

Board of Education  
COMMUNITY HIGH SCHOOL DISTRICT 94  
June 4, 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. Gordon Cole led the Board and meeting attendees in the Pledge of Allegiance.
3. Kevin Kotche 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, Ms. Doremus, Mr. Gunderson, Mr. Kotche, and Ms. Yackey. Mr. Nagel joined the Board meeting at 7:03 p.m.
5. Additions to the Agenda: Appointment of a Secretary Pro-Tem  
**RECOMMENDED MOTION:** That the Board of Education approve the addition of appointing Secretary Pro-Tem to the agenda.  
**MOTION:** Kevin Kotche  
**SECOND:** Dirk Gunderson  
**VOTE:** Unanimous Approval on Voice Vote 6 – 0  
Mr. Saake asked Mr. Gunderson to serve as Secretary

## PUBLIC PARTICIPATION (Agenda Items Only)

Parent of Student A12-13 addressed the Board to express his frustration with the process involving the incident with his daughter, Student A12-13. Parent of Student A12-13 stated the school did not seem to have specific protocol to follow.

## REPORTS AND INFORMATION

1. Director of Business Services Report  
Mr. Cole stated there was nothing new to report. He said there would be a formal overview of the FY14 Budget at the next Board meeting.
2. Principal’s Report  
Dr. Cheng reported that Final Exams were currently taking place. He said that Honors Night would be held on Friday evening, and that Commencement would be Sunday, June 9, 2013 at North Central College.
3. Honors Criteria Update (Att. §B - pp. 1–2)  
Dr. Cheng directed the Board’s attention to Att. §B - pp. 1–2 which, he explained, had to do with criteria used to determine future proposals for Honors Courses. He said new course proposals are presented to the Curriculum Committee. Dr. Cheng

said the Committee unanimously agreed upon using the following criteria to determine Honors courses:

- Above current general course level work, expectations, and/or assessments
- Greater depth and/or breadth than the current general course level work
- Increased student expectations for independent work, learning, and/or time commitment

Dr. Cheng summarized that the three criteria are used as the baseline checklist for a proposed Honors course. He said the explanations listed in the memo had prerequisites that would help determine if a student was qualified to take a class. Dr. Cheng stated that the Curriculum Committee realized that the three criteria were not sufficient to determine that an Honors course should be approved; there needs to be a bigger picture of the impact of the proposed Honors course on that department, as well as the ripple effect it would have on other departments in the course selection process. He also said the Division Head would need to share why this is important. The Committee felt the three criteria set a good baseline and from there, would establish a discussion as to the impact and validity of the proposed course. Dr. Cheng said if approved by the Committee, it would then become a recommendation to the Superintendent and then be brought to the Board for approval.

Mr. Kotche thanked Dr. Cheng for the criteria to be used in consideration of proposed Honors courses. He said that there should also be guidelines of what should not be an Honors course. Mr. Kotche said he would like to see consistency when courses are being considered for Honors instead of dealing with each request. He said that the repeatability of a course should also be considered when an Honors course is proposed; he said a student could take Honors A Cappella Choir all four years of high school and receive Honors credit each semester even though the class had the same course number each time. Mr. Kotche also expressed concern that an Independent Studies class could be considered for Honors. Dr. Cheng stated that the criteria eliminated Independent Studies as a prospective Honors course as all courses must be officially offered within a department. He also stated that the Curriculum Committee only reviewed proposed courses.

Mr. Gunderson asked if Honors courses were reviewed annually to ensure they are still meeting the criteria. Dr. Cheng responded that the Curriculum Committee does not review current courses to determine if they are still valid. The Committee only review new course proposals. Dr. Cheng said that, if an Honors course is in a department, the course alignment process is what ensures that the course maintains the Honors expectations. Mr. Gunderson said that he would like to periodically see a review of Honors courses to ensure that the Honors title was still valid.

Mr. Nagel remarked that it appeared that any of the three criteria could allow a course to qualify as an Honors class. Dr. Cheng clarified that all three criteria need to be met in order for the class to be considered for Honors distinction. He said that the word "or" could be removed from the three criteria.

Mr. Kotche asked that the Board be given ample time to review requests for Honors courses in the future. He asked that the requests be presented as a pre-read, then a 1<sup>st</sup> reading, then a 2<sup>nd</sup> reading.

Mr. Kotche asked that the historical grade distribution of the course be examined when a course was being considered for Honors distinction. Dr. Cheng responded that

the Curriculum Committee only hears and approves new proposals so historical grade distribution would not be available.

4. Assistant Superintendent's Report

Dr. Chambers distributed an Open Enrollment Update which provided a summary of changes made during the May, 2013 Open Enrollment period by staff returning for the 2013-14 school year. She reported that 24% of employees had elected to remain on PPO1, 42% were on PPO2, 6% were on PPO3, 14% were on HMO and 15% did not have insurance with District 94. Dr. Chambers commented that there had been a good deal of movement. Mr. Kotche asked for more information regarding the increase of current employees on District 94 insurance. Dr. Chambers responded she would attempt to find out why more employees were electing the District's coverage, but that open enrollment did not require that a reason be given.

Mr. Nagel asked if an existing employee who elects insurance coverage during open enrollment is required to pay a higher percentage of the premium. Dr. Chambers responded that they were not.

5. Freedom of Information Act Requests (Att. §B - pp. 3 – 8)

Mr. Saake told Board members that there is a State Statute that any Freedom of Information requests must be placed on the agenda.

6. Technology Tour with Partner Schools (Att. §B – pp. 9 – 13)

Mr. Ponce reported that District 94 had hosted a technology tour with the partner Districts of 25, 33 & 34. He said that the Superintendents had attended the tour along with teachers and the technology directors. Mr. Ponce said the tour came about because the partner districts asked what students would experience when they moved onto the high school.

Mr. Ponce stated that Andy Glowaty had begun the tour with an overview of the technology used at the high school. The group then visited 12 classrooms to see various forms of technology being used.

Mr. Ponce stated that a new Voiceover IP system had been purchased.

He directed the Board's attention to page Att. §B - pp. 13 which was an implementation plan that Mr. Glowaty had crafted and which outlined implementation Phases 1 – 7 over a four year period.

Mr. Ponce said that these were goals; some of the phases had been completed.

Mr. Ponce reported that the group had been at the school for a half day and they ate lunch in the cafeteria with the students. He said that the group left with the information they needed to share with their parents and constituents.

Mr. Kotche asked if any of the partner schools felt that they had a higher level of technology than the high school. Mr. Ponce responded they did not.

Mr. Nagel asked if Phase 1 and 2 had already been completed. Mr. Cole stated that Phases 1, 2 & 3 were in place and that the school is beginning to experiment with Phase 3A. He said that there is still a lot of work to be done before beginning Phase 4.

Mr. Saake mentioned that Dr. Cheng, Mr. Neilon, Mr. Martino, Mr. Scott and Mr. Bodwell would attend a symposium at Leyden High School to review the process they used to implement One-to-One Computing.

Dr. Cheng said that some phases, such as Phase 3, were not as pervasive as the document reads. He said that Mr. Bodwell will be purchasing a cart with 32 Chromebooks this summer, as well as 10 iPads. Dr. Cheng said that the new Technology Director, Joe Neilon, is uncertain which devices are the best; some schools have iPads and some have Chromebooks. Dr. Cheng said there was a lot to be teased out in the next year.

Mr. Gunderson said that it would be good to showcase our technology on our website and to show this as a work in progress.

Mr. Cole reported that the school is almost doubling bandwidth this summer at virtually no cost. He said that, in the future, the District will probably need to bring in a secondary internet provider.

7. Future Dates

- a. Regular Finance Committee Meeting – June 13, 2013 – 4:00 p.m.
  - b. Regular Semi-Monthly Board of Education Meeting – June 18, 2013 – 7:00 p.m.
  - c. Regular Semi-Monthly Board of Education Meeting – July 2, 2013 – 7:00 p.m.
- All meetings to be held in the Administrative Conference Room of Community High School, unless otherwise noted.

8. President's Report

- a. July 2, 2013 Board Meeting  
Mr. Saake asked if Board members were in favor of cancelling the July 2<sup>nd</sup> Board meeting as the Board Retreat was scheduled for 2 evenings the following week and there was nothing pressing to bring to the July 2<sup>nd</sup> Board meeting. There were no objections to cancelling the Board meeting on July 2, 2013.
- b. End of the Year Events  
Mr. Saake mentioned Graduation, the End of the Year Brunch, and Honors Night.
- c. Board Retreat  
Mr. Saake reported that plans for the Board Retreat were coming along. He asked that any items Board members would like discussed be sent to him by the end of the week. Mr. Saake said a draft agenda would be circulated. He said the meetings would begin at 6:00 p.m. and that dinner would be provided. He said that administrators would only need to attend the Retreat one of the evenings.

9. Open Comment

Mr. Gunderson stated that it would be a good idea to have a packet to give to parents with a student in a disciplinary situation similar to Student A12-13. He said the packet should contain information about what parents could expect and the consequences that could occur. Mr. Gunderson said this would eliminate confusion. Ms. Yackey asked if this packet would only apply to a prom situation, and Mr. Gunderson said the packet should apply to any situation. Ms. Doremus suggested that correspondence with parents be sent via certified mail as well as e-mail. Ms. Yackey suggested that a discussion be held regarding students bringing bags onto the bus for After Prom. Ms. Yackey commented that she had attended the Booster's meeting the evening before. She said that Boosters had made fundraising available for all sports clubs and

activities through selling at the concession stands. She said that the Booster Club reported being able to distribute almost \$29,000 to approximately 40 clubs, sports and activities. Ms. Yackey stated the program was definitely working and was a good way to fundraise. Mr. Cole stated this had helped reduce the number of smaller fundraisers which created a lot of administrative work for not much profit. Ms. Yackey said that Booster's distribute 90% of the profit that is made.

### **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  
**VOTE:** Unanimous Approval on Roll Call Vote 6 - 0

### **CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):**

1. **Approval of Minutes — (Att. §C – pp. 1 - 7 )**  
Board of Education Regular Meeting - May 21, 2013  
1<sup>st</sup> Closed Session Board of Education Meeting – May 21, 2013  
2<sup>nd</sup> Closed Session Board of Education Meeting - May 21, 2013  
**RECOMMENDED MOTION:** That the Board of Education approve the minutes of the meetings of May 21, 2013, as listed above.
2. **Filing of Minutes (Att. §C - pp. 8 - 10)**  
Finance Committee Meeting - May 15, 2013  
**RECOMMENDED MOTION:** That the Board of Education approve for filing of the above minutes.

### **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. (Att. §D – pp. 1 - 3).  
**MOTION:** Mr. Kotche  
**SECOND:** Mr. Gunderson  
**VOTE:** Unanimous Approval on Roll Call Vote 6 – 0

**RECOMMENDED MOTION:** That the Board of Education accept the resignation of Tyler Michie, .80 FTE Teacher in the Math & Science Division, Dawn Schmied, 1.0 FTE Teacher in the Special Education Division, and MaryKate Ross, .25 Program Assistant in the AVID program, effective at the end of the 2012-2013 school year.

**MOTION:** Mr. Gunderson

**SECOND:** Mr. Kotche

**VOTE:** Unanimous Approval on Roll Call Vote 6 – 0

2. **Board Policy Series ¶8000**

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 1<sup>st</sup> Reading Policy Series ¶8000, Students, as shown on Att. §B - pp. 14 - 118. Mr. Saake stated that Mr. Nagel had requested that this item be removed from the agenda.

Mr. Nagel stated there were changes that needed to be made. **This item was tabled.**

3. **Telephone System Acquisition – (Roll Call)**

The District conducted a formal RFP process to select a vendor and equipment manufacturer for a replacement phone system. The new system will be a VOIP system. After much review, it is staff's recommendation to select the firm of Telcom Innovations Group (TIG) of Itasca, IL for the acquisition and installation of Mitel equipment. The price for installation, equipment and the first year's maintenance agreement is \$161, 279.79. Staff is requesting an additional \$10,000 contingency for any potential equipment modifications that may arise during the installation phase. All contracted related documents have been reviewed by the District's attorney.

**RECOMMENDED MOTION:** That the Board of Education authorize the purchase and installation of a Mitel VOIP system with Telcom Innovations Group (TIG) of Itasca, IL for a contract price of \$161,279.79 with a contingency allowance of \$10,000 as shown on Att. §B - pp. 119 - 119 and as provided at Table.

**MOTION:** Mr. Gunderson

**SECOND:** Mr. Kotche

**VOTE:** Unanimous Approval on Roll Call Vote 6 – 0

4. **Minibus Purchase – (Roll Call)**

The District has leased a 12 passenger bus with a wheelchair lift for the past 3 years. The lease expires in July. The bus is used primarily for the special Ed department and to a lesser degree extracurricular activities and athletics. The bus is an important part of the Special Education transition program. The vehicle is in excellent condition and has just less than 10,000 miles on it. Staff is proposing purchasing this vehicle instead of leasing a new vehicle. The interest rate on a new lease would be in the 2.5% to 3% range. The purchase price is \$26,500 for

this vehicle; a new vehicle would be approximately \$48,000. The lease rate for a new bus would be \$8,140 for a 5 year lease. Considering our usage and maintenance, the purchase is the most economical option.

**RECOMMENDED MOTION:** That the Board of Education approve the purchase of the 2009 Chevy/Collins mini-bus from Midwest Transit Equipment, Inc. for the purchase price of \$26,500 as shown on Att. §B - pp. 120 – 122.

**MOTION:** Mr. Kotche

**SECOND:** Mr. Gunderson

**VOTE:** Unanimous Approval on Roll Call Vote 6 – 0

## OLD BUSINESS

## PUBLIC PARTICIPATION (Any Item)

## EXECUTIVE SESSION

**RECOMMENDED MOTION:** That the Board of Education hold a Closed Session at 8:38 p.m. for the purpose of collective negotiating matters.

**MOTION:** Ms. Yackey

**SECOND:** Mr. Gunderson

**VOTE:** Unanimous Approval on Roll Call Vote 6 – 0

## EXECUTIVE SESSION

**RECOMMENDED MOTION:** That the Board of Education return to Open Session at 8:42 p.m.

**MOTION:** Mr. Gunderson

**SECOND:** Mr. Yackey

**VOTE:** Unanimous Approval on Roll Call Vote 6 – 0

## ADJOURNMENT

**RECOMMENDED MOTION:** That the Board of Education meeting be adjourned at 8:42 p.m.

**MOTION:** Mr. Gunderson

**SECOND:** Mr. Kotche

**VOTE:** Unanimous Approval on Voice Vote 6 - 0

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Gary R. Saake, President

ATTEST:

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Ruben Campos, Secretary