

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
April 2, 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. Director of Business Services Report
(Att. §B - pp. <u>1 – 7</u>) | Gordon Cole |
| 2. Principal’s Report | Moses Cheng |
| 3. Assistant Superintendent’s Report | Kim Chambers |
| 4. Quarterly Outside Facility Usage Report
(Att. §B – pp. <u>8 – 10</u>) | Gordon Cole |
| 5. Administrative Contracts and Confidential Staff
(Att. §B - pp. <u>11 – 15</u>) | Lalo Ponce |
| 6. Future Dates | |
| a. Finance Committee Meeting – April 10, 2013 | |
| b. Regularly Scheduled Board of Education Meeting – April 16, 2013 – 7:00 p.m. | |
| c. Regularly Scheduled Board of Education Meeting – May 7, 2013 – 7:00 p.m. | |

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**

Board of Education Meeting March 19, 2013

Closed Session Board of Education Meeting – At Table March 19, 2013

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

2. **Filing of Minutes — (Att. §C – pp. 1 - 2)**

Finance Committee Meeting –

March 13, 2013

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

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 - 1).

2. **Ratification- Support Staff Contract (Roll Call)**

The Board of Education and the West Chicago High School Support Staff Association have reached tentative agreement on a new contract. The Support Staff Association plans to present the Contractual Agreement to the Association membership on Monday, April 1, 2013.

RECOMMENDED MOTION: That the Board of Education approve the July 1, 2012 – June 30, 2015 Contractual Agreement with the West Chicago High School Support Staff Association as shown on (Att. §B - pp. 16 – 43).

3. **Sale of High Ropes Course – (Roll Call)**

The High Ropes Course is currently not being used. As a result, the District is selling the course to a responsible party.

RECOMMENDED MOTION: That the Board of Education approve the sale of the High Ropes Course as is to 4th Cliff as shown on (Att. §B - pp. 44 – 47).

4. **Literacy Coaches Memorandum of Understanding with the WCHSTA, Inc. – (Roll Call)**

The Board of Education approved the addition of Literacy Coach positions at its March 19, 2013 meeting. The attached Memorandum of Understanding was approved by the West Chicago High School Teachers' Association, Inc. with regard to the addition of Literacy Coach positions to the Bargaining Unit. Said positions will be paid in the same manner in which other Association positions are paid (teachers, counselors, social workers, etc.).

RECOMMENDED MOTION: That the Board of Education approve the Memorandum of Understanding with the West Chicago High School Teachers' Association, Inc. regarding the addition of Literacy Coach positions as shown on (Att. §B – pp. 48 – 49).

OLD BUSINESS

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 generally accepted auditing standards of the United States of America.

BEGIN CLOSED SESSION TAPING

RECOMMENDED MOTION TO

MOVE TO OPEN SESSION:

That the Board of Education return to Open Session at [Time] to possibly vote on closed session items.

END CLOSED SESSION TAPING

ADJOURNMENT

RECOMMENDED MOTION:

That the Board of Education meeting be adjourned at [Time].

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**April 2, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION B -
Regular Meeting Attachments**

COMMUNITY HIGH SCHOOL District 94

MEMO

TO: Lalo Ponce, Board of Education

FROM: Gordon Cole

RE: District Financial Profile

DATE: 3-27-13

The Illinois State Board of Education recently published the 2012 financial profile. CHS for the 4th year in a row received the State's highest rating of 4.0.

This is determined by reviewing a number of components including, revenues, expenses and fund balances.

While District 94 remained strong with the 4.0 rating, statewide the number of districts with the highest rating reduced by over 100.

Attached is a press release from ISBE, a chart showing the 10 year history of D94 and the Districts financial profile.

News

For Immediate Release

March 21, 2013

2013 Financial Profile shows 100 fewer school districts ranked in highest fiscal category

ISBE analysis reflects significant economic strain facing school districts

SPRINGFIELD – A statewide financial analysis shows more than 100 school districts dropped out of the highest financial ranking in the past year and the number of districts in the lowest category doubled, reflecting the significant cuts to the state education budget and decreased local revenues of the past several years. The Illinois State Board of Education's annual Financial Profile of the state's public schools was released during its monthly board meeting Wednesday night at a time when state lawmakers are considering further funding reductions after already slashing nearly \$900 million from the K-12 education budget since 2009.

"It is no surprise that our analysis shows the harmful effects of multiple cuts to education funding by the legislature. School districts have already eliminated thousands of teaching positions, increased class sizes, delayed facility repairs and so on, all in an effort to reduce expenses," said Board Chairman Gery J. Chico. "We cannot expect Illinois to remain competitive in a global economy if we continue to shirk our responsibility to children as our schools struggle to make ends meet."

The Financial Profile provides a snapshot in time that helps ISBE gauge school districts' financial condition. The profile's designation categories in descending order are:

- **Financial Recognition:** This designation is the highest category of financial strength. A district must receive a score of 3.54 – 4.00. Districts in this category require little or no review or involvement by ISBE unless requested by the district.
- **Financial Review:** Districts with a score of 3.08 - 3.53 receive this designation. Districts in this category receive a limited review by ISBE, but they will be monitored for potential downward trends. Staff will be assessing the next year's school budget for negative trends as well.
- **Early Warning:** Districts with a score of 2.62 - 3.07 are placed in this category. ISBE monitors these districts closely and offers proactive technical assistance (e.g., financial projections and cash flow analysis, etc.). These districts are also reviewed to determine whether they meet the criteria set forth in Article 1A-8 of the School Code to be certified in financial difficulty and possibly qualify for a Financial Oversight Panel.
- **Financial Watch:** If a district receives a score of 1.00 - 2.61, it is placed in this highest risk category. As with the Financial Early Warning districts, ISBE monitors these districts very closely and offers them technical assistance including, but not limited to, financial projections, cash flow analysis, budgeting, personnel inventories and enrollment projections. These districts are also reviewed to determine whether they meet criteria set forth in Article 1A-8 of the School Code to be certified in financial difficulty and qualify for a Financial Oversight Panel.

The 2013 Financial Profile scores show that the number of districts in Financial Recognition, the highest category, decreased from 670 last year to this year's 562 or 65 percent of the state's 865 districts. The number of districts listed in Financial Watch, the lowest designation, increased from 17 last year to 45 this year. Additionally, nearly 13 percent of the state's school districts are in the lowest two designation categories for 2013 compared to 6.2 percent last year.

A district is categorized based on its Annual Financial Report from Fiscal Year 2012, which ended June 30. The rating is created by using five indicators of financial performance:

- Fund Balance to Revenue Ratio
- Expenditures to Revenue Ratio
- Days Cash on Hand
- Percent of short-term borrowing available
- Percent of long-term debt remaining

The 2013 Financial Profile data shows that school districts have been forced to not only reduce expenditures but also increase cash balances by issuing debt or restructuring debt payments. Reduced state funding appropriations and delays in receiving state and local revenues have all negatively impacted districts' financial performance.

More Districts Deficit Spending

Districts' financial pictures are expected to grow even bleaker in the coming year. Information provided by school districts for Fiscal Year 2013 forecasts that the number of districts deficit-spending will increase to 573 or 66.7 percent of all districts, compared to 415 or 48.2 percent in Fiscal Year 2012.

While the Financial Profile alone cannot provide a complete picture of a district's financial health, it provides a tool for ISBE staff to use with other data and information to assess an individual district's financial status. This year is the 11th year that the Financial Profile has been used to evaluate districts.

Scores Adjusted for Delayed State Payments

For each year since 2009, the Financial Profile scores have been adjusted for delayed state-mandated categorical payments, such as pupil transportation and special education, due to the state and national recession. The school code was amended to ensure that districts are not designated as being in financial difficulty solely due to delayed state payments. As of this week, the state's current backlog of bills owed to schools totals more than \$634 million.

Meanwhile, districts are also grappling with a nearly \$321 million or 7-percent reduction in General State Aid, which supports general local district operations, since 2009. For the last two years, district GSA receipts have been prorated below their claim amounts.

To help ease school district's financial burden, the Board is asking for an \$875 million increase in P-12 education funding for Fiscal Year 2014 over the previous year, a majority of which would go directly to districts through the GSA formula. The Board reviewed the financial profile data Wednesday during their March meeting, held in Belleville.

"The Illinois State Board of Education is simply asking for what is required by law in fully funding General State Aid," said Superintendent of Education Christopher A. Koch "While we understand that difficult decisions must be made and that there is a great deal of pressure on the state budget, we are asking the legislature to meet its constitutional commitment. This recommendation is aggressive but desperately needed to provide much-needed financial relief to districts."

The 2013 Financial Profile reflects how districts are grappling difficult economic times. From 2004 through 2009, the number of school districts in the Financial Watch category declined each year until 2010. That year

was the first that the number of districts in the highest risk category increased. The number of districts in Financial Watch decreased once more in the 2011 and 2012 Financial Profiles. This year's profile, however, saw a 165-percent increase in the number of districts classified in Financial Watch with 45 total.

There are 34 new districts in this year's Watch category. Of these, five decreased from Recognition, 16 dropped from Review and 13 decreased from Early Warning. Four districts – Bellwood School District 88, East St. Louis School District 189, Maywood-Melrose Park-Broadview 89 and Webber Township High School District 204 – did not submit their Annual Financial Reports. These districts received a score of zero in all categories and were classified as Financial Watch. ISBE staff continues to work with these districts and respective auditing firms in order to receive reports.

For the 2013 Financial Profile of 865 districts, there are:

- 562 Financial Recognition school districts, based on FY12 revised data, down from 602 in 2008 and down from 670 with revised data in 2012.
- 191 Financial Review school districts, up from 182 in 2008 and up from 143 with revised data in 2012.
- 67 Financial Early Warning school districts, up from 59 in 2008 and up from 37 with revised data in 2012.
- 45 Financial Watch school districts, up from 30 districts in 2008 and up from 17 with revised data in 2012.

Results of the Financial Profile:

	FY 12 Financial Profile Based on FY 11 Revised Data		FY 13 Financial Profile Based on FY 12 Revised Data	
	#	%	#	%
Financial Recognition	670	77.3%	562	65%
Financial Review	143	16.5%	191	22.1%
Financial Early Warning	37	4.2%	67	7.7%
Financial Watch	17	2%	45	5.2%
Total	867	100.0%	865	100.0%

###

<u>County</u>	<u>District Name</u>	<u>Data Year</u>	<u>FBRR</u>	<u>EXRV</u>	<u>DCOH</u>	<u>STB</u>	<u>LTD</u>	<u>Total Score</u>	<u>Designation</u>
Cook	CHSD 218	2012	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2011	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2010	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2009	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2008	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2007	1.40	1.05	0.40	0.40	0.40	3.65	Recognition
		2006	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2005	1.40	1.40	0.30	0.40	0.40	3.90	Recognition
		2004	1.40	1.40	0.30	0.40	0.40	3.90	Recognition
		2003	1.40	1.05	0.30	0.40	0.40	3.55	Recognition
Dupage	CHSD 94	2012	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2011	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2010	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2009	1.40	1.40	0.40	0.40	0.40	4.00	Recognition
		2008	1.40	1.40	0.40	0.40	0.30	3.90	Recognition
		2007	1.40	1.40	0.40	0.40	0.30	3.90	Recognition
		2006	1.40	1.05	0.40	0.40	0.30	3.55	Recognition
		2005	1.40	1.05	0.40	0.40	0.30	3.55	Recognition
		2004	1.40	1.05	0.40	0.40	0.30	3.55	Recognition
		2003	1.40	1.05	0.40	0.40	0.30	3.55	Recognition
	CHSD 99	2012	0.70	1.40	0.40	0.40	0.40	3.30	Review
		2011	0.70	1.40	0.40	0.40	0.40	3.30	Review
		2010	0.70	1.40	0.40	0.40	0.40	3.30	Review
		2009	0.70	1.05	0.40	0.40	0.40	2.95	Early Warning
		2008	0.70	1.40	0.40	0.40	0.40	3.30	Review
		2007	0.70	1.40	0.40	0.40	0.30	3.20	Review
		2006	0.70	1.05	0.40	0.40	0.30	2.85	Early Warning
		2005	0.70	1.05	0.30	0.40	0.30	2.75	Early Warning
		2004	0.70	1.05	0.40	0.40	0.30	2.85	Early Warning
		2003	1.05	1.05	0.40	0.40	0.40	3.30	Review

(FBRR - Fund Balance/Revenue Ratio - Weighing of 35%, EXRV - Expenditures/Revenue Ratio have a Weighting of 35%, DCOH - Days Cash on Hand - Weighting of 10%, STB - Short-Term Borrowing - Weighting of 10%, LTD - Long-Term Debt have a Weighting of 10%)

March 2013

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CHSD 94
High School
19-022-0940-16

Located in : West Chicago
Superintendent: Abelardo L. Ponce
Dupage

Basis of Accounting: Cash
Under Tax Cap: Yes

School District Financial Profile

Financial Indicators :

	2008	2009	2010	2011	2012	Score
Fund Balance to Revenue Ratio :	0.58	0.565	0.537	0.562	0.618	4
(Includes Educational, Operations & Maintenance, Transportation, Working Cash, and negative IMRF/FICA Funds)						
Total Fund Balance divided by Total Revenue	16,382,460 26,518,788					

The Fund Balance to Revenue Ratio reflects the impact of additional revenues to the existing fund balances of the district. Fund Balances, to a district, can be viewed as savings or checking account balances to the average citizen. A ratio of .25 or greater scores 4, between .25 and .10 scores 3, between .10 and zero scores 2 and a negative fund balance to revenue ratio scores 1.

	2008	2009	2010	2011	2012	Score
Expenditure to Revenue Ratio :	0.98	0.99	0.998	0.966	0.951	4
(Includes Educational, Operations & Maintenance, Transportation, and Working Cash Funds)						
Total Expenditure divided by Total Revenues	25,209,015 26,518,788					

The Expenditure to Revenue Ratio represents how much the school district is spending for every dollar they are bringing in as revenue. Equal to or less than \$1.00 has a score of 4, between \$1.00 and \$1.10 scores 3, between \$1.10 and \$1.20 scores 2 and spending of greater than \$1.20 scores 1. One-time expenditures made by the district, including construction costs, are included in this ratio. Upon review of the remaining fund balance when deficit spending occurs, the indicator score may be adjusted.

	2008	2009	2010	2011	2012	Score
Days Cash on Hand :	213	207	195	209	234	4
(Includes Educational, Operations & Maintenance, Transportation, and Working Cash Funds)						
Cash on Hand divided by Expenditures per Day	16,410,350 70,025					

Days Cash on Hand reflects the number of days a school district would be able to pay their average bills without any additional revenues. 180 days or greater scores 4, between 90 and 180 scores 3, between 30 and 90 scores 2 and less than 30 days of cash on hand scores 1.

	2008	2009	2010	2011	2012	Score
% of Short-Term Borrowing Max. Remaining :	100.00	100.00	100.00	100.00	100.00	4
Tax Anticipation Warrants	0					
Short-Term Debt Max. Available	16,776,687					

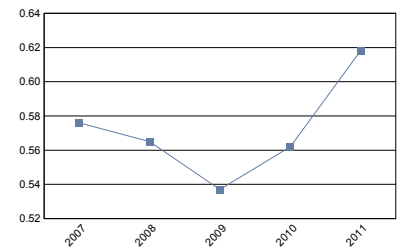
Based on Tax Anticipation Warrants, this represents how much short-term debt the district may incur.

	2008	2009	2010	2011	2012	Score
% of Long-Term Debt Margin Remaining :	74.07	77.16	79.180	80.49	81.71	4
Long-Term Debt Amount	14,784,470					

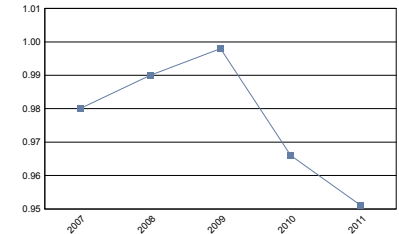
Represents how much long-term debt the district may incur.

FY 11 Profile Score 4.00
FY 12 Profile Score 4.00 **Recognition**

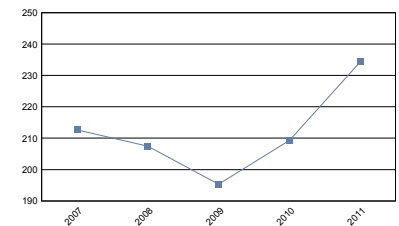
Fund Balance to Revenue Ratio



Expenditure to Revenue Ratio



Days Cash on Hand



CHSD 94
High School
19-022-0940-16

Located in : West Chicago Dupage
Superintendent: Abelardo L Ponce

Basis of Accounting: Cash
Under Tax Cap: Yes

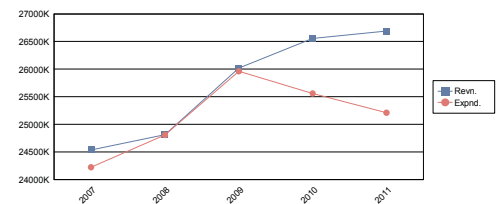
School District Financial Profile

Historical Data

*Operating Funds Summary :

	2008	2009	2010	2011	2012
Beginning Fund Balance	13,539,144	14,084,818	13,925,532	13,982,171	14,978,487
+ Revenues	24,534,117	24,812,002	26,019,440	26,554,544	26,689,624
- Expenditures	24,224,450	24,809,961	25,962,801	25,558,228	25,209,015
= Results of Operations	309,667	2,041	56,639	996,316	1,480,609
+ Other Receipts and Adjustments	178,516	(161,327)	0	0	94,200
Ending Fund Balance	14,027,327	13,925,532	13,982,171	14,978,487	16,553,296
Working Cash Ending Fund Balance	2,036,456	2,059,523	2,069,448	2,069,448	2,069,449

Revenues and Expenditures



* The Operating Funds include the Educational, Operations and Maintenance, Transportation and Working Cash Funds. For further analysis of the district's ability to levy and transfer monies into the operations of a district, the Working Cash Fund has been pulled separate below. Districts may transfer money from the working cash fund to any of the operating funds as a loan.

District's Comments Regarding the School District Financial Profile

<i>Subject</i>	<i>Start Date</i>	<i>Start Time</i>	<i>End Time</i>
JANUARY			
SHARKS SWIM MEET	1/4/2013	5:00 PM	9:00 PM
SHARKS SWIM MEET	1/5/2013	7:00 AM	6:00 PM
SHARKS SWIM MEET	1/6/2013	7:00 AM	6:00 PM
Youth Basketball / BG / WCPkD	1/6/2013	8:00 AM	6:00 PM
Youth Basketball / SG / WCPkD	1/8/2013	6:00 PM	9:00 PM
West Chicago Magic Soccer U12 / 1/3 FH / Lang	1/10/2013	7:30 PM	9:00 PM
Baseball/Softball Practice / FH / WCPkD	1/11/2013	6:00 PM	9:00 PM
DuPage Wrestling Club / Track Conditioning / FH / Riggs	1/11/2013	5:30 PM	6:00 PM
West Chicago Magic Soccer U12 / FH / Lang	1/13/2013	4:30 PM	6:00 PM
Youth Basketball / BG / WCPkD	1/13/2013	8:00 AM	6:00 PM
West Chicago Magic Soccer U12 / 1/3 FH / Lang	1/17/2013	7:30 PM	9:00 PM
Baseball/Softball Practice / FH / WCPkD	1/18/2013	6:00 PM	9:00 PM
Winfield FD / Pool	1/19/2013	7:00 AM	12:00 PM
Youth Basketball / BG / WCPkD	1/20/2013	8:00 AM	6:00 PM
Winfield FD / Pool	1/20/2013	7:00 AM	12:00 PM
West Chicago Magic Soccer U12 / FH / Lang	1/20/2013	4:00 PM	6:00 PM
Geneva River Rats / Pool	1/20/2013	2:00 PM	4:00 PM
Youth Basketball / SG / WCPkD	1/22/2013	6:00 PM	9:00 PM
West Chicago Magic Soccer U12 / 1/3 FH / Lang	1/24/2013	7:30 PM	9:00 PM
Baseball/Softball Practice / FH / WCPkD	1/25/2013	6:00 PM	9:00 PM
Citizenship Workshop Setup / Commons / Ximena Roth	1/25/2013	4:00 PM	
Citizenship Workshop / Commons / Ximena Roth+	1/26/2013	8:00 AM	3:00 PM
WC Lacrosse Club Exhibition / FH / Lelito	1/26/2013	3:00 PM	6:00 PM
Winfield FD / Pool	1/27/2013	7:00 AM	12:00 PM
Special Olympics Basketball Tournament / FH.SG / Kaylor	1/27/2013	8:00 AM	6:00 PM
Geneva River Rats / Pool	1/27/2013	2:00 PM	4:00 PM
Youth Basketball / SG / WCPkD	1/29/2013	6:00 PM	9:00 PM
West Chicago Magic Soccer U12 / 1/3 FH / Lang	1/31/2013	7:30 PM	9:00 PM
FEBRUARY			
Baseball/Softball Practice / FH / WCPkD	2/1/2013	6:00 PM	9:00 PM
WDSRA Swim Meet / Pool	2/2/2013	12:00 PM	4:00 PM
Park District Basketball 6th Grade / SG / Schauer	2/2/2013	3:00 PM	4:00 PM

Baseball/Softball Practice / FH / WCPkD	2/3/2013	8:00 AM	4:00 PM
Youth Basketball / BG / WCPkD	2/3/2013	8:00 AM	6:00 PM
West Chicago Magic Soccer U12 / SG.FH / Lang	2/3/2013	3:00 PM	5:00 PM
West Chicago Magic Soccer U12 / 1/3 FH / Lang	2/7/2013	7:30 PM	9:00 PM
SHARKS SWIM MEET	2/8/2013	5:00 PM	9:00 PM
SHARKS SWIM MEET	2/9/2013	7:00 AM	6:00 PM
Youth Basketball -- Grades 5 & 6 Hotshots Playoffs / SG / WCPkD	2/10/2013	12:00 PM	6:00 PM
SHARKS SWIM MEET	2/10/2013	7:00 AM	6:00 PM
Youth Basketball / BG / WCPkD	2/10/2013	8:00 AM	6:00 PM
Youth Basketball / SG / WCPkD	2/12/2013	6:00 PM	9:00 PM
West Chicago Magic Soccer U12 / 1/3 FH / Lang	2/14/2013	7:30 PM	9:00 PM
Baseball/Softball Practice / FH / WCPkD	2/15/2013	6:00 PM	9:00 PM
Knights of Columbus Free Throw Contest / BG / B Hansen	2/16/2013	1:00 PM	5:00 PM
Geneva River Rats / Pool	2/17/2013	2:00 PM	4:00 PM
West Chicago Magic Soccer U12 / FH / Lang	2/17/2013	4:30 PM	6:00 PM
Baseball/Softball Practice / FH / WCPkD	2/17/2013	8:00 AM	4:00 PM
Youth Basketball / BG / WCPkD	2/17/2013	8:00 AM	6:00 PM
Youth Basketball -- Grades 5 & 6 Hotshots Playoffs / SG / WCPkD	2/17/2013	12:00 PM	6:00 PM
West Chicago Magic Soccer U12 / 1/3 FH / Lang	2/21/2013	7:30 PM	9:00 PM
Baseball/Softball Practice / FH / WCPkD	2/22/2013	6:00 PM	9:00 PM
Basketball Tournament 4th Grade / BG.SG / WCPkD	2/22/2013	5:00 PM	9:30 PM
Basketball Tournament 4th Grade / BG.SG / WCPkD	2/23/2013	8:00 AM	10:00 PM
Baseball/Softball Practice / FH / WCPkD	2/24/2013	8:00 AM	4:00 PM
Basketball Tournament 4th Grade / BG.SG / WCPkD	2/24/2013	8:00 AM	6:00 PM
Geneva River Rats / Pool	2/24/2013	2:00 PM	4:00 PM
West Chicago Magic Soccer U12 / FH / Lang	2/24/2013	4:30 PM	6:00 PM
West Chicago Magic Soccer U12 / 1/3 FH / Lang	2/28/2013	8:00 PM	9:30 PM
Basketball Tournament 6th Grade / BG.SG / WCPkD	2/28/2013	5:30 PM	9:30 PM
MARCH			
Basketball Tournament 6th Grade / BG.SG / WCPkD	3/1/2013	5:30 PM	9:30 PM
Basketball Tournament 6th Grade / BG.SG / WCPkD	3/2/2013	7:30 AM	9:00 PM
Basketball Tournament 6th Grade / BG.SG / WCPkD	3/3/2013	8:00 AM	6:00 PM
West Chicago Magic Soccer U12 / WFH / Lang	3/3/2013	4:00 PM	6:00 PM
Geneva River Rats / Pool	3/3/2013	2:00 PM	4:00 PM
West Chicago Magic Soccer U12 / WFH / Lang	3/10/2013	4:00 PM	6:00 PM
Geneva River Rats / Pool	3/10/2013	2:00 PM	4:00 PM

West Chicago Magic Soccer U12 / WFH / Lang
Geneva River Rats / Pool

3/17/2013 4:00 PM 6:00 PM
3/17/2013 2:00 PM 4:00 PM

West Chicago Magic Soccer U12 / WFH / Lang

3/24/2013 4:00 PM 6:00 PM

Contractual Agreement

Between

**The Board of Education of
Community High School District 94**

and the

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

July 1, 2012 – June 30, 2015

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AGREEMENT

This Agreement is made between the Board of Education of West Chicago High School District 94, DuPage County, Illinois ("Board"), and the West Chicago High School Support Staff Association, IEA-NEA ("Association") effective July 1, 2012 except as otherwise may be noted.

ARTICLE 1: Recognition

1.1 Bargaining Unit

The Board recognizes the Association, as the legally recognized, sole and exclusive negotiating agent for all full-time and regularly employed part-time support staff employees ("employees"). The following positions shall be excluded from the foregoing bargaining unit: the Superintendent's Administrative Assistant, Principal's Administrative Assistant, Custodial Foremen, Maintenance Supervisor, MIS Supervisor, Bookkeeper, Payroll Clerk, Human Resources Assistant, Clerk for Administrative Support and Staff Attendance, Business Office Clerk, and supervisory, managerial or confidential employees as defined by the Illinois Educational Labor Relation Act; casual employees hired during the summer, or Thanksgiving, Winter or Spring recesses; and short term and/or replacement employees not otherwise included in this bargaining unit. Prior to making any additions or deletions from the list of exempt positions listed in this section, Administration will meet with the President of the Association, or his/her designee, to consult and notify him/her of said recommendation. Said recommendation will also be presented in writing.

1.2 Exclusive Representative

The Board agrees not to negotiate or consult with any other employee's organization, individual covered employee or group of covered employees with regard to negotiable items, unless mutually agreed to, in writing, by the parties during the term of this Agreement, or except as otherwise provided in this Agreement.

ARTICLE 2: Employee Individual Rights

2.1 No Discrimination

In accordance with applicable federal and state law, neither the Board nor the Association shall discriminate on the basis of an employee's race, creed, color, sex, national origin, religion, age or handicap unrelated to ability to perform the particular work involved. If an employee files a lawsuit and/or a charge with a federal or state agency alleging that he/she has been discriminated against contrary to the provisions of this section, said employee shall waive his/her right to use or continue to use the grievance procedure set forth in this Agreement.

2.2 Freedom to Join or Not Join Employee Organizations

The Board shall not interfere with the right of employees covered by this Agreement to become or not become members of the Association, and there shall be no discrimination against any such employees because of Association membership or non-membership. Membership in the Association or any other employee organization shall not be a condition of employment for any employee covered by this Agreement.

2.3 Fair Share

Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) calendar days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

In the event that the bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date established by the Association, the Board shall deduct the fair share fee from the wages of the non-member, upon receipt of written notice from the Association setting forth the bargaining unit member(s) for who(m) such deduction will be made, the amount of the fair share fee, and the method by which the fair share was calculated.

Such fee shall be paid to the Association by the Board no later than ten (10) calendar days following deduction.

In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and

The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this article.

The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bonafide religious tenet or teaching of a church or religious body of which such employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Relations Board.

2.4 Employees' Non-District Activities

The Board shall not restrict employees' non-District activities that do not impair the effective performance of their jobs.

2.5 Right of Representation

When an employee is required to appear before the Board or the Administration concerning any matter which could adversely affect his/her employment, position, or salary, the employee shall be entitled to have an Association representative present. The employee's required appearance shall occur within three (3) workdays of the date of the notice. The unavailability of a particular Association representative shall not delay an Employee's appearance before the Board or the Administration. The Association shall provide the Superintendent with a list of the department and building representatives. When an employee is required to appear before the Board, he/she shall be advised in writing of the reasons therefore at least 24 hours before the required appearance except where an emergency or extraordinary situation exists and the employee is required to appear before the Board as a result of such situation.

2.6 Personnel File

A personnel file shall be maintained for each employee. Personnel file contents, access and disclosures shall be governed by Board policy and procedure, and the Personnel Records Review Act, or its successor. Said Board policy and procedure, and the Act, shall not be considered part of this Agreement, and not subject to the grievance procedure of this Agreement. Subject to the requirements of such policy and procedure, and the requirements of the Act, the 'access and disclosures' to which an employee is entitled include, but are not limited to, the review and copying of personnel file information; and, the correction or removal by mutual agreement of the District and employee of information in the file with which the employee disagrees, or if no such agreement can be reached, the employee's submission of a written statement regarding such information.

ARTICLE 3: Association Rights

3.1 School Facilities

The Association shall be provided the reasonable use of the following: a) school buildings for meetings; b) employee mailboxes where applicable, bulletin boards, inter-school internal communication; and c) school equipment, e.g., typewriters, duplicating machines, etc., as long as the Associations use of any of the foregoing does not interfere with or disrupt the operations of the District, and provided that the Association reimburses the District for the cost of all consumable supplies, or expenses for such use.

3.2 Board Packets

The President of the Association shall be given a copy of the "Board Packet" or similar memoranda as distributed to the Teachers' Association and which excludes all confidential Board information, at least twenty-four hours prior to the scheduled time of any regular or special board meeting.

3.3 Board Minutes, Reports

One copy of all Board Minutes and the Support Staff Personnel Report shall be mailed or given to the President of the Association.

3.4 Public Financial Information

The Board agrees to furnish to the Association upon request all public information, which is available and already compiled concerning the financial resources of the District and such other non-confidential information as will assist the Association in processing any grievance or complaint or in preparing for negotiations.

3.5 Notification, New Employees

The names, assignments and salaries of newly hired employees shall be provided to the representative designated by the Association within seven (7) calendar days after their employment. All salary information so provided shall be kept confidential by the Association.

3.6 Communications

The Board agrees to furnish the Association President with the following reports on the following scheduled basis:

- A. A quarterly report of Support Staff Members "Current Month - New (Classification, Salary Schedule & Salary Step upon hire)" and "Current Month -Left"
- B. An annual list of all Association members reflecting the following information on each member (provided on November 1st when Seniority List is provided to employees)

Seniority on 11/1	Years in District	Personnel Hire Date	Employee Name	Classification	Category	# Days Worked	# Hours Worked
14/5	13.83	08/1/91	Jane Doe	Generalist	B	201	8

3.7 Printing of Agreement

The Board shall be responsible for printing the final collective bargaining agreement entered into between the Board and the Association, and shall provide the Association with sufficient copies of the Agreement per year for the duration of the contract. The Board shall also provide a copy of the Agreement for each employee at the onset of employment and whenever a new Agreement is printed.

ARTICLE 4: Employee Conditions

4.1 Probationary Employment - New Employees

All new employees shall be probationary employees. The probationary period for a new employee shall begin on the first day of employment and end sixty (60) calendar days thereafter. The Administration may, in its discretion, extend the probationary period by up to thirty (30) additional calendar days if any portion of the probationary period occurs when school is not in session for five (5) or more calendar days. Time not worked during a school recess or due to an unpaid leave of absence shall not count towards the probationary period, except as may be required by law.

4.2 Employee Discipline

- A. No employee having completed the probationary period as defined in Section 4.1 shall be disciplined without just cause.
- B. When applying corrective discipline procedures, the District will not rely on personnel file disciplinary records documenting actions occurring more than four (4) years prior.
- C. Employees shall be entitled to the right of representation noted in Section 2.5 of this agreement.
- D. The District agrees with the tenets of progressive and corrective discipline, including, but not limited to, oral reprimand, written reprimand, suspension with or without pay, and discharge. The degree of penalty to be administered by the District in a particular case shall be progressive and based upon the seriousness of the offense. The District reserves the right to skip any particular step of the progressive/corrective discipline alternatives and choose the appropriate action, when it is determined that an employee has engaged in gross misconduct (e.g. criminal activity, sexual misconduct, illegal substance abuse, alcohol use while on duty, theft, fraud, etc.).

4.3 Seniority

Seniority shall be defined as length of continuing service in Community High School District 94, beginning with the employee's first compensable day of service as a permanent employee with the District; provided, however that (i) unpaid leaves of absence or periods following resignation of ninety (90) calendar days or more shall not be credited toward accrued seniority, and (ii) leaves of absence or periods following resignation of less than ninety (90) calendar days shall not constitute an interruption or break in continuing service for seniority purposes. In cases of a tie, seniority shall be determined by the earlier first compensable day of service with the District. If the first compensable day of service with the District is the same for two or more employees, seniority shall be determined by lot drawn as soon as possible on or after the first day of compensable service.

4.4 Seniority List

Not later than November 1 of each school term, the Superintendent or his/her designee shall post a tentative listing, by categories of position, as determined by the Board, setting forth the seniority of all regularly employed District employees. The listing shall provide the following information for each such employee:

- Name
- Category of Position
- Date of hire [permanent employment; not including temporary assignment(s)]
- As of November 1, total years in District

Employees who are currently employed in more than one category of position shall be listed in each category.

Each employee shall have fourteen (14) calendar days from the date of posting of the tentative list to file specific written objections with the Superintendent, or his/her designee, to the information contained in the list. Failure of the employee to make a timely objection shall be deemed to be an acceptance of his/her placement on the seniority list; the employee shall be prohibited thereafter from challenging his/her seniority in any category of position until the posting of a seniority list in the following year. The Superintendent, or his/her designee, shall review and consider any objection and inform the employee of his/her decision within seven (7) calendar days of its receipt. Within seven (7) calendar days of the Superintendent's decision or the deadline for such decision, whichever occurs first, the employee may file a written appeal to the Board of Education. The Board shall issue its decision within thirty (30) calendar days.

4.5 Bumping

An employee honorably dismissed may bump the employee with the least seniority in a classification in the same pay grade or in a lower pay grade, if the bumping employee has more seniority than the employee he will bump has previously worked in that job classification, or is qualified to perform the functions of an employee in such classification, immediately, without training or break-in; provided that, if the employee is eligible to bump into more than one (1) classification, the Administration shall determine the classification into which the employee will be permitted to bump, so long as the straight-time rate of pay for such classification is not less than the straight-time rate of pay for another classification into which the employee is eligible to bump.

4.6 Vacancies, Transfers, and Promotions

A vacancy occurs whenever a current or newly created bargaining unit position exists and cannot be filled from employees returning from leave of absence to the vacated position; employees by seniority who have recall rights pursuant to a reduction in force; or employees being assigned and reassigned within that building.

- A. Vacant positions shall be posted via the District website and sent to all employees via District 94 e-mail. In addition, positions shall be posted in hard-copy format in the faculty lounge. No such position shall be permanently filled until it has been posted for at least five (5) work days.
- B. Current employees desiring to voluntarily transfer to open positions/shifts will be given right to transfer provided job qualifications are met. In the event a request to fill a vacancy by transfer is refused, the employee may request a meeting with the Superintendent or his/her designee, and any other administrator(s) involved to discuss why the requested transfer has not been granted, or in lieu of such meeting shall receive written notice detailing reasons for the denial.
- C. No employee shall be involuntarily transferred during the school year until the District makes an effort to relieve the situation giving rise to the transfer through means not requiring involuntary transfers. If there is an involuntary transfer, the employee involved may request a meeting with the Superintendent or his/her designee, and any other administrator(s) to discuss why the change is being implemented. Such meeting will occur within ten (10) work days of a request by an employee.
- D. In the event of a transfer or reassignment, the Board will make a reasonable, documented effort to minimize such moves.
- E. When potential transfers or reassignments are considered by the Administration, such change may be informally discussed with the employee or employees involved without prejudice to either party.
- F. In the event of an assignment change, an employee shall be given written formal notice of his/her anticipated assignment for the forthcoming school year prior to the end of the preceding school year. In the event a transfer is made, the employee shall be offered the opportunity of a conference with the Superintendent or his/her designee.
- G. An employee shall not be required, except in an emergency, to work outside the primary parameters of his/her current position.

4.7 Reduction-In-Force and Recall Procedures

If the Board of Education decides to decrease the number of regularly employed educational support personnel employees employed or to discontinue some particular type of educational support service, the Board shall first dismiss, within the respective category of position, the employee with the least seniority as defined in Section 4.3 of this Agreement. Employees who are removed or dismissed shall receive a written notice of honorable dismissal in accordance with Section 10-23.5 of the Illinois School Code, or its successor. In the event that an employee is honorably dismissed due to a Reduction-In-Force, written notification shall be provided to the president of the Association within two (2) business days of the employee's notification.

If a vacancy occurs for the following school term or within one calendar year from the beginning of the school term following the reduction-in-force, the Board shall offer the vacant position to the employee with the most seniority on the recall list who was dismissed from the same category of position and is qualified to hold the position. To be "qualified" for a position, an employee must meet all of the requirements for the position, including any prerequisites established by the Board for employees in a particular category of position. An employee's failure to maintain the necessary qualifications for a particular category of position will result in a waiver of recall rights to any vacancy arising in such category during the recall period. Any recalled employee shall retain his/her previously accumulated seniority and sick leave but shall not accrue additional seniority or sick leave for the period after the honorable dismissal and prior to re-employment.

To be eligible for recall, an honorably dismissed employee must provide to the Board, in writing, prior to the last day of the school term of dismissal, the address where the employee may be reached. The employee must also notify the Board, in writing, within fourteen (14) calendar days of the Board's mailing of the notice of vacancy, or within seven (7) calendar days of the employee's receipt of the notice, whichever shall first occur, of the acceptance of any vacant position offered to the employee during the recall period. The employee's failure to timely notify the Board of acceptance of any vacancy shall constitute rejection of the offer of employment. Any employee who rejects an offer of an available position in any category of position in which s/he is qualified shall be deemed to have waived his/her recall rights under Section 10-23.5 of the Illinois School Code, or its successor, and will no longer be eligible for any other vacant positions that become available during the recall period.

The foregoing shall not preclude the Board, in its discretion, from assigning or transferring employees to positions for which they are qualified

4.8 Work Day/Work Week/Work Year

A. Normal Work Hours

Normal work hours shall not exceed 40 hours per week nor 8 hours per day except as may be determined by the Administration for any student recess period, or if circumstances necessitating a different work week or day exist.

B. Normal Work Week

1. The normal work week shall be Monday – Friday, except as set forth below, or as may be determined by the Administration for any student recess period, or if circumstances necessitating a different work week or day exist.
2. Custodial/maintenance employees shall work 8 hours per day Monday - Friday or Tuesday – Saturday, as determined by the Administration. Employees employed at the time of the effective date of this agreement shall not be required to change from a Monday- Friday work week to a Tuesday - Saturday work week.

3. The Administration shall develop work schedules and distribute the same no later than April 1st of each year. An employee shall be given at least two (2) weeks' notice of any change in his/her work schedule.

C. Normal Work Year

Normal work year for full time 12 month employees shall be at minimum 240 work days and holidays as detailed in section 6.8. A normal work year for a full time 9 or 10 month employees shall be at minimum 182 work days and at maximum 194 work days and holidays as detailed in section 6.8.

4.9 Lunch Periods and Breaks

- A. Employees who work in excess of five clock hours per day shall be entitled to a thirty minute duty free unpaid lunch period, scheduled by his/her supervisor, all as added to the normal work day, except as may be the practice at the time of the effective date of this agreement.
- B. Each employee shall be entitled to a paid fifteen minute break for every four (4) hours worked. This shall not apply to Program Assistants who shall take their breaks at the beginning and end of the work day. In practice, this shall result in Program Assistants working 7.5 hours, taking a thirty minute, unpaid, duty-free lunch, and being paid for 8 hours of work.
- C. Lunch and break periods will be assigned by the employee's supervisor; however, the employee may request and, upon the approval of his/her supervisor, take lunch and break periods in an alternate manner.
- D. If an employee is required to surrender his/her duty-free lunch, and work in lieu thereof, he/she shall be paid at their normal hourly rate for all work not in excess of forty (40) hours.
- E. An employee may leave the building during assigned work hours after approval is obtained from the immediate supervisor or principal.

4.10 Identification of Shifts

The first shift will commence between 6:00 a.m. and 9:00 a.m. The second shift will commence between 12:00 p.m. and 4:30 p.m. The third shift will commence between 11:00 p.m. and 1:00 a.m. The District retains the right to change the time periods within which shifts will commence provided that the District gives the Association at least two (2) weeks' notice of any such change.

4.11 Overtime

- A. Employees shall be paid overtime pay at time and one-half for any assigned or approved time worked, which exceeds 40 hours per week. Where an employee does not work and receives paid sick leave, vacation leave, personal leave, union leave, or other leave time, this time shall not count in calculating the employees work hours for purposes of paying overtime; however, staff non-attendance days, paid holiday time, paid jury duty leave, and emergency dismissals beyond the control of the employee shall count in said calculation.
- B. Overtime may be assigned by the Administration to an employee within his/her normally performed range of duties or for duties for which the supervisor determines the employee is qualified to perform. A classified employee may not be assigned overtime in a certified position in the District. Except in an emergency situation, the Administration will rotate overtime work among employees determined by the Administration to be qualified to perform such work first by utilizing the volunteer list (which is posted) and then utilizing employees who do not volunteer for such overtime work. Failure of a volunteer employee to accept overtime will result in the placement of the employee's name at the bottom of the volunteer list. Employees volunteering for overtime shall be placed on a rotation list by seniority in their department. The Administration shall determine the need for overtime work and nothing in this Agreement

shall be deemed to guarantee bargaining unit employees overtime work.

- C. Barring emergency and unforeseen needs, overtime opportunities shall be publicized a minimum of 2 work days in advance to enable equitable access to overtime available.
- D. All overtime pay must be submitted on a time sheet to the department administrator or campus principal in accordance with business office procedures for processing payroll.
- E. All changes in an employee's time sheet must be initialed by the supervisor, administrator or principal, and the employee.
- F. No employee may work and be compensated for overtime work without the approval of his/her supervisor.
- G. Emergency situations resulting in overtime pay will follow the contractual expectations listed in Section 4.12

4.12 Emergency Overtime Situations

School closings by the Administration: employees whose services are deemed to be needed by Administration will be notified that they are required to report to work.

- A. On days when school is closed, said employees who report to work will be paid time and a half for hours worked.
- B. On days when school was open, workers called to remain after the school closing shall be paid time and a half for hours worked.

4.13 Rate of Pay for Temporary Transfers

An employee who is temporarily transferred to another job classification with a lower hourly rate of pay shall continue to be paid at the hourly rate of pay for his/her current job classification. In the event that the temporary rate of pay is greater than the current rate of pay, the employee shall receive the temporary rate of pay for the actual hours of work in the temporary position. This shall only apply in the event that more than eight (8) cumulative hours are worked in the temporary position.

4.14 Long-Term Temporary Positions

- A. The Board shall retain the right to create and hire staff for all positions. Employees shall not be displaced by non-bargaining unit persons by way of the creation of "temporary positions" within the District. In the event that the Board finds it necessary to create a temporary position, Administration shall notify, in writing, the President of the Association, or his/her designee, prior to posting the position.
- B. For the purpose of this Agreement, a temporary employee shall be defined as a person who is hired into a position on a long-term basis not to exceed one calendar year. If said position/person exceeds one calendar year, the position must be returned to the Bargaining Unit. The exceptions to this are persons who are hired to:
 - 1. Replace employees who are absent due to illness, work-related injury, leave of absence, or child rearing leave.
 - 2. Cover positions for employees during temporary transfers or promotions.
 - 3. Seasonal workers.
- C. Long-term Temporary positions, if retained past one calendar year and/or converted to a permanent position, shall be posted as specified in Board policy. If a temporary employee should successfully be hired in a permanent position covered by this Agreement, the employee shall become a member of the bargaining unit upon permanent employment
- D. Temporary employees shall earn no seniority rights, shall not be permitted to join the bargaining unit, and shall not be entitled to the fringe benefits afforded to permanent employees. In addition, temporary

employees shall be understood to retain temporary status, and the decision for termination shall remain at the sole discretion of the Board.

- E. Should the temporary employee be hired for a new position, or any other position, his/her pay grade shall be established by Administration in accordance with Section 7.2 of this agreement upon hiring. In addition, he/she shall undergo a probationary period as specified in Section 4.1 of this agreement. Finally, his/her seniority shall begin with his/her hire date for the permanent position.
- F. The temporary employee may apply for a permanent position in the bargaining unit under the same conditions as other employees.

4.15 Uniforms

An employee required by the District to wear a uniform at work shall be provided five (5) shirts and five (5) pairs of slacks on first day of employment after completion of probationary period of employment. The employee shall be responsible for the cleaning of all uniforms, and the replacement of any uniforms lost by the employee. The District will annually make an allotment for replacement of shirts and/or slacks.

4.16 Evaluations

- A. By September 15 of each school year or within two (2) weeks of employment, each employee shall be advised by his/her supervisor of the evaluation procedures, expectations, standards of performance, and given a copy of the appropriate job description.
- B. Employees shall be provided informal feedback on an ongoing basis, however significant or ongoing performance deficiencies will be provided in writing to the employee. In addition, employees shall annually be provided with a written evaluation by their immediate supervisor and/or the appropriate administrator, who shall meet with them to discuss the evaluation.
- C. A copy of the written evaluation shall be given to the employee being evaluated. The employee shall have the opportunity to sign the evaluation report that is to be placed in the employee's personnel folder.
- D. The employee's signature does not mean that the employee agrees with the evaluation. The employee shall be able to respond and/or dispute in writing to any and all of the evaluation within twenty (20) work days of receipt of the evaluation and have said response attached to the evaluation in the personnel folder.
- E. The evaluation instrument shall include, but not be limited to, those duties enumerated in the job description.

ARTICLE 5: Leaves of Absence

5.1 Accounting Period

The accounting period for all leaves shall be the fiscal year July 1 to June 30.

5.2 Sick Leave

At the time of employment, each employee shall be granted thirteen (13) days of sick leave with full pay. Sick leave shall be taken in one-quarter (1/4) day increments. For each year of employment thereafter, each full-time educational support employee shall be entitled to thirteen (13) days of sick leave with full pay, accumulative to the maximum numbers of days which, upon retirement, may be transferred for additional service credit to the Illinois Municipal Retirement Fund, or its successor. Each part-time employee shall receive sick leave pro-rated on the basis of the employee's percent of part-time employment.

Sick Leave may be granted for the following reasons:

- A. Personal illness of the employee
- B. Quarantine at home
- C. Illness of a child, parent or legal guardian, brother, sister, aunt, uncle, sister-in-law, brother-in-law, grandchild, grandparent, daughter-in-law, or son-in-law of the employee or his/her spouse or any member of the employee's immediate household.

After an absence of three (3) consecutive days for personal illness or, in the case where the misuse of the sick leave policy seems apparent, the Board of Education may require a physician's certificate, or, if the treatment is by prayer or spiritual means, the statement of a spiritual advisor or practitioner of the employee's faith as a basis for granting paid sick leave.

If an employee is unable to report to work due to personal illness or serious illness or death in the immediate family, as defined in Section 6.3 below he/she should use the building procedure for reporting an absence.

5.3 Bereavement Leave

Three (3) days of bereavement leave shall be granted for the death of a member of the employee's immediate family (child, parent, legal guardian, brother, sister, grandchild, grandparent, brother-in-law, sister-in-law, aunt, or uncle of an employee or his/her spouse or any member of the employee's immediate household). Arrangements for Bereavement Leave should be made through the office of the Human Resources Administrator.

Requests for Bereavement Leave for persons not covered here may be made to the Superintendent. Decisions on each request will be made on an individual basis, and shall be non-precedential. A decision to grant or deny such a request shall be final, non-reviewable and not subject to the grievance procedure of this Agreement.

Requests for more than three (3) days of Bereavement Leave may be made to the Superintendent or his/her designee. Decisions on each request shall be made on an individual basis, and shall be non-precedential. Bereavement Leave in excess of three (3) days shall be counted against sick leave. A decision to grant or deny a request for additional Bereavement Leave shall be final, non-reviewable and not subject to the grievance procedure of this Agreement.

5.4 Family and Medical Leave

Educational support staff, at the request of the employee, are entitled to leave according to the terms of the Federal Family Medical Leave Act of 1993 (FMLA) subject to the provisions as outlined in Board Policy. Said Board policy, and the Act, shall not be considered part of this Agreement, and not subject to the grievance procedure of this Agreement. The employer shall not have the right to require an employee to use FMLA. No employee may combine an FMLA leave with a paid or unpaid leave of any kind without the permission of the Board.

5.5 Employee Assistance Program (EAP)

The District shall provide, at District expense, a confidential employee assistance program (the terms of which shall be determined by the Board) to all of its employees.

5.6 Personal Leave

Each employee shall be entitled to four (4) half days, to be used in one-quarter (1/4) day increments, of personal business leave per school year without loss of pay for matters which it would be unreasonable to expect the employee to handle during non-school days or hours. Unused personal leave shall accumulate up to three (3) days. One days of unused personal leave shall be carried over into the new fiscal year, and any remaining personal leave days shall be added to accumulated sick leave.

Personal leave shall be used only to transact personal business that cannot be accomplished except during school hours. Except in cases of emergencies, written notice requesting personal leave must be submitted to the employee's immediate supervisor and the Human Resources Administrator, or his/her designee, by 12:00 noon on the business day prior to the day on which the leave is requested. In an emergency, such notice specifying the reason for the leave shall be given as soon as feasible and shall also indicate the nature of the emergency. In case of an emergency request for personal leave, the Human Resources Administrator should be contacted.

Personal leave shall not be granted during a ten (10) work day period of any year, the specific dates of said period for each employment position (by classification) to be designated by the Board by April 1st of each year. If no such dates are so designated, then such leave will not be granted during the first five (5) or last five (5) employment days of any year, nor immediately preceding or following a school vacation or holiday. Provided, these restrictions shall not apply to religious holidays, emergencies, unavoidable legal business of a personal or family nature, or other appropriate circumstances as determined solely at the discretion of the administration (said determinations to be non-precedential, non-grievable and not otherwise subject to review).

If an employee certifies to the Human Resources Administrator, or his/her designee, that two (2) days of personal leave have been or will be used for taking part in religious observations or recognized religious holidays of his/her faith not otherwise scheduled as school holidays, a third day will be granted.

The days immediately preceding or immediately following a legal holiday or school recess shall not be recognized as a personal leave day, unless said immediately preceding or following day is missed due to an emergency, or said immediately preceding or following day is a religious holiday.

Personal leave shall not be utilized for recreation, participating in a work stoppage, or any activity which produced taxable income (other than capital gains).

5.7 Vacation

Only regular twelve (12) month employees (240 or more days per year excluding paid holidays) shall be entitled to vacation days with pay, to be used in one-quarter (1/4) day increments. However, employees shall receive credit in the calculation of vacation for each year employed full-time between nine (9) and twelve (12) months in any given year. Employees will receive vacation according to the following schedule based on years of service.

New employees shall receive prorated credit as of July 1 of each year based on the following:

- A. Employees with less than one (1) year of district service will be awarded nine (9) or fewer prorated work days of vacation with pay depending upon the employee's month of hire (see table below).
- B. Employees with more than one (1) year of district service but fewer than five (5) years of district service will be awarded ten (10) work days of vacation with pay (see table below).
- C. Employees with more than five (5) years of district service but fewer than six (6) years of district service will be awarded a prorated number of work days of vacation with pay [between ten (10) and fourteen (14) days] depending upon the employee's month of hire (see table below).
- D. Employees with more than six (6) years of district service but fewer than nine (9) years of district service will be awarded fifteen (15) work days of vacation with pay (see table below).
- E. Employees with more than nine (9) years of district service but fewer than ten (10) years of district service will be awarded a prorated number of work days of vacation with pay [between fifteen (15) and nineteen (19) days] depending upon employee's month of hire (see table below).
- F. Employees with ten (10) or more years of district service will be awarded twenty (20) work days of vacation with pay.

Years of Experience In-District	Date of Hire (1st of the Month)	Hire Months Encompassed for Pro-rata Days Accrued	District Experience as of July 1 at Accrual	Vacation Days Accrued
< 1	August		.92	9*
< 1	September		.83	8*
< 1	October		.75	7.5*
< 1	November		.67	6*
< 1	December		.58	5*
< 1	January		.50	4 *
< 1	February		.42	3 *
< 1	March		.33	2.5 *
< 1	April		.25	1.5*
< 1	May		.16	1.5 *
< 1	June		.08	1*
1 – 4.99	as of July 1		1.0 – 4.99	10
5 – 5.25	as of July 1	July, June, May, April	5 – 5.25	11
5.26 – 5.50	as of July 1	March, Feb, Jan	5.26 - 5.50	12
5.51 – 5.75	as of July 1	Dec, Nov, Oct	5.51 – 5.75	13
5.76 – 5.99	as of July 1	Sept, August	5.76 – 5.99	14
6 .0– 8.99	as of July 1		6.0 – 8.99	15
9 – 9.25	as of July 1	July, June, May, April	9 – 9.25	16
9.26 – 9.50	as of July 1	March, Feb, Jan	9.26 – 9.50	17
9.51 – 9.75	as of July 1	Dec, Nov, Oct	9.51 – 9.75	18
9.76 – 9.99	as of July 1	Sept, August	9.76 – 9.99	19
10+	as of July 1		10+	20

*Days are manually entered rather than automatically accrued by computer.

Vacation schedules shall be based upon the operating circumstances of each job classification. Selection of vacation time shall be at the mutual convenience of the District and employee in order that the business of the District is not disrupted by the absence of vacationing employees. Arrangements for vacation time shall be made by the employees with his/her supervisor, subject to approval by the Superintendent or his/her designee.

On or before April 1st, the District shall advise each eligible employee in writing of his/her earned vacation entitlement available for use in the twelve month period beginning July 1. No later than May 1, each employee shall advise his/her immediate supervisor in writing of his/her vacation date preference. Where two or more employees request the same or overlapping vacation dates which cannot be accommodated, seniority shall prevail so long as the senior employee's request was made prior to May 1. Requests made after the May 1 deadline shall be considered in the order in which they were received. For vacation purposes, seniority shall rotate from year to year so the same employee does not continually receive choice vacation dates.

Vacation received during a fiscal year may be used any time between the beginning of the fiscal year (July 1) and April 15 of the following fiscal year. In the event that the employee has not utilized his/her vacation days by this date, five days shall be converted into Sick Leave and shall be added to his/her accumulated Sick Leave Balance. Vacation Days in excess of the five days not utilized by this date will be forfeited.

5.8 Holidays

Employee	Holidays	Holidays - Provided it is an All School Holiday on a Work Day
A. Nine (9) or Ten (10) Months (182 to 194 days per year, excluding paid holidays)	Thanksgiving Day Christmas Day New Year's Day Memorial Day Labor Day (if work schedule commences prior to Labor Day)	Columbus Day Veterans' Day Dr. Martin Luther King Jr's Birthday Lincoln's Birthday/President's Day Casmir Pulaski Day
B. Twelve (12) Months (240 or more days per year)	Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day New Year's Day Memorial Day (When New Year's Day, Independence Day, or Christmas Day falls on Saturday or Sunday, each twelve- (12) month employee scheduled to work the weekday before and the weekday after each holiday shall be granted his/her paid holiday on the preceding Friday or on the following Monday, as determined by the Superintendent.)	Columbus Day Veterans' Day Christmas Eve Day New Year's Eve Day Dr. Martin Luther King Jr.'s Birthday Lincoln's Birthday/Presidents' Day Casmir Pulaski Day

5.9 Jury Duty

- A. An employee called for jury duty or who has been subpoenaed as a witness may be granted a special leave to fulfill such duty at full pay.
- B. Compensation for jury duty will be submitted to Community High School District 94.
- C. An employee may, however, retain jury duty reimbursement for travel and other expenses incurred in performing such jury duty.

5.10 Association Business Leave

Association leave shall be limited to ten (10) days per school year with the Association paying the cost of providing a daily substitute if the District utilizes one. Association leave shall be used in at least one-half (½) day increments. The employee must notify his/her immediate supervisor five (5) days in advance of taking Association leave. Said leave request shall be signed by the Association President in addition to the regularly-obtained signatures on the Professional Leave form utilized by the District.

5.11 Discretionary Unpaid Leaves of Absence

A continuing employee may request, and the Board at its sole discretion may choose to grant, such employee a discretionary unpaid leave of absence as generally described in this Section. The granting or denial of any such leave shall not be deemed precedential in any respect, and the decision of the Board to grant or deny such request in whole or in part shall be final, non-reviewable and not subject to the grievance procedure of this Agreement. Employees who do not report to work after the denial of such a request may be subject to discipline, and including discharge.

Discretionary unpaid leaves of absence shall be no less than fourteen (14) calendar days and no more than the balance of the semester in which the request is made. The terms and conditions governing such request of leave, if granted, shall be as follows:

- A. The purpose of such leave may include the following:
 - 1. Educational purposes;
 - 2. Foreign, military, or governmental work;
 - 3. Health and hardship;
 - 4. Child rearing, whether by reason of maternity, child delivery, or adoption (except for Family and Medical Leave Act Leave);
 - 5. Any other reasons as determined solely by the Board.
- B. A leave request shall be submitted in writing to the immediate supervisor stating the following:
 - 1. The purpose or purposes for such leave,
 - 2. The requested commencement date and termination date,
 - 3. Any applicable supporting documents.
- C. The immediate supervisor shall make his/her recommendation regarding the leave request to the Superintendent and the Board.
- D. The Superintendent shall communicate to the employee the Board's acceptance or denial of said leave request within thirty (30) calendar days after the employee submits the leave request.
- E. All employees who are granted leaves shall return on the date specified in the leave request as approved by the Board. An employee's failure to return on such date shall be deemed to be his/her resignation from employment in the District in any capacity, effective immediately and without further Board action unless an extension to the leave has been requested of and granted by the Superintendent.
- F. Except for an employee returning from a Family and Medical Leave, job assignment upon return from leave shall proceed according to the following provisions. Return from a discretionary unpaid leave of more than twenty-one (21) calendar days in length shall not guarantee the employee his or her original job or assignment but the employee shall be returned to a position in his or her salary group. An employee returning from an unpaid leave of twenty-one (21) calendar days or less shall be guaranteed his/her previous job. However, in neither case shall the employee be exempted from the effects of any reduction or cutback which may be occurring at the time of the return from leave.
- G. Time of leave in excess of ninety (90) calendar days is not counted towards continuous service or employment by the Board and paid leave days shall not accrue during said leave, as permitted by law. The employee may make arrangements with the Illinois Municipal Retirement Fund for pension credit at his or her own expense, except as may otherwise be required by law. Any fringe benefit programs offered by the Board in whole or in part, may be continued at the employee's sole expense subject to approval of any third party provider of benefits then in effect.

5.12 Worker's Compensation

Employees must notify their immediate supervisor in writing of any on-the-job injury as soon as possible, but no later than two (2) work days after the day of its occurrence, on a form provided by the District, except when an employee is hospitalized and is physically unable to do so, where said reporting must be as soon as possible.

Where an employee has reported the injury as set forth above, the following procedure shall apply where the employee is absent from work due to such injury: The employee may, at his/her option, utilize his/her sick leave benefits, if any, from the Board, provided that any workers' compensation award received by the employee during the period when the employee receives any sick leave benefits from the Board will be paid to the Board. Upon receipt of any workers' compensation award received by the employee, the Board shall restore two-thirds (2/3's) of any used sick leave to the employee's benefit.

ARTICLE 6: Compensation

6.1 Payroll Deductions

Deductions from salaries will be made by the Board upon written request of the employee for annuities, Association dues, insurance and credit union.

6.2 Salary Ranges

The following shall be the salary ranges for positions in the Bargaining Unit for July 1, 2012 through June 30, 2014:

Category	Description	Minimum	New Hire Maximum	Maximum
A	Administrative Assistants, Specialists	\$13.99	\$16.37	\$28.44
B	Deans' Specialists	\$15.49	\$17.44	\$31.49
C	Clerks	\$11.01	\$12.88	\$22.37
D	Deans' Assistants	\$12.44	\$14.56	\$25.30
E	Program Assistants	\$11.01	\$12.88	\$22.37
E1	Program Assistants with a Degree*	\$11.51	\$13.38	\$22.87
F	Personal Care Assistants	\$12.01	\$13.88	\$23.37
F1	Personal Care Assistants with a Degree*	\$12.51	\$14.38	\$23.87
G	Personal Care Assistant/Job Coach	\$13.51	\$15.38	\$24.87
G1	Personal Care Assistant/Job Coach with a Degree*	\$14.01	\$15.88	\$25.37
H	Custodians, Groundskeepers	\$12.24	\$14.31	\$24.88
I	Maintenance	\$18.10	\$21.18	\$36.81

*Employee holds an Associate's degree or better and provides evidence of the same to the Human Resources Office.

New employees will be hired at a wage commensurate with their previous experience not to exceed the "New Hire Maximum" noted above.

The following shall be the salary ranges for positions in the Bargaining Unit for July 1, 2014 through June 30, 2015:

Category	Description	Minimum	New Hire Maximum	Maximum
A	Administrative Assistants, Specialists	\$14.13	\$16.53	\$28.72
B	Deans' Specialists	\$15.65	\$18.30	\$31.80
C	Clerks	\$11.12	\$13.00	\$22.60
D	Deans' Assistants	\$12.57	\$14.70	\$25.55
E	Program Assistants	\$11.12	\$13.00	\$22.60
E1	Program Assistants with a Degree*	\$11.62	\$13.50	\$23.10
F	Personal Care Assistants	\$12.12	\$14.00	\$23.60
F1	Personal Care Assistants with a Degree*	\$13.12	\$14.50	\$24.10
G	Personal Care Assistant/Job Coach	\$13.62	\$15.50	\$25.10
G1	Personal Care Assistant/Job Coach with a Degree*	\$14.62	\$16.00	\$25.60
H	Custodians, Groundskeepers	\$12.36	\$14.46	\$25.13
I	Maintenance	\$18.29	\$21.40	\$37.18

*Employee holds an Associate's degree or better and provides evidence of the same to the Human Resources Office.

New employees will be hired at a wage commensurate with their previous experience not to exceed the "New Hire Maximum" noted above.

A. Salary Increases

Each employee whose wage is less than the maximum wage in his/her category shall receive the following increases not to exceed the maximum wage:

2012/13 School Year: 2.50%

2013/14 School Year: 2.75%

2014/15 School Year: 2.00%

In the event that an employee would reach the maximum wage, he/she would receive the full salary increase percentage noted above for that year regardless of whether said increase raises the wage in excess of the maximum for that employee's category.

Employees must be hired and begin work by April 1 to receive the increase for the following year.

6.3 Salary Longevity Bonus

When an employee reaches the maximum wage, he/she shall be paid an annual bonus equal to a percentage of his/her annualized hourly wage or salary as noted below:

2012/13 School Year: 2.50%

2013/14 School Year: 2.75%

2014/15 School Year: 2.00%

Said bonus will be spread evenly among the employee's 24 paychecks. Said bonus shall not be considered part of the employee's base wage and as such, shall not compound. Said bonus shall be paid beginning with the year the employee is no longer eligible for any salary increases as noted in Section 7.2 A because he/she reached the maximum wage.

6.4 Retirement Stipend

A member of the bargaining unit who submits an irrevocable notice of retirement to the Board at least three (3) months in advance of his/her planned retirement date shall be eligible for the following one time stipend to be paid on the employee's last paycheck:

For employees who retire on or before June 30, 2013, employees with fifteen (15) or more years of service, \$400 per year of service up to a maximum stipend of \$8000.

For employees who retire on or before June 30, 2014, employees with fifteen (15) or more years of service, \$325 per year of service up to a maximum stipend of \$7000.

For employees who retire at any time after July 1, 2014, employees with fifteen (15) or more years of service, \$250 per year of service up to a maximum stipend of \$6000.

Upon ratification and approval of this agreement leaving fewer than three months between ratification/approval date and the final work day for the member of the bargaining unit for the 2012/13 school year, a member of the bargaining unit wishing to retire on or before June 30, 2013 may submit an irrevocable notice of retirement to the Board by April 11, 2013 and be eligible for the Stipend in this section.

For the purpose of this contractual provision, "years" shall be defined as consecutive calendar years. In addition, "years" refers to years worked; an unpaid leave of absence of ninety (90) or more business days, other than Family and Medical Leave, shall not be counted towards the years worked for the purpose of this section.

ARTICLE 7: Insurance

7.1 Insurance Program

The Board shall provide group hospitalization/major medical insurance and group dental insurance to full-time educational support personnel and to those part-time educational support personnel who work more than twenty (20) hours per week at their position [the amounts below shall be prorated for part-time employees]:

Employees whose first day of employment is on or after July 1, 2013 may only elect coverage under PPO2, PPO3, or HMO2.

- A. The following chart shall define the percentage of insurance premiums to be paid by the full-time employee and the Board:

	July 1, 2012 – June 30, 2013		July 1, 2013 – June 30, 2014		July 1, 2014 – June 30, 2015	
Plan	Single Coverage (BOE/ Employee)	Family Coverage (BOE/ Employee)	Single Coverage (BOE/ Employee)	Family Coverage (BOE/ Employee)	Single Coverage (BOE/ Employee)	Family Coverage (BOE/ Employee)
PPO1	75%/25%	75%/25%	70%/30%	70%/30%	70%/30%	70%/30%
PPO2	85%/15%	85%/15%	85%/15%	85%/15%	80%/20%	80%/20%
PPO3 (HSA)	85%/15%	85%/15%	85%/15%	85%/15%	85%/15%	85%/15%
HMO1	85%/15%	85%/15%	85%/15%	85%/15%	85%/15%	85%/15%
HMO2	85%/15%	85%/15%	85%/15%	85%/15%	85%/15%	85%/15%

- B. Health Savings Account Establishment Funding

For employees who are members of the District 94 insurance program at the time of contract ratification and elect PPO3 during the insurance open enrollment period immediately following the ratification of the 2012 – 2015 contractual agreement, the Board shall make a one-time contribution to the employee's Health Savings Account in the amount of \$1,000.

- C. Cost-Savings Incentive

Employees electing to move to a less expensive plan as set forth below during the insurance open enrollment period immediately following the ratification of the 2012 – 2015 contractual agreement shall receive a one-time incentive payment to be paid on their July 15, 2013 paycheck.

PPO1 to PPO2, PPO3, HMO1, or HMO2 \$500

PPO2 to PPO3, HMO1, or HMO2 \$500

Said incentive payment shall be in addition to the Health Savings Account Establishment Funding amount above.

Employees who elect to move to a more expensive plan during the following year agree to repay the incentive (\$500) the District in the form of payroll deduction over the following 6 months. Employees who elect to move to a more expensive plan during the second year following agree to reimburse half of the incentive (\$250) to the District in the form of payroll deduction over the following 6 months.

The Board shall also make available group long-term disability, group accidental death and dismemberment (ADD) and group term life insurance to full-time educational support personnel and part-time educational support personnel who work more than 50% of the year at their position, with benefits and employee premium contributions thereunder being provided and required on the same basis as such benefits and employee premium contributions are provided to or required of the certified teaching staff. Employee participation in such group long-term disability, ADD and life insurance plans is optional.

Two Association members, chosen by the Association, shall be permanent representatives to the Insurance Committee formed between the Board and the West Chicago High School Teachers' Association, Inc. In addition, three Association members, chosen by the Association, shall be members of the Insurance Committee formed during the 2006/2007 school year between the Board and the West Chicago High School Teachers' Association, Inc., for the purpose of evaluating insurance options for the District.

ARTICLE 8: Section 125 Salary Reduction Plan

8.1 Salary Reduction Plan

The Board shall maintain a salary reduction plan which meets the requirements of Section 125 of the Internal Revenue Code of 1986, as amended (Code"). If at any time Code Section 125 or its related regulations are amended, the parties shall promptly revise the plan to comply with the amendment(s). An employee may elect to participate by choosing to receive benefits for the purposes set forth below, and in the amounts specified. The total amount elected shall be deducted from each employee's compensation along with the deduction of contributions to the Illinois Municipal Retirement Fund which may be required on such salary reduction plan payments.

Prior to the beginning of the plan year (which begins January 1 of each year), each employee shall, in writing, designate the dollar amount(s) elected for that year for each of the following benefits:

- D. Premiums for group health insurance.
- E. Reimbursement for the amount of medical care expenses not covered by insurance or otherwise, as defined in Code Section 213, up to a maximum of five thousand dollars (\$2,500.00).
- F. Reimbursement for dependent care assistance as defined in Code Section 129, up to a maximum of five thousand dollars (\$5,000.00) or two thousand, five hundred dollars (\$2,500.00) if a married participant files a separate return.

The amounts designated may not be changed during the plan year except on account of a change in the participant's family status or other circumstance provided in Code Section 125 or its related regulations. Any amount designated for reimbursement which remains unused at the end of a plan year shall be forfeited and not otherwise paid to the employee during that year, or carried over to a succeeding plan year.

The total amount(s) of the benefits elected pursuant to the plan shall be deducted in equal amounts from the employee's salary payments during the plan year, unless otherwise specified.

Claims for reimbursement may be submitted no more than once per month, unless an agreement with a plan administrator provides otherwise. Claims for reimbursement must be for services received during the plan year.

ARTICLE 9: Management Rights

9.1 Management Rights

The Board retains and reserves the ultimate responsibility for proper management of the School District conferred upon and vested in it by the statutes and Constitutions of the State of Illinois and the United States, including, but not limited to, the responsibility for and the right:

- A. To maintain executive management and administrative control of the School District and its properties and facilities and the activities of its employees as related to the conduct of school affairs.
- B. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions for their continued employment, or their discipline, dismissal, or demotion, their assignment,

and to promote and transfer all such employees.

- C. To delegate authority through recognized administrative channels for the development and organization of the means and methods of governance of the District according to current written Board Policy or as the same may from time to time be amended.
- D. To determine work schedules, the hours of work, including the requirement of overtime assignments, and the duties, responsibilities and assignments of employees with respect thereto.
- E. To subcontract work not regularly performed by bargaining unit employees, and to subcontract work performed by bargaining unit employees on an emergency, temporary, or occasional basis where such subcontracting does not result in a layoff or a reduction in the normal work hours of bargaining unit employees. Any subcontracting relationship shall not be interpreted to invest in the subcontractor (or its agents) the status of assignee(s) of the rights of this Agreement or the status as a co-employer(s) with the Board.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board shall be limited by the specific and express terms of this Agreement and the provisions of the Illinois Educational Labor Relations Act.

ARTICLE 10: Grievance Procedure

10.1 Definitions

- A. A Grievance is a claim by the Association, a group of employees, or an individual employee that there has been a violation, misapplication, or misinterpretation of the terms of this Agreement.
- B. Immediately-Involved Supervisor: An immediately-involved supervisor is the administrator, division head, and/or department chairman responsible for the action that gave rise to the grievance.
- C. Aggrieved person: An aggrieved person is the employee, group of employees, or the Association making the claim.

10.2 Time Limits

As used herein (Article 10) "day" shall mean employee work day except that between school terms "day" shall mean days on which the District business office is open.

10.3 Informal Procedure

Since the purpose of this procedure is to secure equitable solutions to grievances at the lowest possible administrative level and to keep the proceedings as informal and confidential as may be appropriate at any level of the procedure, nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration, as outlined in Board policy, and have the Grievance adjusted, provided that the Association has been notified and the adjustment is not inconsistent with the terms of the Agreement.

10.4 Formal Procedure

The parties acknowledge that it is usually most desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communication.

The Board recognizes the right of the Association to designate its grievance committee and principal grievance representative. At least one grievance committee representative shall be present for any meetings, hearing, appeals, or other proceedings relating to a grievance, which has been formally presented. When requested by the aggrieved person, the grievance representative may intervene to assist in the resolution. However, should such informal processes fail to satisfy the Aggrieved person or the Association, it shall be stated in writing by the Aggrieved

Person that it is unresolved and proceed to Step 1, then a grievance shall be processed as follows:

Step 1: A grievance must be filed within twenty (20) days following the date on which the action being grieved became known, or could reasonably be expected to have been known, to the grievant. The Aggrieved Person or the Grievance Committee of the Association shall present the Grievance in writing to the Immediately-Involved Supervisor who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Aggrieved Person, the Association representative, and the Immediately-Involved Supervisor shall be present for the meeting. The Immediately Involved Supervisor must provide the Aggrieved Person and the Association with a written answer on the Grievance within six (6) days after the meeting. Such answer shall include reasons upon which the decision was based. The filing of the Grievance at this step shall occur within ten (10) days after failure to reach agreement under Section 10.3 above.

Step 2: If the grievance is not resolved at Step 1, then the Grievance Committee shall refer the Grievance to the Immediately-Involved Supervisor's Supervisor (e.g. for the Maintenance Supervisor, this would be the Director of Business Services; for a Special Education Coordinator, this would be the Director of Special Education; etc.) within six (6) days after receipt of the Step 1 answer or within ten (10) days after the Step 1 meeting, whichever is the latter. The Immediately-Involved Supervisor's Supervisor shall arrange for a meeting with the representative of the Association's Grievance Committee to take place within ten (10) days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses and advisors, as it deems necessary to develop the facts pertinent to the Grievance. Upon conclusion of the hearing the Immediately-Involved Supervisor's Supervisor will have six (6) days in which to provide his/her written decision to the Association. Should the Immediately-Involved Supervisor's Supervisor be the Superintendent, Step 2 shall be omitted.

Step 3: If the Grievance is not resolved in Step 1 or Step 2 as applicable, then the Grievance Committee shall refer the grievance to the Superintendent within six (6) days after receipt of the Step 1 or Step 2 answer as applicable, or within ten (10) days after the Step 1 or Step 2 meeting, as applicable, whichever is the latter. The Superintendent shall arrange for a meeting with the representative of the Association's Grievance Committee to take place within ten (10) days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses and advisors as it deems necessary to develop facts pertinent to the Grievance. Upon conclusion of the hearing, the Superintendent will have six (6) days in which to provide his/her written decision to the Association.

10.5 Arbitration

If the Association is not satisfied with the disposition of the Grievance at Step 3 or the Step 3 time limits expire without the issuance of the Superintendent's written answer, the Association may submit the Grievance to arbitration. The arbitrator's opinion and award shall be final and binding on the Association and the Board. If a demand for arbitration is not filed within thirty (30) days of the date from the Superintendent's Step 3 reply, then the Grievance will be deemed withdrawn.

An arbitrator shall be selected by the mutual agreement of the parties. If no such agreement can be reached, the Grievance shall be processed under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA), which shall act as administrator of the proceedings so long as such Rules are consistent with this Agreement, and an arbitrator shall be selected from the AAA as described below:

- A. A list of seven (7) arbitrators shall be secured from the arbitration service, provided that such list shall not include a resident of District 94.
- B. Selection of the arbitrator shall be made by the parties from the list supplied as determined above. Final selection of the arbitrator shall be made by the parties alternatively striking a name from the list until one (1) name remains and this person shall serve as arbitrator. The party eligible for the first deletion shall be determined by chance.

- C. If the final arbitrator named is unable to serve, the parties shall request a new list from AAA.
- D. The arbitrator shall have no power to alter the terms of this Agreement. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA expenses will be divided equally between the Board and the Association. Should either party request a transcript of the proceedings, then that party will bear the full costs for that transcript. Should both parties order a transcript, then the cost of the two transcripts will be divided equally between both parties.

10.6 Association Representation

The Board acknowledges the right of the Association's grievance representative to participate and state the Association's views in the processing of a Grievance at any level for any employee and no employee shall be required to discuss any Grievance if the Association's representative is not present.

10.7 Agreement to By-Pass Steps

Provided the Association and Superintendent, at the request of the Immediately-Involved Supervisor, agree, Step 1, Step 2 and/or Step 3, of the grievance procedure may be by-passed and the Grievance brought directly to the next step.

10.8 Non-Reprisal

No reprisals of any kind shall be taken by the Board or the school administrators against the Aggrieved Person, the grievance representative, the grievance committee, the Association or any other participant in the grievance procedure by reason of such participation. Nor shall reprisals of any kind be taken by the Association or members thereof against the Board of Education and/ or its representatives by reason of their participation in the grievance procedure.

10.9 Cooperation by Board

The Board and the Administration will cooperate with the Association in the investigation of any Grievance, and further, will furnish the Association with the information upon which the Grievance is based.

10.10 Released Time

Should the investigation or processing of any Grievance require that an employee or an Association representative be released from his/ her regular assignment, he/she shall be released without loss of pay or benefits. This section shall not be interpreted to apply to an employee who has been dismissed or suspended.

10.11 Records

All documents dealing with the processing of a Grievance will be filed separately from the personnel files of the participants.

10.12 Withdrawal

A Grievance may be withdrawn or resolved at any level without establishing precedent and if withdrawn shall be deemed as though never having been filed.

ARTICLE 11: Negotiation Procedures

11.1 Negotiations

Negotiations between the parties shall be conducted in accordance with the provisions of the Illinois Educational Labor Relations Act, or its successor.

11.2 Federal Mediation and Conciliation Service (FMCS)

It is agreed that the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if impasse is declared. Should FMCS be unavailable, the parties shall immediately commence discussions as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.

ARTICLE 12: Strikes and Lockouts

12.1 Strikes and Lockouts

During the term of this Agreement, the parties agree as follows:

- A. The Board shall not lock out any employee as an act in retaliation for or to gain advantage in negotiations, except if the Union and/or employees are on strike.
- B. The Association shall:
 - 1. not engage in a strike, withholding of services, slowdown, sick-in, or any other withholding of services;
 - 2. not engage in activities not otherwise protected by law which would disrupt the operations or administration of the Board.

ARTICLE 13: Terms of Agreement

13.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties.

13.2 Changes

The terms and conditions of this Agreement may be altered, changed, added to, deleted from or modified only through voluntary, mutual consent of the parties on a ratified written amendment.

13.3 Separability

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unconstitutional or illegal, the parties shall immediately meet to negotiate the removal of the provision in question and the impact thereof. All other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE 14: Duration of Contract

14.1 Effective Date

This Agreement shall be effective retroactively as of July 1, 2012, and shall continue in effect through the end of the day on June 30, 2015.

14.2 Successor Agreement

Bargaining shall begin on a successor agreement no later than March 15, 2015. Either party can initiate the request to begin the bargaining process.

IN WITNESS THEREOF:

For the West Chicago High School
Support Staff Association, IEA-NEA

For the Board of Education of
Community High School District 94

Jean Sterrup, President

Katherine Doremus, President

Monica Piszczek, Co-Lead Negotiator

Ruben Campos, Secretary

Michael Stoner, Co-Lead Negotiator

Date

Date

COMMUNITY HIGH SCHOOL District 94

MEMO

TO: Lalo Ponce, Board of Education

FROM: Gordon Cole

RE: High Ropes Course

DATE: 3-27-13

Bill Lech, Physical Ed Division Head, has been working to find a buyer for the high ropes course. Two companies expressed an interest.

Attorney Boyle drafted the attached "Bill of Sale" the purpose of which is to minimize any future liability. The proposed purchase price is \$12,000 which includes all removal costs.

The cost of this equipment if purchased new today would be approximately \$20,000 excluding installation.

“AS IS” BILL OF SALE AGREEMENT-HIGH ROPES COURSE

THIS AGREEMENT, entered into on the date set forth next to the signatures of the Parties, is made by and between the Board of Education of Community High School District No. 94, DuPage County, Illinois (“School District”) and 4thCliff (“Business”), who are hereinafter sometimes individually referred to as a “Party” or jointly as “Parties”.

RECITALS

WHEREAS, the School District is the owner of personal property consisting of but not limited to high ropes course equipment, material, and accessories referred to herein as “Ropes Course”; and

WHEREAS, the Business seeks to purchase the Ropes Course in its entirety, on an “as is” “where-is” basis, from the School District for its own use; and

WHEREAS, the School District has authority to enter into this Agreement pursuant to 105 ILCS 5/10-22.8; and

WHEREAS, the Parties have determined that it is in their best interest to enter into this Agreement, have duly approved this Agreement, and have duly authorized their respective representatives to execute same.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the sufficiency of which is hereby acknowledged, it is agreed by the Parties as set forth below.

1. The above recitals are incorporated into and made a part of this Agreement by reference.
2. The Business shall purchase the Ropes Course in its entirety from the School District for the total amount of \$12,000.00. No other consideration or payments will be exchanged between the Parties. Upon receipt of this amount, the School District releases all of its rights and interests in the Ropes Course.
3. The Business shall be solely responsible for removal and collection of the Ropes Course in its entirety, at a date and time agreed to by the Parties. The School District shall not be responsible for the removal or delivery of any aspect of the Ropes Course.
4. The Business shall be solely responsible for all costs incurred by it for any handling and/or removal of the Ropes Course. The Business shall be solely responsible for all

damage to the Ropes Course during its handling and/or removal of the Ropes Course. The Business agrees to maintain the School District's grounds in good condition during its handling and/or removal of the Ropes Course in accordance with School District standards at all times, and shall be solely responsible for all damage to School District grounds caused by its handling or removal of the Ropes Course.

5. To the fullest extent permitted by law, the Business shall protect, indemnify, save, defend and hold harmless the School District, its officers, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, taxes, interests, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which the Business and/or its officers, officials, volunteers, employees and agents may become obligated to pay by reason of any violation of law, accident, bodily injury, death or person or loss of or damage to tangible property, arising indirectly or directly in connection with or under, or as a result of this Agreement. Notwithstanding anything to the contrary contained in this Agreement, the Parties expressly agree that the indemnification obligations set forth herein shall survive the termination of this Agreement, and shall remain in effect regardless of whether any claim or claims covered thereby exceed or are covered by any insurance agreements.

6. THE BUSINESS EXPRESSLY ACKNOWLEDGES AND AGREES THAT IT IS PURCHASING THE ROPES COURSE ON AN "AS-IS" "WHERE-IS" BASIS. THE SCHOOL DISTRICT MAKES NO REPRESENTATIONS, GUARANTIES, OR WARRANTIES WHATSOEVER AS TO THE CONDITION, QUALITY, PURPOSE, FITNESS FOR ANY PARTICULAR USE, OR SAFETY, OF THE ROPES COURSE, OR THE BUSINESS' REMOVAL THEREOF. ALL WARRANTIES OF ANY KIND WHATSOEVER, EXPRESS, IMPLIED AND STATUTORY, PERTAINING TO THE ROPES COURSE OR REMOVAL THEREOF ARE HEREBY DISCLAIMED. ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED.

7. For purposes of this Agreement the Business shall at all times remain an independent contractor. The Parties recognize and agree that the Business's personnel and/or agents are not employees, volunteers or agents of the School District.

8. The Agreement shall be governed by the laws of the State of Illinois.

9. The invalidity of any provision of this Agreement shall not render invalid any other provision herein. If for any reason any provision of this Agreement is determined, by a court of competent jurisdiction, to be invalid or unenforceable, that provision shall be deemed severed and this Agreement shall remain in full force and effect.

10. This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

11. This Agreement shall contain the entire agreement of the Parties and shall supersede any prior written or oral agreements or understandings.

12. Parties acknowledge through their signatures that they have read this Agreement in its entirety, and knowingly and voluntarily agree to all terms of this Agreement.

IN WITNESS WHEREOF, the Parties have agreed to and caused this Agreement to be executed on the dates below.

School District

**Board of Education of Community High
School District 94, DuPage County, Illinois**

By: _____
Board President

Attest: _____
Board Secretary

Date: _____

Date: _____

Business

4thCliff

By: _____
President

Attest: _____
Secretary

Date: _____


Date: _____

Memorandum

Office of the Assistant Superintendent of Administrative Services

Date: March 22, 2013

To: Lalo Ponce

From: Kimberly C. Chambers 

Re: Literacy Coaches MOU with WCHSTA, Inc.

The Board of Education approved the addition of Literacy Coach positions at its March 19, 2013 meeting. As directed, I contacted Ms. Kristina Mallon, WCHSTA President, to bargain the impact of this decision.

To that end, attached, please find the Memorandum of Understanding as approved by the West Chicago High School Teachers' Association, Inc. with regard to the addition of Literacy Coach positions to the Bargaining Unit. Said positions will be paid in the same manner in which other Association positions are paid (teachers, counselors, social workers, etc.).

According to President Mallon, the MOU was approved by a vote of 48 ayes (80%) and 12 nays (20%).

I would recommend that the following be added to the Board of Education agenda for April 2, 2013:

That the Board of Education approve the Memorandum of Understanding with the West Chicago High School Teachers' Association, Inc. regarding the Addition of Literacy Coach Positions.

I would be happy to address any questions that you may have. 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 addition of Literacy Coach Positions

WHEREAS, multiple State-wide and District-wide initiatives such as Literacy Across the Curriculum; alignment of curriculum, instructional strategies, and assessments to the Common Core State Standards; and the expectations of Response to Intervention (RtI) to monitor student progress and implement intervention strategies have placed additional expectations on teaching staff, and

WHEREAS, the Board and Association desire to provide supports for teachers as they navigate these expectations and responsibilities, and

WHEREAS, the Board and Association share a strong interest in improving instruction and student learning and supporting teachers in their continual professional growth, and

WHEREAS, the Board has approved the addition of Literacy Coach positions beginning with the 2013/14 school year, and

WHEREAS, both parties want to make formal a process for achieving those ends.

NOW, THEREFORE, BE IT RESOLVED THAT the Board and the Association agree to amend Article 6: Terms of Employment, Section G, paragraph 5 of the Contractual Agreement between the Board of Education of Community High School District 94 and the West Chicago High School Teachers' Association, Inc. as follows:

"A Member of the Bargaining Unit assigned to work in one of the following job classifications shall be considered an exception to the normal teaching load specified above, and his/her assignment load shall be determined by the Superintendent:


1. Literacy Coach
2. Librarian
3. Guidance Counselor ..."

(Note: underlines indicate changes to existing contractual language)

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

President,
Board of Education
Community High School District 94

Date



President,
West Chicago High School Teachers'
Association, Inc.

3/22/13

Date

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**April 2, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION C -
DRAFT MINUTES**

1. Finance Committee Minutes

March 13, 2013

COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois

Minutes of the FINANCE COMMITTEE meeting held on March 13, 2013, at 326 Joliet Street, West Chicago, Illinois, from 7:34 a.m. to 8:39 a.m.

CALL TO ORDER – The meeting was called to order at 7:34 a.m.

In attendance at the meeting were: Gary Saake

Others Present: Gordon Cole, Moses Cheng and Diane Masschelin

New Initiative: New Personnel

Dr. Cheng opened the meeting with the staff recommendations for new personnel. The staff recommendations are: Assistant Principal for Teaching and Learning, splitting up the Math/Science Division Head, and adding a curriculum coach. Dr. Cheng stated that the curriculum coach would not be a budgeting or bargaining issue because of the declining enrollment next year and the re-sectioning of the lower level classes into regular classes would offset the cost. This would free up one FTE and with the use of a curriculum coach it would help assess how the students are learning and look at literacy across the curriculum. The Assistant Principal for Teaching and Learning would tie staff development, assessment, Mastery Manager and PARK (formally PSAE) all together for the common core standards and student interventions allowing more time for curriculum. The Math/Science Division Head currently has 30 teachers and would have an impact on the budget. Mr. Cole stated that from the budget perspective, the curriculum coach and the Assistant Principal would not be an issue. It was asked how does it affect us if enrollment is up. It was stated that the Assistant Principal gives support to the Division Heads and pulls everything together with the Park Assessment and ties in the testing piece. Further discussion was needed.

FY 13 Budget:

The Summary by Fund, Revenues and Expenses were handed out by Mr. Cole and reviewed. There were no major changes in the operating statements. Mr. Cole did point out, on the Education Fund Department Expense Summary; Department 64 Curriculum Donation is a new department. This is to better track the Utterback donation. Also mentioned from the new initiative, enrollment will be down 8 or 9% which will have an effect on revenue.

The new school store opened this week, run by staff and students enrolled in Tech Ed classes. Patty Cosgrove, who worked the bookstore in the LRC, will be assisting in the new location. The store is open Monday, Wednesday and Fridays during the lunch periods and before school. Marc Wolfe, Activities Director, oversees the operation, and takes over when Patty is unavailable. The Booster clothing will now be available when previously it was not. Mr. Cole stated that written procedures are being developed for operation of the new school store.

Over the summer, Mr. Cole will take a look into the storage areas around the building to fit the needs better. It was stated that the old boy's locker room was not ADA compliant which would make for a perfect storage area. It was also stated that we should utilize areas that are seasonal only and others that are used on a regular basis.

FY 13/14 Capital:

Mr. Cole mentioned the capital items on the list included the phone system and the security system. The phone system will be adding more wires where the needs are. With security, we will be replacing 32 cameras with a new digital format, fully expandable. By entrances C & H the locking mechanisms will need to be looked into when the guards are not available. Also it was mentioned to tie camera to sensor on doors, and when they are opened, a signal is given to the deans. During phase two or three of the security system, entrances by the pool and atrium will need to be addressed. Installing a key card reader by entrance C & H that ties into attendance was also mentioned. The basic cost for key card reader is not huge for the external doors, but the internal doors will be costly.

Mr. Cole mentioned that vehicle replacement will need to be discussed next month. Bill Lech is looking into the cost of leasing verses buying driver education cars. Mr. Saake stated that the money left in the O & M fund can help with some of the projects. Utilities are down due to system improvements, the new pool HVAC system and Don Zabelin's efforts from Energy Educators.

New Initiative: New Depositories

Mr. Cole mentioned adding two (2) companies to the list of depositories – Edward Jones and Fifth Third Security. Mr. Saake stated that we previously did business with Fifth Third Bank. Mr. Cole mentioned that PMA is not in the bond business. Mr. Cole will write up a policy for discussion only.

Mr. Cole also mentioned that he would put together a fund balance policy and a capital reserve policy. It was mentioned that \$100,000 be added to this year's budget for roof repairs and that it would go into the fund balance via a purchase order transferring it to capital. By doing this, it will lock the funds for a specific purpose.

New Initiative: Revamp Student Activity Policy:

Mr. Cole mentioned that internal procedures and fundamentals need to be spelled out in the Activity Fund especially when raising revenue in the name of the district. Mr. Cole also mentioned that since the Booster Club is offering to share concession fundraising, the number of small fundraisers has reduced.

New Initiative: Bus District 33

Mr. Cole mentioned that District 33 will be opening the new building for 6th graders and creating a full day kindergarten, thus, eliminating our joint AM routes. This will reduce the number of routes and coupled with a reduced enrollment the FY 14 cost will be less than if we continued to share routes. Mr. Cole also mentioned that he will be contacting the bus company to get the routes set before summer.

New Initiative: Security Contract:

Mr. Cole mentioned that our current security contract with PerMar expires this year. According to Pete Martino, he is very comfortable with our new company and has no issues with them. Issues with the security contract, aligning of shifts, evening school, and overtime are some of the topics that Mr. Cole would like Pete to address at the next meeting.

Adjournment: Adjourned 8:39 AM

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**April 2, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION D -
CONFIDENTIAL MEETING ATTACHMENTS**

1. Personnel Report

Office of Human Resources - Personnel Report

04/02/2013 – Board of Education Meeting

A. Approve the following personnel recommendations:

Employment

NAME	Kathleen Shackelford	William Micel	
Action	Rehire	Employment	
Classification	Non-Certified	Non-Certified	
Initially Proposed	04/02/2013	04/02/2013	
Role/ Area	Program Assistant/Special Education	Custodian/Buildings & Grounds	
Education	B.S. in Psychology from Miligan College		
Experience	7.4 years at Community High School District 94	2 years at Wheaton Park District; 26 years at West Chicago Park District	
Certification Type			
Part/Full-Time	Full-Time	Full-Time	
Salary/Schedule	Column D2, Step 7	Column E, Step 13	
Replaces	Abby Thornton	Larry McCarthy	
Effective	04/01/2013	04/02/2013	

B. Accept the letters of intent to retire effective at the conclusion of the 2016/2017 school year for:

Patricia Clifford
Gwen Geiger
Kristi Hasty

Information & Technology Teacher
Math & Science Teacher
Physical Development Teacher