that he and Ms. Doremus had attended a session on building a brand at Board meetings. He said another session he had attended dealt with score cards, data walls and dashboards. Mr. Saake said one of the best sessions he attended was on One to One Computing and the Cloud given by Leyden. He also reported attending sessions on Board and District leadership. Mr. Saake expressed his appreciation at being able to attend the conference.

Mr. Saake stated he would be meeting with a Field Service Director from IASB to draft an agenda for the Board Retreat which would be passed along to Board members for comment.

2. Director of Business Services Report

Mr. Cole distributed a handout entitled "FY14 Preliminary Budget" which outlined Revenues and Expenditures.

Revenues: Mr. Cole said the total estimated revenue was \$30,879,700 which represents a 1% overall increase over FY13 Budget. He said property tax increased approximately 3%, and that State funding is flat, with the exception of the closing of the County Youth Home which resulted in a reduction of \$300,000 of State funding. Revenues by Source: Mr. Cole said District 94's property taxes are above the state average at 80.71%. He said the District is very light on state and federal grants. Mr. Cole explained that other local income consisted of miscellaneous items, such as corporate personal property replacement tax, facility rentals and impact fees. He explained that school based income consisted of revenues generated within the building aside from registration/tuition fees.

Expenditures: Mr. Cole said the total estimated expenditures was \$30,879,700 which represents a .6% overall increase over FY13 Budget. He stated that all operating funds are balanced.

Expenditures by Fund: Mr. Cole said that Education was the largest fund at 70.71%. He said Operations and Maintenance Funds as well as Transportation are the next largest funds, and that the others were relatively small.

Expenditures by Object: Mr. Cole reported that Salaries and Benefits make up 65% of the total spending, with Debt Services at 13%. He said that Purchased Services contained outplacements from Special Education.

Summary by Fund: Mr. Cole stated the FY14 column had been added. He said there was a deficit on the bottom line which was due to deficit spending. He said the Operating funds are currently balanced.

Ms. Doremus asked what kind of impact Special Education bussing had for FY 13. Mr. Cole stated it was \$25,000 to \$30,000. He said that there were 5 people who had been hired for FY14 to drive the busses.

Mr. Cole said the final budget would be ready for the first Board meeting in September.

3. Principal's Report

Dr. Cheng reported that he had received many positive comments regarding the Commencement at North Central College. He said that the school is on C.O.D.'s calendar for Commencement at their facility on Friday, June 6th. Dr. Cheng stated that North Central College was more cost effective than C.O.D. He said that the school was not locked into holding Commencement at College of DuPage, and that administration would be looking at both facilities for Commencement in the next few months. Dr. Cheng pointed out that North Central had more manpower than C.O.D. Mr. Nagel said the sound system at North Central was not as good as C.O.D's, and the parking was also better at C.O.D.

Dr. Cheng then distributed a list of Type I assessments currently administered at Community High School. He explained that Type I assessments are standardized, nationally normed tests, and that there was only one Type 2 assessment listed which

is administered by our Social Studies Department, the LGAP. Dr. Cheng said there were 12 assessments listed and that they are administered throughout the school year. He said many of the assessments are used for benchmarking. Dr. Cheng stated there were also assessments used for monitoring the progress of students. He reported that the STAR Pilot assessment will be administered next year, which is a more student specific assessment and is somewhat individualized. Dr. Cheng stated this assessment could be given as often as wanted.

Mr. Nagel asked if the table of assessments could be put on the school's website with an additional column which showed which assessments are mandated and which are at the school's discretion. Dr. Cheng stated that this could be done. Dr. Cheng explained that there are also Type II and III assessments which consist of many more assessments.

Mr. Gunderson asked if each student's assessment data was compiled to see trends and administer interventions. Dr. Cheng said that they are currently doing that with PowerSchool – entering every student's data into PowerSchool. Mr. Gunderson asked if the results were shared with parents. Dr. Cheng stated that not all the results of the assessments had been shared with parents, but that the Student Intervention Team used this data when contacting parents to show them where their student was struggling.

Dr. Cheng explained that Type I assessments were standardized assessments, nationwide, benchmarked, outside of our own school district.

Ms. Yackey asked if this information is shared with parents to show students' progress from 8th grade to freshman or sophomore year. Dr. Cheng said that the information was on PowerSchool for teachers and administrators. He said that he would see if that information could be made visible to parents through PowerSchool.

4. Assistant Superintendent's Report

Dr. Chambers provided the Board with a brief update on the Human Resources portion of the Strategic Plan. She stated there were 4 goals in this portion of the Strategic Plan.

Dr. Chambers stated the first goal had a November 1st deadline and would be completed in the fall.

She said the second goal was to take a look at the attrition rates. Dr. Chambers stated the information would be provided prior to the September 30th deadline.

Dr. Chambers reported that the third goal was to identify a software program that would be used to do teacher evaluations, observations, and the recording of the data.

Dr. Chambers said there are two programs that are very highly recommended by other districts, but that neither of them allowed an evaluator to indicate that a teacher had met different levels within the same indicator, which, she explained, is how our teachers are currently evaluated. Dr. Chambers stated that evaluators and teachers had indicated they liked the ability to be able to mark in multiple areas. Dr. Chambers told the Board that she had contacted several vendors to see if it would be possible to add this feature, and had been told that they could not.

Dr. Chambers said she did not want to recommend a software program that met the Board's goal and not the day to day needs of the District. Dr. Chambers said that Allister Scott thought Mastery Manager might be a way to gather the data to inform staff development. Dr. Chambers stated that she and Mr. Scott would begin conversations after Mr. Scott begins his duties as Assistant Principal on July 1st.

Dr. Chambers reported that the fourth goal is to facilitate the development and adoption of an updated evaluation plan including student growth in time for the September 1, 2016 deadline. She reported meeting informally with the joint committee three times. Dr. Chambers stated the committee was in agreement on a two year pilot which would allow every teacher to go through the plan once in the pilot so that everyone would be comfortable once it is actually implemented. Dr. Chambers reported she had held a voluntary faculty meeting regarding this goal. She said the Committee would meet over the course of the school year to plan the pilot.

5. Student Attendance and Discipline Reports (Att. §B - pp. 1 - 20.)

Mr. Ponce reported that May/June had an attendance rate of 91.01% which would translate to 93.01% using the period reporting which had been used in previous years. Mr. Ponce stated that attendance was lower than last year.

Student Discipline Report: Mr. Ponce reported that truancy made up the largest number of In School Suspensions by Reason. He stated that October and November appeared to be the most challenging months for Out of School Suspensions.

Mr. Nagel said receiving the number of truancy participants would be more useful information than the number of incidents as it would help identify the students who were chronically truant. Mr. Gunderson said the same discussion had taken place at the Discipline Committee; approximately 100 students had been tardy, of which approximately 30 were excessively truant.

Mr. Ponce directed the Board's attention to Out of School Suspensions by reason. He reported that the largest number of Out of School Suspensions was due to students who had chosen not to attend Saturday School. Mr. Nagel asked if Saturday School was academic or punitive. Dr. Cheng responded that students are supposed to bring school work, but that Saturday School was not proactively being made a credit recovery. Ms. Doremus asked what percentage of students showed up for Saturday School, and if there was a way to break the cycle of students doing nothing while attending Saturday School.

Mr. Nagel said that another option to Saturday School could be community service. Dr. Cheng responded that other schools had tried community service, but it raised issues such as liability and having to pay students the prevailing wage. He also stated that detention was the lowest rung of consequence, and that there were several tiers of interventions.

Mr. Nagel asked if students were given an option of attending detention on other days during the week and Dr. Cheng said they were.

Mr. Kotche directed the Board's attention to page 14 of the Discipline Report. He noted that there was an increase in suspensions for use of marijuana and asked if this was a growing problem. Dr. Cheng said that he thought the increase was due to more students reporting drug use to administration.

Mr. Campos asked if further interventions needed to be added. Mr. Ponce said that staff is working very hard with students and Mr. Saake said the Discipline Committee is also addressing these issues. He said that parents would be contacted even earlier in the intervention process.

Dr. Cheng said the Discipline Committee is working on these issues and Mr. Gunderson said that student tardies are the number one topic of the Discipline Committee.

6. Freedom of Information Act Requests (Att. §B - pp. 21 – 36)
Mr. Ponce reported there had been one FOIA request from the Family Tax Payers Foundation.
5. Future Dates
 - a. Regular Semi-Monthly Board of Education Meeting – ~~July 2, 2013~~ - Canceled
 - b. Regular Finance Committee Meeting – To Be Announced
 - c. Board Retreat Special Meetings – July 10 & 11, 2013 – 6:00 p.m. –
DuPage Airport Authority, 2700 International Drive, Third Floor Conference Center, West Chicago, IL 60185
 - d. Regular Semi-Monthly Board of Education Meeting – July 16, 2013All meetings to be held in the Administrative Conference Room of Community High School, unless otherwise noted.
7. Open Comment
Mr. Gunderson stated that there had been an article in the newspaper about Community High School spending \$1300 to send union representatives to union meetings. Mr. Saake and Dr. Chambers responded that this was collective bargaining and that it was for paid release to compensate substitute teachers.

CONSENT AGENDA (Roll Call)

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

1. Items Removed from Consent Agenda for Separate Action: Minutes of the June 4, 2013 Board Meeting.
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: Ayes: Doremus, Gunderson, Kotche, Nagel, Saake, Yackey
Nays: None
Abstain: Campos
Motion Carried: 6 – 1

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

1. **Approval of Financials — (Att. §A – pp. 1 - 42)**
 - a. Approve Current Expenditures
RECOMMENDED MOTION: That the Board of Education approve the expenditures from May 17, 2013 to June 12, 2013
 - b. Imprest Fund Statement
 - c. Treasurer’s Report
 - d. Statement of Position
 - e. Financial Report

- f. Statement of Revenue/Expenditures YTD Ending May 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)
- n. Budget Report

CONSENT AGENDA APPROVAL

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

Board of Education Regular Meeting - June 4, 2013

Closed Session Board of Education Meeting – June 4, 2013

RECOMMENDED MOTION: That the Board of Education approve the minutes of the meetings of June 4, 2013, as amended at table.

MOTION: Mr. Gunderson

SECOND: Ms. Kotche

VOTE: Ayes: Doremus, Gunderson, Kotche, Nagel, Saake, Yackey
Nays: None
Abstain: Campos

NEW BUSINESS

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

RECOMMENDED MOTION: That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table as shown on Att. §D – pp. 1 - 3 .

MOTION: Mr. Kotche

SECOND: Ms. Yackey

VOTE: Unanimous Approval on Roll Call Vote

RECOMMENDED MOTION: That the Board of Education accept the resignation of Ralph Michalek, Maintenance, effective July 26, 2013.

MOTION: Mr. Gunderson

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote

2. **Prevailing Wage – (Roll Call)**

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

RECOMMENDED MOTION: That the Board of Education adopt the DuPage County Prevailing Wage for June 2013 and approve the Resolution, Certification and Notice of Adoption as shown on Att. §B - pp. 37 - 50 .

MOTION: Mr. Nagel

SECOND: Ms. Yackey

VOTE: Ayes: Campos, Kotche, Nagel, Yackey

Nays: Doremus, Gunderson, Saake
Abstain: None
Motion Carried: 4 - 3

3. **Driver's Education Car Lease – (Roll Call)**

Over the past two years the District has leased a car for Driver's Education from Joe Cotton Ford (Carol Stream) for \$400 per month. The lease expired at the end of May, 2013. Haggerty Ford (West Chicago) will lease a new Ford Focus for a 2 year period for \$244.94 per month. This vehicle is used both for the regular school year Driver's Education program as well as the summer Driver's Education program.

RECOMMENDED MOTION: That the Board of Education authorizes the lease of a 2013 Ford Focus from Haggerty Ford of West Chicago for a two year period with a monthly rate of \$244.94 per month as shown on Att. §B - pp. 51 – 51. The administration is hereby authorized to execute the requisite agreements.

MOTION: Mr. Kotche

SECOND: Mr. Gunderson

Mr. Nagel suggested limiting the lease to a one or two month period so multiple cars could not be leased. Mr. Saake said the lease was limited to one vehicle. Mr. Kotche stated that once the vehicle was leased, another could not be leased.

VOTE: Unanimous Approval on Roll Call Vote

Mr. Nagel asked if the Board would read and vote on the resolution. Mr. Saake said the resolution was what had been approved. Mr. Nagel stated that the resolution appeared to be separate. Mr. Cole said the last sentence of the motion authorized administration to execute the requisite agreements.

4. **Athletic Trainer Contract – (Roll Call)**

For the past three years the District has engaged the services of ATI Physical Therapy for athletic trainer services. The current agreement expires at the end of July 2013. It is administration's recommendation to enter into a new two year agreement with ATI under the same terms and conditions and pricing of the prior agreement. The cost for the services is \$40,000 per year. The services are outlined in schedule A of the agreement. Minimum staffing includes one certified trainer for 40 hours per week and an additional trainer for 20 hours per week.

RECOMMENDED MOTION: That the Board of Education authorizes the execution of an agreement with ATI Physical Therapy for a term commencing August 1, 2013 through July 31, 2015 for an annual fee of \$40,000 as shown on Att. §B - pp. 52 – 57.

Mr. Nagel asked if this fell under the category of professional services that do not have to be bid. Mr. Cole stated he was not certain. Mr. Nagel asked what the bid limit was and Mr. Cole responded that the limit was \$50,000 for construction purposes. Mr. Nagel said that it should be confirmed that this contract would fall under architects, attorneys, etc. so as to not violate policies.

This item was tabled.

5. **Memorandum of Understanding – Superintendent’s Contract
(Roll Call)**

The MOU will clarify the intent of the Board of Education related to the retirement annuity.

RECOMMENDED MOTION: That the Board of Education approve the MOU related to the superintendent’s retirement as shown on

Att. §D - pp. 4 - 5.

MOTION: Mr. Kotche

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Roll Call Vote

OLD BUSINESS - None

PUBLIC PARTICIPATION - None

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

There was no Executive Session

ADJOURNMENT

RECOMMENDED MOTION: That the Board of Education meeting be adjourned at 8:37 p.m.

MOTION: Mr. Gunderson

SECOND: Mr. Campos

VOTE: Unanimous Approval on Voice Vote 7 - 0

Gary R. Saake, President

ATTEST:

Ruben Campos, Secretary

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

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

**SECTION D -
CONFIDENTIAL MEETING ATTACHMENTS**

1. Personnel Report

Office of Human Resources - Personnel Report

07/16/2013 – Board of Education Meeting

A. Approve the following personnel recommendations:

Employment

NAME	Ms. Becky Koltz	Ms. Drew Plumb	Mr. Brian Puchalski
Action	Employment	Employment	Employment
Classification	Non-Certified	Certified	Certified
Initially Proposed	07/16/2013	07/16/2013	07/16/2013
Role/ Area	Communications Specialist/ Administrative Services	Teacher/Math & Science Division	Teacher/Special Education Division
Education	BA in Communications/Public Relations from DePaul University	BA in Biology from Aurora University	BA in Social Science Secondary Education from Millikin University; Special Education Certification from Chicago State University
Experience	11 years as Director of Community Relations for West Chicago Elementary School District 33	2 years as a Science Teacher at Carpentersville Middle School	1 year as a Special Education Teacher at Ball-Chatham School District #5
Certification Type	N/A	Type 9, Initial	Type 9, Initial
Part/Full-Time	Part-Time	Full-Time	Full-Time
Salary/Schedule	\$12,400	BA, Step 3	BA, Step 2
Replaces	New Position	Tyler Michie	Dawn Schmied
Effective	07/01/2013	2013/2014 School Year	2013/2014 School Year

Leave of Absence

NAME	Mr. Miguel Juarez		
Action	Extension of Leave of Absence		
Classification	Non-Certified		
Initially Proposed	03/05/2013		
Role/ Area	Custodian/Buildings & Grounds		
Education			
Experience			
Certification Type			
Part/Full-Time			
Salary/Schedule			
Replaces			
Effective	Extend to 10/08/2013		

Office of Human Resources - Personnel Report

07/16/2013 – Board of Education Meeting

Acceptance of Resignation

NAME	Mr. Eric Lasky	Mr. Louis Kermend	
Action	Acceptance of Resignation	Acceptance of Resignation	
Classification	Certified	Certified	
Initially Proposed	07/16/2013	07/16/2013	
Role/ Area	Teacher/Math & Science Division	Teacher/Special Education Department	
Education			
Experience			
Certification Type			
Part/Full-Time	Full-Time	Full-Time	
Salary/Schedule			
Replaces			
Effective	07/03/2013	07/11/2013	

B. Approve the following summer school positions for Summer 2013:

General Education Session 2, English	Dave Jennings
General Education Session 2, NovaNet Credit Recovery	Diana Palka
Program Assistant Session 2, NovaNet Credit Recovery	MaryKate Ross

Enrichment Program Semester 2 – Geometry	Patricia Arnold
--	-----------------

Correction from 1st Session List:


Summer BRIDGE, Math	Kirsten Vondrak was listed – should be Kristina Mallon
---------------------	--

- C. Approve a change in the weekly calendar of the part-time Program Assistant position in the AVID program from a maximum of 10 hours per week to a maximum of 14 hours per week. See attached memorandum.
- D. Approve the creation of one year long overload in German 2 and one semester-long overload in Consumer Education for the 2013/14 school year. See attached memorandum.

Memorandum
Office of the Assistant Superintendent
of Administrative Services

Date: July 2, 2013

To: Doug Domeracki

From: Kimberly C. Chambers 

cc: Moses Cheng, Gordon Cole, Maura Bridges

Re: Additional AVID Program Assistant Hours

District 94 currently offers the AVID program. A key component of this program is the provision of additional tutoring during class periods. Last year, the District offered 4 year-long sections of AVID for students. The Program Assistant hired to serve as the tutor worked a maximum of 10 hours per week.

This year, the District is offering 6 year-long sections of AVID for students. As a result, Ms. Bridges has requested that the hours for the Program Assistant be changed from a maximum of 10 hours per week to a maximum of 14 hours per week to provide assistance to all enrolled AVID students. Please see the attached memo.

As the Program Assistant in that position resigned at the conclusion of the 2012/13 school year to finish her college coursework, we will be hiring someone new in the position. The hourly rate will be between \$11.01 and \$13.38. An additional four hours per week will cost the district an additional \$1,675 to \$2,035 per year plus associated payroll costs.

As such, I plan to include the following recommendation in my regular Personnel Report for the July 16, 2013 Board of Education meeting:

That the Board of Education approve a change in the weekly calendar of the part-time Program Assistant position in the AVID program from a maximum of 10 hours per week to a maximum of 14 hours per week.

If you have any questions, please do not hesitate to ask.



Moses Cheng
Principal

Pete Martino
Assistant Principal

Maura Bridges
Director of Student Services

Tiffany Chavez
Director of Special Education

Doug Mullaney
Athletic Director

Bill Lech
Assistant Athletic Director

Marc Wolfe
Activities Director

Antonio DelReal
Dean of Students

David Pater
Dean of Students

www.d94.org

June 6, 2013

Dear CHS Board member;

Thank you for expanding our AVID sections for the 2013-2014. This will allow us to support more students and build an even stronger program. With the additional classes we will need a few extra hours for the AVID tutor to cover all classes. I am requesting the following change in the position:

Change from:

- Hours: 7:45 am – 12:45 pm, Tuesdays and Thursdays during the school year
- Maximum of 10 hours/week

To:

- Hours: 7:45 am – 3:10 pm, Tuesdays and Thursdays during the school year
- Maximum of 14 hours/week

Thank you for your consideration in this matter.

Sincerely,


A handwritten signature in black ink, appearing to read "M Bridges".

Maura Bridges
Director of Support Services



Memorandum

Office of the Assistant Superintendent of Administrative Services

Date: July 2, 2013
To: Doug Domeracki
From: Kimberly C. Chambers 
CC: Moses Cheng, Maura Bridges, Gordon Cole
Re: Overload Sections

Each year, we move through our sectioning process in March and then monitor the numbers in classes as the year progresses. Multiple factors influence the numbers (student failures, student enrollments, student withdrawals, etc.). Dr. Cheng and Ms. Bridges have been closely watching the numbers in two courses: German 2 and Consumer Education. Please see the attached memo from Dr. Cheng.

Given the data cited by Dr. Cheng, I am recommending that the Board add one year-long overload in German 2 and one semester-long overload in Consumer Education for the 2013/14 school year.

The cost of these additions would be \$12,600 plus associated TRS and payroll costs (\$8,400 for the year-long and \$4,200 for the semester-long sections).

I would like to make the following recommendation as a part of the Personnel Report at the July 16, 2013 Board of Education meeting:

That the Board approve the creation of one year-long overload in German 2 and one semester-long overload in Consumer Education for the 2013/14 school year.

If you have any questions, please do not hesitate to ask. Thank you.

**Community High School District 94
West Chicago, Illinois
Office of the Principal**

Memorandum

To: Kim Chambers, Assist. Supt. for Admin. Services

From: Moses Cheng, Principal

Date: July 1, 2013

Re: Overload Positions for 13-14

Cc: Doug Domeracki, Superintendent
Maura Bridges, Dir. of Support Services

Mrs. Bridges and I reviewed course enrollment numbers on June 20, 2013 as part of the process for generating schedules for students and teachers. In that review there were a couple of courses with high enrollment numbers that gave us concern. Those courses were German 2 and Consumer Education.

German 2 is currently scheduled with 1 section and 38 students enrolled in that section. Consumer Education is currently scheduled with 10 sections and 330 students enrolled. Based on this, the average class size for Consumer Education would be 33 students however, due to student schedules, we have classes with having as high as 35 students enrolled. These numbers already take into account all scheduling conflicts that arise from building the master schedule and all graduation requirements for students as they matriculate into the next school year. We therefore do not anticipate these numbers to fluctuate significantly between now and August.

To address these numbers and to create a classroom environment conducive to learning, I am requesting that 2 overload sections be added for the 2013-2014 school year: 1 section (full year) for German 2 and 1 section (1 semester) for Consumer Education.

If you have any further questions regarding this matter, please do not hesitate to ask.