

Board of Education
COMMUNITY HIGH SCHOOL DISTRICT 94
July 16, 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. Doug Domeracki 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

PUBLIC PARTICIPATION (Agenda Items Only)

None

REPORTS AND INFORMATION

1. Coaches Evaluations

Doug Mullaney directed the Board’s attention to the Evaluation Framework for Head and Assistant Coaches which was included in the Board packet (Att. §B - pp. 1 – 4). Mr. Mullaney first addressed the evaluation framework for Head Coaches. He stated that Pre-Season Conversations included development of a Mission & Vision Statement, as well as general goals and a pre-season strategies list. He said that successful development of a Mission & Vision Statement required a coach to have some experience at West Chicago, and could take up to a year to develop.

Mr. Mullaney reported that Post-Season Evaluations were completed by coaches and Mr. Mullaney, with coaches outlining their accomplishments and areas of growth, and Mr. Mullaney outlining a Summary of the Season, the coaches Areas of Strength, and their Areas for Growth. Mr. Mullaney also reported that he had conversations with his coaches on a year-round basis.

Mr. Mullaney then addressed the evaluation framework for assistant coaches. He told Board members that he is still in the process of teaching head coaches how to take on the complete evaluation of assistant coaches. Mr. Mullaney said he shares his observations of the assistant coaches with the head coaches during the season.

Mr. Mullaney told Board members that he had also included in the packet a tool used by head coaches called Framework for Coaching Domains which outlined Planning and Preparation, Practice and Game Environment, Coaching and Leadership and Professional Responsibilities.

Mr. Saake asked if student and parent surveys were being conducted at the conclusion of each season. Mr. Mullaney replied that he had conducted surveys his first three years in the position of Athletic Director. He said the responses were either emailed

to him or dropped off at the school and that there had been a response rate of approximately 15%. Dr. Cheng said that the Superintendent had taken over the responsibility of the surveys in subsequent years using Survey Monkey. Mr. Mullaney said that he had not seen survey results for the 2012-13 school year. He also stated that he would like to have responsibility of the surveys returned to his office. Mr. Gunderson stated that the surveys should be the Athletic Director's responsibility and that the response rate should be 90%. Mr. Gunderson also remarked that game scores needed to be updated on the school's website and Mr. Mullaney said that was one of his goals. Dr. Domeracki said that revamping the website is one of the school's goals. Ms. Yackey suggested providing strategies to ensure that the surveys are returned, such as expecting they be returned to coaches at the last practice or last game. Mr. Kotche said the easiest way to ensure surveys are returned was to add it to the Coach Evaluation form.

Mr. Gunderson stated it would be helpful to the Board to see evaluations on coaches that were being suggested for promotion. Mr. Gunderson also remarked that coaches be required to attend youth programs. Several Board members stated they had seen other schools recruit District 94's students at the youth level and that none of the school's coaches had been in attendance. Mr. Mullaney stated that there had been improvement in this area.

Mr. Nagel suggested the evaluation form include plans for recruitment activity and attendance at the feeder district's events.

Board members said that head coaches' Mission & Vision Statements should be shared with assistant coaches and athletes.

2. Director of Business Services Report

Mr. Cole asked Mr. Mullaney how the school's athletic trainers were scheduled when more than one athletic event was occurring at the same time. Mr. Mullaney responded that the Athletic Department and the trainers met daily to discuss coverage of events. Mr. Nagel asked if the conversations were documented and Mr. Mullaney said they were verbal discussions. Mr. Nagel commented that it might be useful, in the event of litigation, if the conversations were documented. Mr. Nagel stated the contract with ATI seemed very loose concerning coverage of more than one event. Mr. Mullaney said the daily conversations, along with the use of radios, ensured coverage of most events.

Mr. Cole then reported that a car had struck the school's marquee which caused a great deal of damage. He said that he was waiting for quotes from vendors to repair/replace the sign, and that it appeared that insurance would cover the costs.

3. Principal's Report

Dr. Cheng gave board members' an overview on how to access the PowerSchool Dashboard through the school's website.

4. Assistant Superintendent's Report

Dr. Chambers updated the Board on the hiring process for the 2013-14 school year. She stated there would be three administrator, seven teacher and eight support staff positions filled, of which three teaching positions remained open, along with several support staff positions.

5. Freedom of Information Act Requests
Dr. Chambers reported there had been four Freedom of Information Act requests which were included in the packet (Att. §B - pp. 5 – 223). Mr. Gunderson asked that FOIA requests be sent to Board members electronically and not be included in the printed packet.
6. Donations Received in 2012-2013
Dr. Domeracki reported on the summary of donations received in 2012-13 which was included in the board packet (Att. §B - pp. 224 – 224). He stated the school had received \$10,700 in cash and some goods.
7. Quarterly Outside Facility Use Report (Att. §B - pp. 225 – 227)
Mr. Cole directed the Board's attention to the report which was included in the packet and asked if there were any questions.
Dr. Domeracki asked if the Board wanted to see the Facility Report at Board meetings. Mr. Saake stated it was nice to have the information, but not necessarily at a Board meeting. Several Board members agreed the report would be more useful if it only contained organizations which were using the facilities and not the number of times each used it. Mr. Gunderson stated that it could be brought to the Board's attention when there was a problem.
8. Review of Closed Session Minutes and Tapes
Dr. Domeracki asked Mr. Campos and Mr. Nagel if they would be available to review Closed Session minutes & tapes 15 minutes prior to the August 6, 2013 Board meeting. Both agreed they would be available.
9. Future Dates
 - a. Regular Semi-Monthly Board of Education Meeting – August 6, 2013
 - b. Regular Finance Committee Meeting – July 23, 2013 – 4:00 p.m.
 - c. Regular Semi-Monthly Board of Education Meeting – August 20, 2013All meetings to be held in the Administrative Conference Room of Community High School, unless otherwise noted.
10. Board President's Report
Mr. Saake told Board members that Dr. Domeracki would present a proposal for committees at the next Board meeting.
11. Open Comment
Mr. Nagel welcomed Dr. Domeracki to his first official Board meeting.
Several Board members stated that the marching band should represent the school in the Railroad Days parade.
Mr. Campos said that he would like to see Dr. Cheng and Mr. Mullaney follow through on coach evaluations. Dr. Cheng said that it would be helpful for the Athletic Department to have control over the surveys. He also said that many schools do not have formalized coaching evaluations.
Several Board members mentioned that it should be a requirement that coaches attend outside events.

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: None
2. Consent Agenda Action for All Items Except those Listed in 1. Above.
RECOMMENDED MOTION: That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.
MOTION: Mr. Gunderson
SECOND: Mr. Kotche
Mr. Nagel suggested posting the Hearing and Compliance Officers' names on the school's website. Dr. Cheng said that complaints should go through the appropriate steps before going to the Officers. Mr. Saake suggested having the appropriate steps outlined in a simple protocol and posting them on the school's website.
VOTE: Unanimous Approval on Roll Call Vote

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

1. **Approval of Minutes — (Att. §C – pp. 1 - 8)**
Board of Education Regular Meeting - June 18, 2013
Special Board of Education Meeting - July 10, 2013
Special Board of Education Meeting - July 11, 2013
RECOMMENDED MOTION: That the Board of Education approve the minutes of the meeting of June 18, 2013, July 10, 2013 and July 11, 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.

MOTION: Mr. Campos

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Roll Call Vote

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.

MOTION: Mr. Gunderson

SECOND: Mr. Yackey

VOTE: Unanimous Approval on Roll Call Vote

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.

MOTION: Mr. Kotche

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Roll Call Vote

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.

MOTION: Mr. Kotche

SECOND: Mr. Yackey

VOTE: Unanimous Approval on Roll Call Vote

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 .

MOTION: Mr. Campos

SECOND: Mr. Kotche

Mr. Nagel suggested several small changes be made to the contract to which Mr. Cole responded that the changes would be made.

VOTE: Unanimous Approval on Roll Call Vote

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.

MOTION: Mr. Gunderson

SECOND: Mr. Kotche

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 8:25 p.m.

MOTION: Mr. Campos

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Voice Vote 7 - 0

Gary R. Saake, President

ATTEST:

Ruben Campos, Secretary