

Board of Education
COMMUNITY HIGH SCHOOL DISTRICT 94
6/19/2012 – 7:00 p.m.

Community High School
326 Joliet Street
West Chicago, Illinois

7274

OPENING ACTIVITIES

1. Call to Order at 7:00 p.m.
2. Rich Nagel led the Board and meeting attendees in the Pledge of Allegiance.
3. Dirk Gunderson read the Mission Statement:
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Encouraging Words Quotation –
Ruben Campos read the following quotation:
"Courage does not always roar. Sometimes courage is the quiet voice at the end of the day, saying 'I will try again tomorrow'."

~ Mary Anne Radmacher
5. Roll Call – Present were: Mr. Campos, Ms. Doremus, Mr. Gunderson, Mr. Kotche, Mr. Molinaro, Mr. Nagel, and Mr. Saake. Mr. Kotche and Mr. Saake were present via telephone conference due to being out of town for work-related business.
6. Additions to Agenda – Summer Reading
MOTION: Mr. Campos
SECOND: Mr. Molinaro
VOTE: Unanimous Approval on Voice Vote 7 - 0

PUBLIC PARTICIPATION

Ms. Julie Pilcher spoke to the Board regarding the de-annexation request of 5 families who reside on Lowden Avenue and Shaffner Road in Wheaton. Ms. Pilcher suggested that, in order to lessen the tax-related impact to Districts 33 and 94, the de-annexation be done as a transitional move from Districts 33 and 94 to District 200 over several years starting in 2013-2014 by moving 3 homes, then moving the other 2 homes the next school year.

1. Budget Reports for 2011-2012 and 2012-2013
Mr. Cole distributed the June budget report which outlined the 2011-2012 original budget, the revised budget which is necessary due to grant-related changes, the year-to-date budget, the projected end-of-the-year budget, and a draft of the 2012-2013 original budget. Mr. Cole directed the Board's attention to the 2011-2012 Projection Column which shows Community High School ending the year with a positive balance. Mr. Cole gave a brief overview of the expected year end and a tentative draft of the 2012-2013 budget. Mr. Cole stated that the formal adoption would be in September. The date of the public hearing will be announced at the August 21st Board meeting.

Ms. Doremus asked if items which were outlined in the recently approved Life Safety Study were built into the budget. Mr. Cole reported that some projects were already under way. Mr. Gunderson stated that, with the loss of revenue from the pool rental to the West Chicago Park District, the high school should look at renting the pool to other entities.

2. Principal's Report

Dr. Cheng stated that administrators are busy with Power School and Mastery Manager this summer. The online training for the Teacher Evaluation process will require many hours to complete. Dr. Cheng also stated that the Boys' Basketball coaching position has been re-posted; he hopes to have the position filled within the next month.

3. Assistant Superintendent's Report

Dr. Chambers distributed the 2012 Exit Interview Summary. Dr. Chambers stated that she had met with each of the 18 employees individually. Dr. Chambers reported that administration will look at the suggested areas of growth identified in the survey.

4. Student Attendance and Discipline Reports

Mr. Ponce shared the results of the May and June Student Attendance and Discipline Reports (Att. §C - pp. 1 - 5). He noted that 2011-2012 has been a year with high out-of-school suspensions. Mr. Ponce shared that he met in May with 2 teachers and other staff members to address the issues of tardies and discipline. He reported that he expects to see improved results next year. The Board discussed the number of out of school suspensions and asked if tougher discipline policies were working. They also discussed holding parents responsible for truant students. Ms. Doremus asked if other schools are seeing a rise in truancy and tardiness, or could the rise in numbers be due to the change in our discipline policy. Mr. Saake stated that the school needs to get away from the punishment aspect and focus on the root causes. Dr. Cheng responded that moving the Dean's into the same office space as the Counselors was done specifically to help address the root causes of tardiness and truancy.

5. De-Annexation Request

Mr. Ponce reported that he had received a letter (Att. §C - pp. 6 - 8) from 5 property owners on Shaffner Road and Lowden Avenue in Wheaton who have requested detachment from Districts 33 & 94. The request asks that Districts 33 & 94 allow them to detach without going through the formal process of petitioning the Regional Office of Education. The Board discussed the request for detachment and the resulting loss of tax revenue to the District. Mr. Gunderson asked if there were more than 5 parcels in the area. Mr. Saake responded that there were 27 parcels in that area in total. It was the Board's direction to administration to send the prepared letter which states that Districts 33 & 94 are prepared to respond only to a formal petition filed with the Regional Office of Education.

6. Strategic Plan Report: External/Community Collaboration

Mr. Ponce distributed the Strategic Plan Report: Exterior/Community Collaboration Strategic Plan packet. He reported that a Communication Committee had been formed to develop a Communications Plan. The Communications Plan is a draft and should not become official until a professional communicator has reviewed the plan. The Committee is recommending that the District employ a professional Public Relations person, either half-time, or part-time.

Mr. Ponce outlined the Communications Plan Objectives, Visions, Strategies, Methods, and Assessment and Accountability. He reported that he will meet with the Superintendents of Districts 25, 33 & 34 and the Public Relations Officer for the Illinois Association of School Administrators on July 30th to review the Communications Plan. Mr. Ponce then reviewed the District 94 – Parent/Student Involvement Plan.

The Board discussed the need for a Public Relations person.

Ms. Doremus recommended that the Strategic Plan Report: External/Community Collaboration be put on the July 17th Board agenda so the Board would have time to review the information.

7. Board Representative Reports —

Other Schools/Community

- Business/Community Education Partnership Kathe Doremus/Tony Molinaro (Alt.)
- SASSED Kathe Doremus/Tony Molinaro (Alt.)
- West Chicago Park District Dirk Gunderson/Ruben Campos
- WC Council of Governments Kathe Doremus/Gary Saake
- CHS District 94 Education Foundation Kevin Kotche/Gary Saake
- D33/D94 Task Force Ruben Campos, Rich Nagel

Building/Contract

- Class Size Tony Molinaro/Rich Nagel
- Discipline Committee Ruben Campos/Dirk Gunderson
- Finance Committee Ruben Campos/Kathe Doremus/
Gary Saake
- Supervision Committee Rich Nagel/Kevin Kotche
- Technology Committee Kevin Kotche/Dirk Gunderson
- Negotiations Committee Rich Nagel/ Gary Saake
Tony Molinaro (Alt.)
- Wellness Committee Ruben Campos/Kevin Kotche

Ad Hoc Committees:

- Architectural Selection Rich Nagel/Dirk Gunderson
- Contract Review Kevin Kotche/Rich Nagel
- Education Kathe Doremus/Tony Molinaro (Alt.)
- Strategic Planning
- Policy Review Committee

Open Comment

Mr. Nagel asked about progress on paring out various committees. Ms. Doremus responded that Committees would be discussed at the Board Retreat.

Future Dates

- a. Regular Semi-Monthly Board of Education Meeting – ~~July 3, 2012~~ - **CANCELLED**
- b. Regular Finance Committee Meeting — July 11, 2012 – 7:30 a.m.
- c. Railroad Days in West Chicago – July 12 – 15, 2012
- d. Regular Semi-Monthly Board of Education Meeting – July 17, 2012 – 7:00 p.m.
- e. Regular Semi-Monthly Board of Education Meeting – August 7, 2012 – 7:00 p.m.
- f. Regular Finance Committee Meeting – August 15, 2012 – 7:30 a.m.
- g. Regular Semi-Monthly Board of Education Meeting – August 21, 2012 – 7:00 p.m.

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

8. Summer Reading

Mr. Nagel reported he had received an e-mail from a parent of a student in Honors English who was concerned about the intensity of some of the books on the Required Summer Reading 2012 list. Mr. Nagel suggested that warnings be posted regarding each book so that students would have the ability to decide if the book was right for them. Dr. Cheng responded that the school should encourage students to go online and preview books before choosing one.

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. Molinaro
SECOND: Mr. Campos
VOTE: Unanimous Approval on Roll Call Vote 7 - 0

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

APPROVAL OF MINUTES1. **Approval of Minutes — (Att. §A – pp. 1 - 7)**

Board of Education Meeting – June 5, 2012

Closed Session Board of Education Meeting – June 5, 2012

RECOMMENDED MOTION: That the Board of Education approve the minutes of the meetings of June 5, 2012, as listed above.**CONSENT AGENDA APPROVAL**2. **Approval of Financials — (Att. §B – pp. 1 - 53)**

a. Approve Current Expenditures

RECOMMENDED MOTION: That the Board of Education approve the expenditures from May 11, 2012 to June 14, 2012.

b. Imprest Fund Statement

c. Treasurer's Report

d. Statement of Position

e. Financial Report

f. Statement of Revenue/Expenditures YTD Ending May 31, 2012

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)

CONSENT AGENDA APPROVAL**NEW BUSINESS**1. **Personnel Report – (Roll Call)****RECOMMENDED MOTION:** That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table. (Att. §C – pp. 9 - 12).**MOTION:** Mr. Campos**SECOND:** Mr. Gunderson**VOTE:** Unanimous Approval on Roll Call Vote 7 - 0**RECOMMENDED MOTION:** That the Board of Education accept the resignation of Allison Zabelin, teacher in the Humanities Division, effective June 17, 2012.**MOTION:** Mr. Gunderson**SECOND:** Mr. Nagel**VOTE:** Unanimous Approval on Roll Call Vote 7 - 02. **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.

Therefore, in past practice, the District has annually adopted the Schedule of Prevailing Wage Rates (Att. §C - pp. 13 - 19). It is appropriate to do so again.

RECOMMENDED MOTION: That the Board of Education adopt the DuPage County Prevailing Wage for June 2012 and approve the Resolution, Certification and Notice of Adoption as shown on (Att. §C - pp. 20 - 23).

MOTION: Mr. Molinaro

SECOND: Mr. Campos

VOTE: Ayes: Campos, Kotche, Molinaro, Nagel
Nays: Doremus, Gunderson, Saake
Motion Carried 4 - 3

3. **Chiller Maintenance Agreement – (Roll Call)**

The District will need to enter into a maintenance agreement for its two chillers.

RECOMMENDED MOTION: That the Board of Education approve the chiller maintenance agreement with Trane for a three year term in the amount of \$12,563 per year as shown on (Att. §C - pp. 24 - 24), and made a part hereof and that the Board has determined that the contract can best be provided by the manufacturer, and is waiving bidding per the terms of Policy 3303, in accordance with 105 ILCS 5/10-20.21.

MOTION: Mr. Campos

SECOND: Mr. Molinaro

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

4. **Miscellaneous Wages – (Roll Call)**

Each year the Board approves miscellaneous salary adjustments.

RECOMMENDED MOTION: That the Board of Education approve miscellaneous salary adjustments for the 2012-2013 school year as shown on (Att. §C - pp. 25 - 25) and made a part hereof and that the Athletic Event Workers rate of pay should read “5 hours or less or more than 5 hours”.

MOTION: Mr. Campos

SECOND: Mr. Gunderson

Mr. Nagel asked which rate would be paid to a person who worked exactly 5 hours, the 5 hours or less rate or the 5 hours or more? The Board determined that the rate should be 5 hours or less or more than 5 hours.

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

5. **Appendix B Recommendations – (Roll Call)**

The Appendix B Committee met on May 8, 2012 to review current Appendix B positions. The Committee members are Brandon Fantozzi, Amy Gibson, Kim Wallner, Doug Mullaney and Moses Cheng. Upon review of the information presented, it was determined additional stipends should be added to the Appendix B Schedule. Administration reviewed the Appendix B report and is making the following recommendations:

Add three stipends for Activity Sponsors: Steppers (1), OLAS (1) and the Creative Writing Club (1). Add four stipends for Athletic Coaching: Cheerleading (1), Football (3).

RECOMMENDED MOTION: That the Board of Education approve the additional positions as recommended by administration.

MOTION: Mr. Molinaro

SECOND: Mr. Kotche

Mr. Nagel asked if these positions would be assigned levels.

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

Mr. Kotche's connection was interrupted

Approval on Roll Call Vote 6 - 0

6. **Revisions to 2012-2013 School Calendar – (Roll Call)**

Administration is recommending adjustments to the parent teacher conference schedule for school year 2012-2013. Instead of two half days of instruction on November 8th and November 9th, a full day of instruction will be held on November 8th followed by evening conferences. Conferences will continue on November 9th. March 21st and 22nd will follow the same schedule. March 21st will be a full day of instruction followed by parent conferences in the evening. Conferences will continue on March 22nd as shown on (Att. §C - pp. 26 - 26).

RECOMMENDED MOTION: That the Board of Education approve the recommended adjustments to the 2012-2013 School Calendar.

MOTION: Mr. Molinaro

SECOND: Mr. Campos

Mr. Gunderson asked if the school had considered moving the end of first semester prior to winter break. Mr. Ponce responded that this is being discussed with the WCHSTA. Dr. Cheng remarked that there are two things to consider: balancing the semesters and the start date of the school year and how that may overlap with athletic practices.

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

OLD BUSINESS

1. **Board of Education Concussion Policy 4208 – (Roll Call)**

The Protecting Our Student Athletes Act requires that each school board shall adopt a policy regarding student athlete concussion and head injuries. The policy must be in compliance with the protocols, policies, and by-laws of the Illinois High School Association. The recommended policy meets the requirements.

RECOMMENDED MOTION: That the Board of Education approve on 2nd reading Policy Series 4208 – Student Athlete Concussions and Head Injuries Policies, as shown on (Att. §C - pp. 27 - 27).

MOTION: Mr. Molinaro

SECOND: Mr. Gunderson

Mr. Gunderson wanted to make sure the school's trainer could not overrule our physician's decision as to whether a student could participate in a sport. Dr. Cheng clarified that our trainer could not overrule our physician.

VOTE: Ayes: Campos, Doremus, Gunderson, Kotche, Molinaro,
Nagel
Mr. Kotche's connection was interrupted
Approval on Roll Call Vote 6 – 0

PUBLIC PARTICIPATION - None

EXECUTIVE SESSION (only if needed)

RECOMMENDED MOTION: That the Board of Education hold a
Closed Session at 8:49 p.m. for the purpose of the appointment, employment,
compensation, discipline, performance, or dismissal of specific employees and
collective negotiating matters.

MOTION: Mr. Campos

SECOND: Mr. Molinaro

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

ADJOURNMENT

RECOMMENDED MOTION: That the Board of Education meeting
be adjourned at 8:59 p.m.

MOTION: Mr. Campos

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Voice Vote 7 - 0

Katherine M. Doremus, President

ATTEST:

Ruben Campos, Secretary