

Board of Education
COMMUNITY HIGH SCHOOL DISTRICT 94
3/19/2013 – 7:00 p.m.

Community High School
326 Joliet Street
West Chicago, Illinois

OPENING ACTIVITIES

1. Call to Order at 7:00 p.m.
2. Tony Molinaro led the Board and meeting attendees in the Pledge of Allegiance.
3. Ruben Campos read the Mission Statement:
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call – Present were: Mr. Campos, Ms. Doremus, Mr. Gunderson, Mr. Kotche, Mr. Molinaro, Mr. Nagel and Mr. Saake.
5. Additions to the Agenda: None

STUDENT RECOGNITION

Gary Saake recognized Gabriela Hernandez as the February Student of the Month and Valentin Barrera as the February PeaceBuilder of the Month.

PUBLIC PARTICIPATION (Agenda Items Only)

None

REPORTS AND INFORMATION

1. Creative Writing Club
Amanda Cordes and Tara Deleon gave a presentation to the Board on the Creative Writing Club. They reported that the Club meets every Wednesday throughout the year. Ms. Cordes and Ms. Deleon stated that the Club’s mission is to embrace the unique talents of students at WeGo and to grow them into writers and performers. They said the Club strives to meet any student at any level and that no experience is required to join. Ms. Cordes and Ms. Deleon said the Club fosters a community of tolerance and open mindedness.
Ms. Deleon and Ms. Cordes reported that West Chicago had hosted 6 café events, and that the school had hosted west suburban Slams in January with 6 other schools in attendance. They stated that the Creative Writing Club had competed in the nation’s largest poetry competition, Louder Than A Bomb, and had placed 3rd.
Ms. Cordes and Ms. Deleon then introduced four students who performed a piece they had created together titled “Dreams”.
2. Business Manager’s Report
Mr. Cole reported on the telephone bid. He said that he had held a pre-bid meeting March 14th, in which 11 vendors were represented. He stated that the vendor’s

questions were due today, March 19th, and that the District's response was due by March 23rd.

Mr. Cole then reported that a discussion had been held at the last Finance Committee Meeting regarding creating policy for capital reserve and fund balances.

Mr. Cole told the Board that employees transporting students during the school day to curricular events must have bus driver permits. He said this law did not apply to extracurricular or athletic events. He stated that the Special Education Division would be most impacted by this law. Mr. Cole said that Mr. Ponce, Ms. Chavez, and Dr. Chambers had put together some draft legislation in an attempt to rectify the situation, and Mr. Ponce had gone to Springfield and testified at the House Committee hearing. The drafted legislation had been rejected. Mr. Ponce reported that he had researched the bus permit law and that the Illinois State Board of Education said this law applies to all students, including those in grades 12 or below, and that the school's Transition students fall into that category. He stated that the school has been using Septran to transport these students since mid-January. Mr. Ponce said that administration would like to fill 2 vacant Personal Care Assistant positions with employees that have the required bus permit.

Mr. Saake said that this was a school bus endorsement. Mr. Ponce explained that an individual could acquire this license without having a commercial license. Dr. Chambers explained that a successful candidate would need to have a clean driving record for 3 years, no lapse in license, limit on number of traffic tickets, and could not have a revoked or suspended license. She further explained that the individual would need to have a criminal background check within 90 days of applying for the permit, a physical, TB and drug test, must have 20/40 vision without corrective lenses, must attend a bus driver training class, then take the road and written test.

It was explained that transporting Transition students to work was considered a curricular event.

Dr. Chambers told the Board that both the District's attorney and insurance carrier had stated that District 94 needed to comply with this law.

3. Principal's Report

Dr. Cheng directed the Board's attention to 2 plaques being displayed; he reported that the drama team had won Sectionals in Group Interpretation and Drama, and would be competing at the State level.

Dr. Cheng then distributed a handout. He gave an overview of the first page of the document, "Response to Intervention (RtI) Overview". He explained that RtI is a multi-tiered approach to help struggling learners. Students' progress is closely monitored at each stage of intervention to determine the need for further research-based instruction and/or intervention in general education, in special education, or both. He further explained that interventions had been broken out into 3 tiers:

Tier 1: Interventions are applied on a school wide basis and/or for a great majority of students

Tier 2: Interventions are applied to a select group of students

Tier 3: Interventions are implemented at the individualized level

Dr. Cheng explained that students in any given tier could receive services from either or both of the other 2 tiers.

Dr. Cheng then addressed the second page of the handout, "Monitoring of Student Progress". He said that RtI expects the progress of students to be monitored through the use of standardized and local assessment tools.

He then said the 2nd step was the administration of tests as pre/post measurements to measure progress. Dr. Cheng said the 3rd step was the application of interventions to students in general and special education.

Dr. Cheng stated that the nature of schools and interventions for students has changed dramatically over the last 7 years. He reported that schools have had to become very diagnostic with assessment tools. Dr. Cheng said that schools have also had to intervene in a very individualized fashion. He said the idea of on-going communication, monitoring progress, problem solving and making modifications and documenting in various levels of communication would be tremendously beneficial. Dr. Cheng said that RtI was a great framework to operate out of, but that it was very time consuming and labor intensive.

Mr. Molinaro asked who identifies that an academic intervention is needed. Dr. Cheng told the Board that any staff member could trigger an intervention. Mr. Gunderson asked who would be in charge of the intervention team and Dr. Cheng responded that it would ultimately be him. He explained that Maura Bridges supervises the Student Intervention Team, which is comprised of deans, counselors, school psychologist, social workers and nurses. Dr. Cheng said the team meets regularly to review students' progress.

Mr. Kotche asked what the trend was for students moving out of tiers. Dr. Cheng responded that it was individualized. He said that more students are coming in with medical issues which could place them in a Tier 2 or 3.

5. Assistant Superintendent's Report

Dr. Chambers stated she would give the Assistant Superintendent's Report during the Personnel Reports section.

4. Student Attendance and Discipline Reports (Att. §B - pp. 1 – 20.)

Mr. Ponce reported that student attendance appeared to have dropped from last year, but that attendance was being calculated differently with the advent of PowerSchool. He explained that the former system calculated attendance by periods, and that PowerSchool calculates attendance by minutes. Mr. Ponce said the next Student Attendance Report would reflect both methods of calculation.

Mr. Ponce then reported on the Discipline Report, stating that the number of suspensions had dropped.

5. Future Dates

- a. Regular Semi-Monthly Board of Education Meeting – April 2, 2013
- b. Regular Finance Committee Meeting – April 10, 2013
- c. Regular Semi-Monthly Board of Education Meeting – April 16, 2013

Open Comment - Board Members

Mr. Molinaro asked where the drama plaques would be displayed; Dr. Cheng said they would be in the display case near the Auditorium.

Mr. Nagel said he had received a letter from the White Sox organization which offered tickets for outstanding students. He said he would provide administration with information on the program.

Mr. Campos reported the Band Boosters Pancake Breakfast was very well attended. He also said he had attended the plays the same evening and that he was awed by the students' performance.

Mr. Gunderson said that the Steppers had done very well this year. He also stated that the Parent Leadership Academy graduation was very good.

CONSENT AGENDA (Roll Call)

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading "Recommended Action".

1. Items Removed from Consent Agenda for Separate Action:
Minutes of the March 5, 2013 Regularly Scheduled Board of Education Meeting and Closed Session Minutes of the March 5, 2015 Board Meeting

Consent Agenda Action for All Items Except those Listed in 1. Above.

RECOMMENDED MOTION: That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.

MOTION: Mr. Saake

SECOND: Mr. Molinaro

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

2. Approval of Financials — (Att. §A – pp. 1 - 52)

- a. Approve Current Expenditures
RECOMMENDED MOTION: That the Board of Education approve the expenditures from February 15 to March 14, 2013
- b. Imprest Fund Statement
- c. Treasurer's Report
- d. Statement of Position
- e. Financial Report
- f. Statement of Revenue/Expenditures YTD Ending February 28, 2013
- g. 3-Year Budget/Actual Report
- h. Grant Reports
- i. Cash Fund
- j. Activity Account Fund Balance
- k. Vendor Activity Report
- l. Outstanding State Revenue Payments
- m. Quarterly Financial Report (Oct, Jan, Apr, July ONLY)
- n. Budget Report

CONSENT AGENDA APPROVAL

Approval of Minutes — (Att. §C – pp. 1 - 7)

Regularly Scheduled Board of Education Meeting - March 5, 2013

Closed Session Board of Education Meeting – At Table March 5, 2013

RECOMMENDED MOTION: That the Board of Education approve the minutes of the meeting of March 5, 2013, as listed above.

MOTION: Mr. Gunderson

SECOND: Mr. Kotche

VOTE: Ayes: Campos, Doremus, Gunderson, Kotche, Nagel,

Nays: None
 Abstain: Molinaro, Saake
 Motion carried: 5 – 0, 2 Abstain

NEW BUSINESS

1. Personnel Reports – (Roll Call)

Dr. Chambers reported there was a new Personnel Report at table. She said the first 2 pages were the standard Report. She said the second section of the Report was the Annual Staffing Report for 2013-14. Dr. Chambers said the Board had requested that administration bring any staffing additions or changes in one package. She also said that the Board and administration had been in agreement that the District needed to do things to improve the academic achievement of its students. Dr. Chambers stated the report contained some new items in an effort to accomplish that goal. She said Sections A through D dealt with specific staff members and questions would be addressed in Closed Session. Dr. Chambers directed the Board's attention to item E, and said that administration is recommending that a 0.2 FTE yearlong overload in the GO Program continue, which is a Tier 3 intervention.

Dr. Chambers said item F contained all the changes administration was recommending for the upcoming year:

- a. Dr. Chambers reported that none of the current Paraprofessionals in the Special Education Division had expressed an interest in obtaining the school bus permit. She said that there were currently two vacant Paraprofessional positions which could be filled this school year and would require the school bus permit. She said this would require negotiation with the WCHSSSA
- b. Dr. Chambers said Sectioning is now complete, and that 185 fewer students are anticipated for the 2013-14 school year. She said that, as a result, there would be some available FTE. She said that Dr. Cheng was recommending the addition of two Literacy Coach positions, one 0.8 FTE for Mathematics support and one 0.8 FTE for Language Arts support. She said these would require negotiation with the WCHSTA.

Dr. Cheng directed the Board's attention to a memo (Att. §D – pp. 6 – 6) in the Personnel Report regarding these positions and which outlined the major responsibilities of the positions. He said that the responsibilities of these positions were too time intensive for Division Heads to absorb.

Mr. Molinaro asked what type of background administration would be looking for. Dr. Chambers said these Coach positions would be filled by current staff members who would know their colleagues and the District, would have had very good evaluations and a demonstrated ability to work with their colleagues. She said the Coaches would teach one class period, then provide coaching the rest of the day. It was stated they would report to the Division Heads. Mr. Molinaro suggested committing to 1 position to see how it worked. Dr. Chambers said the Language Arts Literacy Coach could work with Language Arts and Humanities, while the Math Literacy Coach could work with Science as well. Dr. Cheng said much of the emphasis of common core and student achievement were regarding Math and Language Arts. Mr. Kotche asked if there is a level of interest among staff. Dr. Chambers and Dr. Cheng said people had expressed interest. Mr. Saake expressed concern that these suggested positions came from sectioning; he asked what would happen to these positions the following year when student attendance increased. Dr. Chambers suggested filling the positions for a year to see the

outcome. Mr. Saake asked what specific measurements would be used and Dr. Cheng said one measurement would be aligning the course curriculum to the common core standards.

Mr. Gunderson asked if hiring a Curriculum Director would be a better way to go. Dr. Cheng responded that some schools have both Literacy Coaches and an Assistant Principal for Curriculum Instruction because the scope is so huge. Mr. Gunderson suggested creating a Curriculum Department and having the Literacy Coaches report to the Assistant Principal for Teaching and Learning. Mr. Kotche expressed concern that these staffing decisions were being made without the new superintendent. Mr. Ponce and Ms. Doremus both said they had spoken with Dr. Domeracki regarding the recommendations. Ms. Doremus said that he supported the recommended positions of the Literacy Coaches and the Assistant Principal. Ms. Doremus said that Dr. Domeracki asked to have input when filling the positions. Dr. Chambers said that the current superintendent has a piece in the interview process of administrators and that this piece would be coordinated with the new superintendent as well.

- c. Dr. Chambers reported there had been discussion for quite some time about the necessity of having an administrator who was responsible for the curriculum instruction, teaching and learning, assessment, use of data, etc. which currently multiple administrators have a piece of. She commented that the school had been operating with 1 Assistant Principal for a number of years. She said that, with all the new requirements from the State, common core standards, student growth data being incorporated into teacher evaluations, there is a need for more support for teachers. Dr. Chambers stated that administration is recommending adding an Assistant Principal to address these demands. She said the Assistant Principal would report to the Principal.

Mr. Nagel said he would like to have a commitment of more than a year for the Literacy Coaches. He asked how long the program would need to be in place to see that it was working. Dr. Cheng said most schools that have Literacy Coaches have had them for several years. Dr. Cheng stated that administration did not want to presume that these positions would be automatic every year. Mr. Nagel said administration should tell the Board how long the commitment needs to be made. Dr. Cheng said an assessment of the program could be made in 2014-15 when the new PARCC assessments come online. Mr. Ponce said most programs take 3 to 5 years to make an impact, and these positions would need to be in place for more than one year. Mr. Saake said that asking for a long-term commitment to the Literacy Coaches was asking for a long-term financial commitment. Mr. Gunderson and Mr. Saake said that the projected decrease in students was for one year; once sections were added back the following years, the available FTE to fill these positions would not be there and would cost the District additional money. Mr. Kotche said there would need to be assessments; he said that most Board members would feel the additional money would be well-spent if the program was effective. Mr. Nagel said that, if the Board thought this was a program they should support, the program would need enough time to see if it was working, and that a year would not be enough time.

- d. Dr. Chambers reported that Dr. Cheng and Mr. Martino had recommended that the Deans' office be reconfigured to have another Dean with a certificate type 75, and discontinue one School Resource Officer. She said this would enable the Deans' office to work more closely with Special Education, and provide more

deans to be on the SIT team meetings. Dr. Chambers shared with the Board that studies show that the prevention of incidents are relationships with students, not having armed people in the building. Dr. Cheng said the focus of intervention has been the best safety net for students and the school. He said that the School Resource Officers have been pulled to do school-related duties out of necessity. Mr. Molinaro asked what the core functions of a School Resource Officer were. Dr. Cheng said it was to be a collaborative relationship between school and community. He also said the SRO would deal with anything drug or weapon related. Dr. Cheng stated this individual would be a significant part of RtI. Mr. Gunderson asked if this position would be in charge of the SIT meetings. Dr. Cheng said the SIT structure falls under Ms. Bridges; she provides oversight to them.

Mr. Saake asked if discussions had been held with Chief Perez regarding the elimination of a SRO and Mr. Ponce said he had told him last week. Mr. Saake said police officers were surprised given the role of the SRO's; he said the tie between school and community would be diminished. Mr. Ponce stated that he didn't know of another high school which had 2 SRO's. Mr. Kotche said he would like to have a discussion with the police department to see what is occurring in the community which could bleed into the school. Mr. Kotche said he would want the building security enhancements put in place before eliminating an SRO. Ms. Doremus said she was also concerned about eliminating 1 SRO. She said that perhaps part of the reason less incidents were occurring is because of the ongoing presence of SRO's in the school. Ms. Doremus also stated that the SRO's have relationships with students. She said she was uncomfortable in this environment eliminating a SRO. Mr. Gunderson said this may be the time to go beyond the safety aspect and emphasize teaching, learning and jobs.

Dr. Chambers said this was a difficult recommendation to make. She said administration felt like they needed to look at the educational program first.

Mr. Gunderson and administration agreed the School Resource Officers had done a great job.

Dr. Chambers reported that the contract with the West Chicago Police Department requires that the District give 6 months' notice of nonrenewal.

Mr. Nagel asked if the school could notify the Police Department of its intent to discontinue the contract for one officer, then possibly re-request an officer.

Mr. Saake stated he wanted to come to a conclusion. He said he would like to have the Resource Officers at the next Board meeting.

Dr. Chambers said that Letter H contained the recommended substitute pay rates for the 2013-14 school year. She said that administration is recommending the substitute pay rate remain the same as the current year.

Dr. Chambers said the last piece of the report contained recommendations regarding Miscellaneous Salaries.

2. **Board Policy Series ¶6000 – (Roll Call)**

Board Policy Series ¶6000 has been thoroughly reviewed by members of the Board of Education and has been approved at 1st reading.

RECOMMENDED MOTION: That the Board of Education approve on 2nd Reading Policy Series ¶6000, General Personnel, as shown on (Att. §B - pp. 21 – 89).

MOTION: Mr. Saake

SECOND: Mr. Kotche

Mr. Nagel said it had been almost 2 years since the Board had approved the Series on first reading and that he was not certain things had not changed in that time. Dr. Chambers stated she had reviewed the Series and that she was not recommending any new changes.

VOTE: Ayes: Campos, Doremus, Gunderson, Kotche, Molinaro, Saake
 Nays: None
 Abstain: Nagel
 Motion carried: 6 – 0, 1 Abstain

3. **Board Policy Series ¶9000 – (Roll Call)**

Board Policy Series ¶9000 has been thoroughly reviewed by members of the Board of Education and has been approved at 1st reading.

RECOMMENDED MOTION: That the Board of Education approve on 2nd Reading Policy Series ¶9000, Relations with Parents and Other Citizens/Committees, as shown on (Att. §B - pp. 90 – 123).

MOTION: Mr. Molinaro

SECOND: Mr. Saake

Mr. Nagel stated that one of the policies had changes dated January, 2013. Dr. Chambers stated she went back through the Policy Series in January and updated spacing, numbering, nothing substantive.

The Board agreed they would vote on the Policy Series and then Dr. Chambers would check for any changes.

VOTE: Ayes: Campos, Doremus, Gunderson, Kotche, Molinaro, Saake
 Nays: None
 Abstain: Nagel
 Motion carried: 6 – 0, 1 Abstain

4. **Renewal of Illinois High School Association Membership – Roll Call**

Students from Community High School participate in Illinois High School Association Interscholastic Athletics and Activities that enrich the educational experience. The yearly renewal of membership to the Association is now due. Renewal of membership does not require payment of membership dues or entry fees. Administration is recommending the Board approve the renewal of membership to the Illinois High School Association.

RECOMMENDED MOTION: That the Board of Education approve the renewal of Illinois High School Association Membership as presented on (Att. §B – pp. 124 – 124).

MOTION: Mr. Saake

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

OLD BUSINESS - None

PUBLIC PARTICIPATION (Any item)

Mr. Manuel Zavala addressed the Board and told them drugs are being brought into the school. Mr. David Exner addressed the Board and asked for a quick, fair, equitable contract for Support Staff.

Ms. Terry Mitchell Strohm addressed the Board and asked when the minutes of the February, 2012 Board meeting would be amended to reflect she had spoken to the Board as a taxpayer and resident of the district. She also expressed concern about her tax dollars going toward the addition of an administrative position.

Ms. Leny Escobedo addressed the Board and asked that they consider having a Spanish floating translator during school hours and on-call translators for all other languages.

EXECUTIVE SESSION

RECOMMENDED MOTION: That the Board of Education hold a Closed Session at 9:06 p.m. for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters.

MOTION: Mr. Saake

SECOND: Mr. Molinaro

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

ACTION AFTER RETURN TO OPEN SESSION:

Personnel Report – (Roll Call)

1. **RECOMMENDED MOTION:** That the Board of Education approve the Personnel and Supplemental Contract reports Letters A, B, C, D, E, H and I as shown on (Att. §D – pp. 1 – 9).

MOTION: Mr. Saake

SECOND: Mr. Molinaro

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

2. **RECOMMENDED MOTION:** That the Board of Education approve the Personnel and Supplemental Contract reports Letter F, Section a as shown on (Att. §D – pp. 1 – 9).

MOTION: Mr. Saake

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

3. **RECOMMENDED MOTION:** That the Board of Education approve the Personnel and Supplemental Contract reports Letter F, Section c as shown on (Att. §D – pp. 1 – 9).

MOTION: Mr. Kotche

SECOND: Mr. Saake

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

Nays: Molinaro

Abstain: None

Motion carried: 6 – 1

4. **RECOMMENDED MOTION:** That the Board of Education approve the Personnel and Supplemental Contract reports Letter F, Section b as shown on (Att. §D – pp. 1 – 9).

MOTION: Mr. Kotche

SECOND: Mr. Campos

VOTE: Ayes: Campos, Doremus, Gunderson, Kotche, Nagel

Nays: Molinaro, Saake

Abstain: None
Motion carried: 6 – 2

5. **RECOMMENDED MOTION:** That the Board of Education approve the Personnel and Supplemental Contract reports Letter F, Section d as shown on (Att. §D – pp. 1 – 9).
Tabled pending further research and information

ADJOURNMENT

RECOMMENDED MOTION: That the Board of Education meeting be adjourned at 10:24 p.m.
MOTION: Mr. Saake
SECOND: Mr. Gunderson
VOTE: Unanimous Approval on Voice Vote 7 - 0

Katherine M. Doremus, President

ATTEST:

Ruben Campos, Secretary