

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
July 16, 2019 - 7:00 PM**

**DISTRICT ADMINISTRATIVE CENTER
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
Lynn Casey-Maher
"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

ADMINISTRATIVE REPORTS AND INFORMATION

1. Superintendent's Report
Moses Cheng
 - a. FOIA(s) 6
 - b. Donations Received in 2018-19 12
2. Director of Human Resources Report
Cheryl Moore
3. Committee and Representative Reports
 - a. Communications
 - b. Education
 - c. Facilities
 - d. Finance
 - e. Facility & Finance
 - f. Human Resources - July 8, 2019 13
 1. **RECOMMENDED MOTION:** That the Human Resources Committee approve the minutes of the meeting listed above.
 - g. Policy
 - h. SASSED

- i. Other
 - 4. Future Dates
 - a. Regular Board of Education Meeting - August 20, 2019
 - b. Board Retreat - August 29, 2019
 - c. Regular Board of Education Meeting - September 17, 2019
 - 5. Open Comment - Board Members
Board Members
 - 6. Future Issues
- CONSENT AGENDA (Roll Call)**
- 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 actions as shown on line 1. immediately above.

CONSENT AGENDA ITEMS - RECOMMENDED ACTION:

- 1. Approval of Minutes
 - a. Regular Board of Education Meeting - June 18, 2019 16
 - 1. **RECOMMENDED MOTION:** That the Board of Education approve the minutes of the June 18, 2019 Board of Education meeting.
- 2. Acceptance of Minutes
 - a. Human Resources Committee Meeting - July 8, 2019 23
 - 1. **RECOMMENDED MOTION:** That the Board of Education accept the minutes of the July 8, 2019 Human Resources Committee Meeting.
- 3. Approval of Financials
 - a. Approve Current Expenditures 26
 - b. Imprest Fund Statement 38
 - c. Treasurer's Report 41
 - d. Statement of Position/Financial Report 42
 - e. Statement of Revenue/Expenditures YTD Ending June 30, 2019 43
 - f. 3-Year Budget/Actual Report 44
 - g. Grant Reports 46
 - h. Petty Cash Fund Report 48
 - i. Student Activity Account Fund Balance 49
 - j. New Vendors Monthly Report 52
 - k. Quarterly Financial Reports 53
 - l. Referendum Revenue and Expenditure Report 57
 - m. Board Expenses
 - 1. **RECOMMENDED MOTION:** That the Board of Education approve the expenditures from June 14, 2019 to June 30 & July 10, 2019 and accept the financial reports.
- 4. Suspension/Expulsion Hearing Officer - (Roll Call)
Annually, the Board appoints hearing officers to hear disciplinary cases involving

students in Districts 33 and 94. Each District provides a hearing officer for the other when one is needed.

- a. RECOMMENDED MOTION: That the Board of Education appoint the Principal of Currier School at District 33, currently Mr. Mark Truckenbrod, to serve as suspension/expulsion hearing officer for District 94 for the 2019-20 school year; authorize the Assistant Principal for Administrative Services at District 94, currently Mr. Peter Martino, to perform the same function for District 33; and authorize the use of designated legal counsel or substitute hearing officer in the event Mr. Truckenbrod is unavailable.

OLD BUSINESS:

NEW BUSINESS:

1. Personnel Report - (Roll Call)

61

The Personnel Report consists of:

- The resignation of 1 non-certified staff effective 07/09/19
- The leave of absence of 1 non-certified staff
- The employment of 1 coach effective 08/12/19
- The employment of 1 coach effective 11/11/19
- The employment of 1 coach effective 01/20/20
- The resignation of 1 coach effective 06/17/19
- Approve vacation carry-over request for administrators with multi-year contracts

- a. RECOMMENDED MOTION: That the Board of Education approve the Personnel Report.

2. Separation of Employment - (Roll Call)

- a. RECOMMENDED MOTION: That the Board of Education approve the resignation of Audrey Drane, Custodian/Building Operations Division, effective July 9, 2019

3. Board Travel - (Roll Call)

- a. RECOMMENDED MOTION: That the Board of Education approve the travel of Board Members to the Triple I Conference, the National School Board Association Conference and DuPage Division Dinner Meetings in accordance with Board Policy 2:125.

4. 2019-20 School Calendar - (Roll Call)

62

The Board of Education approved a tentative 2019-20 school calendar at the March 19, 2019 Board meeting. Since that time, Public Act 101-0012, effective July 1, 2019 reinstates the requirement that a school day consist of a minimum of five hours of instructional time, and the calendar approval module has been opened. District 94's amended calendar has been approved by the ROE Administrator. This calendar reinstates the previous Parent/Teacher Conference schedule which has the first day of conferences as a full day of student attendance followed by 3 hours of conferences in the evening and the second day with no student attendance and 3 hours of Parent/Teacher Conferences from 8:00 a.m. to 11:00 a.m.

- a. RECOMMENDED MOTION: That the Board of Education adopt the 2019-20 School Calendar.

5. GoGuardian - (Roll Call)

GoGuardian is a computer/Chromebook management software that actively filters web pages and allows teachers to monitor computer/Chromebook usage during classroom activities. The school has been using GoGuardian since the start of the District's one-to-one program.

- a. RECOMMENDED MOTION: That the Board of Education approve the renewal subscription of GoGuardian for a cost of \$11,550.00 63

6. Approval of Certified Staff Evaluation Plan Changes - (Roll Call) 65

The Certified Staff Evaluation Committee is recommending changes to the evaluation forms which will align them with the 2013 Danielson Framework for Teaching. In addition, the Evaluation Committee is recommending the overall rating for an "Unsatisfactory" Professional Practice and a "Proficient" Student Growth rating change from "Needs Improvement" to "Unsatisfactory." The Teachers' Association (WCHSTA) has approved these recommended changes.

- a. RECOMMENDED MOTION: That the Board of Education approve the recommended changes to the Certified Staff Evaluation Plan.

7. Request for Two New Assistant Swim Coach Positions - 1 Girls, 1 Boys - (Roll Call) 88

The swim program has grown significantly over the past three (3) years and is expected to grow again for 19/20. With 60+ girls and 35-40 boys on each team, there is need to add an assistant coach to both programs. At present, there is only one head coach for each program. The estimated financial impact for two assistant coaches is approximately \$3,000 per year since the cost is shared by the other schools participating in the co-op.

- a. RECOMMENDED MOTION: That the Board of Education approve the addition of an assistant coach to both the Girls and Boys Swim programs.

8. Amendments to the DuPage/West Cook Regional Special Education Association Intergovernmental Agreement - (Roll Call) 89

SASED is a member district of the DuPage/West Cook Regional Association (DWC) which provides "Low Incidence" special education programs and services for Deaf/Hard of Hearing and Visually Impaired/Blind students in our school. The DWC Board recently made changes to their Articles of Agreement. The 92 members in the DWC's catchment area need to take action at their individual Boards of Education to ratify these changes.

- a. RECOMMENDED MOTION: That the Board of Education ratify the changes to the DuPage/West Cook Regional Association Articles of Agreement.

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.

RECOMMENDED MOTION TO MOVE TO OPEN SESSION:

That the Board of Education return to Open Session at [Time].

ACTION AFTER RETURN TO OPEN SESSION:

ADJOURNMENT:

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



Received 4/28/2019
Cheryl Glunt <cglunt@d94.org>

Response Due 7/8/2019

Fwd: SmartProcure FOIA Request to West Chicago Community High School District No. 94 for PO/Vendor Information

1 message

Cheryl Moore <cmoore@d94.org>
To: Cheryl Glunt <cglunt@d94.org>

Fri, Jun 28, 2019 at 7:04 AM

----- Forwarded message -----

From: <bsimpson@smartprocure.com>
Date: Fri, Jun 28, 2019 at 6:13 AM
Subject: SmartProcure FOIA Request to West Chicago Community High School District No. 94 for PO/Vendor Information
To: <cmoore@d94.org>

Dear Cheryl or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the West Chicago Community High School District No. 94 for any and all purchasing records from 2019-03-22 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.com/?st=IL&org=WestChicagoCommunityHighSchoolDistrictNo94>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Bethany Simpson
Data Acquisition Specialist
SmartProcure
Email: bsimpson@smartprocure.com
Direct Line: 954-420-9900 ext: 684

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Cheryl Moore
Director of Human Resources
Community HSD94



Cheryl Glunt <cglunt@d94.org>

*Received 6/24/2019
Extension requested + granted
through 7/24/2019*

Re: FOIA REQUEST

1 message

Mon, Jun 24, 2019 at 2:23 PM

Cheryl Moore <cmoore@d94.org>
To: "Jesser, Sara B." <sjesser@hinshawlaw.com>
Cc: "gcole@d94.org" <gcole@d94.org>, Cheryl Glunt <cglunt@d94.org>

Dear Ms. Jesser -

Please see attached letter requesting an extension to respond to your request for information.

Cheryl Moore

On Mon, Jun 24, 2019 at 11:42 AM Jesser, Sara B. <sjesser@hinshawlaw.com> wrote:

Dear Ms. Moore and Mr. Cole,

Please see FOIA request form attached and contact me with any questions. Thank you.

Sara B. Jesser
Paralegal
Hinshaw & Culbertson LLP
151 North Franklin Street, Suite 2500, Chicago, IL 60606
Tel: 312-704-3015 | Fax: 312-704-3001
sjesser@hinshawlaw.com | hinshawlaw.com

 Hinshaw & Culbertson LLP

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Cheryl Moore
Director, Human Resources
Community High School District 94
West Chicago, IL

630-876-6216

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Extension Request Hinshaw 6 24 19.pdf

63K

CHS D94

Community High School District 94

Serving Carol Stream
Warrenville
West Chicago
Wheaton
Winfield

Douglas P. Domeracki, Ed. D.
Superintendent

David A. Blatchley
Director of Business Services

Gordon H. Cole
Director of Building Operations

Cheryl L. Moore
Director of Human Resources

District Administrative Center

157 W. Washington Street
West Chicago, IL, 60185

Phone: (630) 876-6200

Fax: (630) 876-6217

www.d94.org

June 24, 2019

TO: sjesser@hinshawlaw.com

Re: FOIA received - EXTENSION REQUEST

Dear Ms. Jesser,

Thank you for writing to Community High School District 94 with your request for information pursuant to the Illinois Freedom of Information Act 5 ILCS 140/1 et seq.

On June 24, 2019, we received the following request from you:

Documents requested - Ahera Reports for West Community High School

Under the Freedom of Information Act, a public body may extend the time to respond to a FOIA request by up to 5 business days for a limited number of reasons. 5 ILCS 140/3(e). **You have agreed to extend our response time until July 24, 2019, however we will do our best to comply within the 5 business day extension.** We are extending the time to respond to your request for the following reasons:

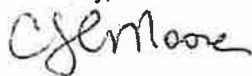
- Responding to the request requires that we collect a substantial number of specified records.
- We cannot comply with the request for records within the 5 business day time limit without unduly burdening or interfering with our operations.

The public body asserts the following facts in support of the above reasons for an extension of time:

- We will need to perform a records search of boxes in the basement of our District Office. Documents requested go back at least 20 years or more.
- Large files will need to be scanned and then organized for electronic delivery.
- We are currently on summer break with staff taking vacations more frequently than during the school year.

We will respond to your request not later than July 24, 2019 or sooner if we are able.

Sincerely,



Cheryl Moore
Director of Human Resources/FOIA Officer



Cheryl Glunt <cglunt@d94.org>

Fwd: FOIA REQUEST

1 message

Cheryl Moore <cmoore@d94.org>
To: Cheryl Glunt <cglunt@d94.org>

Mon, Jun 24, 2019 at 2:20 PM

----- Forwarded message -----

From: **Jesser, Sara B.** <sjesser@hinshawlaw.com>
Date: Mon, Jun 24, 2019 at 11:42 AM
Subject: FOIA REQUEST
To: cmoore@d94.org <cmoore@d94.org>, gcole@d94.org <gcole@d94.org>

Dear Ms. Moore and Mr. Cole,

Please see FOIA request form attached and contact me with any questions. Thank you.

Sara B. Jesser

Paralegal

Hinshaw & Culbertson LLP

151 North Franklin Street, Suite 2500, Chicago, IL 60606

Tel: 312-704-3015 | Fax: 312-704-3001

sjesser@hinshawlaw.com | hinshawlaw.com



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10

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Cheryl Moore



Request to Inspect Records

To: Ms. Cheryl Moore, FOIA Compliance Officer
Community High School District 94
District Administrative Center
157 W. Washington Street
West Chicago, IL 60185

The undersigned hereby requests Community High School District 94 to make the following records available for (check one) inspection or copies. If copies, do you prefer (check one) paper or electronic.

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

1. AHERA REPORTS FOR WEST COMMUNITY HIGH SCHOOL

2. _____
3. _____
4. _____
5. _____

The first 50 pages of black and white, 8½ x 11 copies will be provided without charge. The charge for subsequent pages of black and white 8½ x 11 copies will be \$0.15 per page.

Name of Requester: SARA JESSER

Street Address: 151 NORTH FRANKLIN STREET, SUIT 2500

City/State/Zip: CHICAGO, IL 60606

Phone Number: 312-704-3015 Fax (optional): _____

Email (optional): SJESSER@HINSHAWLAW.COM

Is this request for a commercial purpose? (check one) Yes No

Are you requesting a fee waiver? (check one) Yes No

/s/ Sara Jesser 6/24/2019

Signature of Requesting Individual Date

Community High School District 94

**District Administrative Center
157 W. Washington Street
Human Resources Committee Meeting
July 8, 2019
6:00 PM**

Agenda

Committee Members:

Renee Yackey, Board President
Lauren Scanlan, Board Vice President
Bob Brown, Board Member
Cheryl Moore, Director of Human Resources
Moses Cheng, Superintendent

1. Roll Call
2. Public Comment
3. Personnel Report
4. Staffing for ISS (In School Suspension)
5. Request for Assistant Swim Coaches
6. Insurance Changes
7. Certified Evaluation Plan Changes
8. Leadership Program
9. Adjournment

**COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois**

Minutes of the HUMAN RESOURCES COMMITTEE meeting held on July 8, 2019 at 157 W. Washington St. West Chicago, Illinois from 6:00 pm. to 6:28 pm.

1. **Roll Call:** The meeting was called to order at 6:00 pm.

Committee Members:

Renee Yackey (Board President), Lauren Scanlan (Board Vice President), Bob Brown (Board Member), Cheryl Moore (Director of Human Resources), Dr. Moses Cheng (Superintendent).

Committee Members Present:

Renee Yackey (Board President), Lauren Scanlan (Board Vice President), Bob Brown (Board Member), Cheryl Moore (Director of Human Resources), Dr. Moses Cheng (Superintendent).

Committee Members Absent:

None

Others Present:

None

2. **Public Comment**

There was no public comment.

3. **Personnel Report:**

Ms. Moore asked the committee if there were any changes they would like to see to the personnel report. There were no suggestions for changes. Ms. Moore suggested the Personnel Agenda could be changed to a Consent Agenda item for a few reasons. First, it is routine business that happens every month. Second, it will remove the potential for errors when drafting the separate motion. Last, it will allow for late additions to be made to the Personnel Agenda in a transparent and simple way. The Committee felt this idea had merit and stated it could be considered at the upcoming retreat.

4. **Staffing for ISS (In School Suspension)**

Currently ISS is staffed with a Dean's Assistant (Non-Certified). This individual manages behavior and supervises students but does not provide academic support. In addition, there are often students with IEP's in ISS. By having a Certified Special Education Teacher in the room, students could receive academic support as required in their IEP. There Committee discussed ISS should not be a lost opportunity and it would be good to provide academic support to students in this setting. It was noted the Discipline Committee has discussed this idea as well. The HR Committee would like the Board to consider a proposal for adding a Certified Staff Member to ISS. Dr. Cheng and Ms. Moore will prepare a recommendation.

5. **Request for Assistant Swim Coaches**

The girls and boys swim teams run as a co-op with Batavia and Geneva. This has led to increased student participation over the past three years from 24 girls in 2016 to projected 60+ girls for 2019 and from 20 boys in 2016 to projected 35-40 boys in 2019. Both teams do not have an assistant coach. The Athletic Director requested the addition of two assistant swim coaches (1 girls, 1 boys). The Committee expressed support for the request citing safety concerns with having only one coach as well

as the benefit of increased opportunities and competition for students. The estimated cost to add both coaches would be about \$3,000 per year. Ms. Moore will bring this request to the Board in July for a decision.

6. Insurance Changes

As part of the 17-18 Teacher bargain, the Board and Teachers agreed to hire an outside consultant to recommend changes to the insurance plan to manage costs. The consultant presented four changes to the BOE in March 2019 (see March 2019 agenda). The Teachers' Association and the Support Staff Association both agreed to the idea of all four changes in May. This summer Ms. Moore has worked with Nick Caltigerone, lead negotiator for the Teachers' Association, to draft an MOU. Both the Teachers and the Support Staff will vote on the MOU in August with the hope that the Board could approve the MOU at the August board meeting. The Committee discussed the need to review the MOU with the Board in closed session as a matter of collective bargaining.

7. Certified Evaluation Plan Changes

The Certified Staff Evaluation Committee has recommended changes to the evaluation forms which will align them with the 2013 Danielson Framework for Teaching. All of the Observation Summary & Evidence forms have been updated to align with the 2013 Framework. In addition, the Evaluation Committee is recommending the overall rating for an "Unsatisfactory" Professional Practice and a "Proficient" Student Growth rating change from "Needs Improvement" to "Unsatisfactory." The Teachers' Association (WCHSTA) has approved these recommended changes. The Board will need to vote on the revised plan in July.

8. Leadership Program

The idea of creating a Leadership program was brought forward by a group of teachers. Ms. Moore held an exploratory meeting in June with four teachers and feels there is merit in pursuing this idea. The target audience would be individuals who already have or will soon complete a program qualifying them for Administrator positions. The Committee expressed support for the idea and felt it could contribute positively to relationship building with staff as well as to provide a pool of candidates ready for promotion. Based on this support, Ms. Moore stated a design committee would be formed in August. At this point, there is no request for funding to support a leadership program. If the design team believes the program needs funding, that would be brought forward for approval by the Board.

7. Adjournment: Ms. Moore asked for a motion to adjourn. Mr. Brown so moved. Ms. Scanlan seconded the motion. The meeting was adjourned by unanimous voice vote at 6:28 pm.

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
June 18, 2019, 7:00 PM
DISTRICT ADMINISTRATIVE CENTER
157 W. Washington Street
West Chicago, IL 60185**

OPENING ACTIVITIES

1. Call to Order at 7:00 p.m.
2. Mr. Bob Brown led the Board and meeting attendees in the Pledge of Allegiance.
3. Ms. Lynn Casey-Maher read the Mission Statement:
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call – Present were: Ms. Yackey, Mr. Brown, Ms. Casey-Maher, Mr. Klapatch, Mr. Nagel, Mr. Saake (present via telephone due to employment commitments) and Ms. Scanlan
Absent – None
Also in attendance: Dr. Domeracki, Mr. Blatchley, Ms. Moore, Dr. Cheng and Ms. Glunt
5. Additions to the agenda:
None

STUDENT RECOGNITION:

1. May Student of the Month:
Maria Giannoudakos was not present
2. May Academic Achiever:
Jamie Mazurski was recognized.
3. Athletes of the Spring Season:
Barbara Castellanos, Girls’ Soccer was recognized
Caleb Kulesza, Boys’ Volleyball was recognized
Michael Wagner, Boys’ Volleyball was not present

PUBLIC PARTICIPATION:

There was no public participation.

ADMINISTRATIVE REPORTS AND INFORMATION:

1. Superintendent’s Report:
Dr. Domeracki reported the following:
 - There had been four FOIA requests
 - As members of one of three pilot schools, Dr. Scott and Dr. Domeracki presented on an Illinois State Board of Education webinar on eLearning.
 - Construction on Washington Street has been delayed and will hopefully begin in early July.
 - Dr. Domeracki thanked the Board of Education for the opportunities they had offered him during the last 6 years. He wished Dr. Cheng and the Board of Education well.

2. Director of Business Services Report:

Mr. Blatchley reported that most seniors had purchased their Chromebooks and that Dr. Domeracki had purchased his iPad.

3. Director of Building Operations Report:

Mr. Cole gave an overview of the construction on the building. He stated he has been very impressed with Pepper Construction. The construction appears to be on schedule at this time. It was suggested that a record of donations and memorials be kept so that, if needed, those individuals could be contacted.

4. Director of Human Resources Report:

Ms. Moore reported the following:

- Hiring for certified staff is complete. This has been a much smaller hiring year than last year.
- She will meet with Nick Caltagirone tomorrow regarding the insurance Memorandum of Understanding. This will be brought for review to the Human Resources Committee meeting July 8th.

5. Principal's Report:

Dr. Cheng reported the following:

- This year's graduation went smoothly. This was one of the school's larger classes.
- 317 students are enrolled in summer school, and 155 students are enrolled in Driver's Education.
- New administrators will transition July 1st. Dr. Cheng has been meeting with Dr. Dwyer and Ms. Springer.

6. Committee and Representative Reports:

Finance Committee Approval of Minutes:

MOTION: That the Finance Committee approve the minutes of the meeting of March 15, 2019.

MOTION: Mr. Saake

SECOND: Ms. Yackey

VOTE: Unanimous Approval on Roll Call Vote 5 – 0

Mr. Nagel noted that the current tax abatement guidance criteria for the City of West Chicago should include timing for projects that are done in phases.

Ms. Casey-Maher reported that she and Ms. Scanlan had attended the SASSED Governing Board. She stated that orientation and the Board of Control meeting will be held tomorrow.

7. Future Dates:

- a. Regular Board of Education Meeting – July 16, 2019
- b. Regular Board of Education Meeting – August 20, 2019
- c. Board Retreat – August 29, 2019

Ms. Yackey stated there will be further discussion regarding Board Committees once Board members have observed the committee structure.

8. Open Comment – Board Members:

Board members expressed how disappointed they are with how the District handled the removal of the Amanda Meiborg memorial tree. It was stated that current administration need

to make a formal apology to the family and that the administration should look into how this occurred. It was also stated that a replacement should be offered.

9. Future Issues:

Board members discussed what the next steps should be in order to establish guidelines on handling memorials for faculty and students. It was agreed that this item would be on the July agenda for discussion and follow-up. It was also agreed that the Communications Committee would meet and the discussion would begin there.

CONSENT AGENDA (Roll Call)

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

1. Items Removed from Consent Agenda for Separate Action:

None

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

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: Ms. Scanlan

SECOND: Ms. Casey-Maher

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

CONSENT AGENDA ITEMS:

1. Approval of Minutes

a. Regular Board of Education Meeting – May 21, 2019

MOTION: That the Board of Education approve the minutes of the May 21, 2019 Board of Education meeting.

2. Acceptance of Minutes

a. Finance Committee Meeting – June 3, 2019

MOTION: That the Board of Education approve the minutes of the June 3, 2019 Finance Committee meeting.

3. Approval of Financials

a. Approve Current Expenditures

b. Imprest Fund Statement

c. Treasurer's Report

d. Statement of Position/Financial Report

e. Statement of Revenue/Expenditures YTD Ending May 31, 2019

f. 3-Year Budget/Actual Report

g. Grant Reports

h. Petty Cash Fund Report

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j. New Vendors Monthly Report

k. Quarterly Financial Reports

l. Referendum Revenue & Expenditure Report

m. Board Expenses

MOTION: That the Board of Education approve the expenditures from May 16, 2019 to June 13, 2019 and accept the financial reports.

CONSENT AGENDA APPROVAL

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

1. Personnel Report:

The Personnel Report consisted of:

The employment of the following people:

- Daniel Oberg, Director of Business Services, effective July 15, 2019
- Hunter Cerny, Program Assistant/Special Education Division, effective August 9, 2019
- Carol Naughton, LRC Director/Teaching & Learning Division, effective August 9, 2019

The following Leave of Absence:

- Amanda Slobodecki, Teacher/Math Division, effective August 8 through November 4, 2019

The employment of the following Coaching/Activity Sponsors:

- James Alderman, Assistant Coach Girls' Basketball, effective November 4, 2019
- Juventino Alfaro, Assistant Coach Football, effective August 12, 2019
- Tracy Eier, Assistant Coach Girls' Volleyball, effective August 12, 2019
- Kyle Lobdell, Assistant Coach Football, effective August 12, 2019

The separation of employment of the following Coaching/Activity Sponsors:

- Scott Albright, Assistant Coach Girls' Basketball, effective May 29, 2019
- Peter Conrad, Assistant Coach Football, effective May 29, 2019
- Peter Conrad, Assistant Coach Boys' Track & Field, effective May 29, 2019
- Mason Day, Assistant Coach Wrestling, effective May 29, 2019
- James Hannah, Assistant Coach Wrestling, effective May 29, 2019
- Mallory Miller, Assistant Coach Girls' Volleyball, effective May 29, 2019
- Lindsey Sayner, Assistant Coach Boys' Cross Country, effective May 29, 2019
- Michael Stratejcruk, Assistant Coach Girls' Basketball, effective May 29, 2019

The employment for the following overload position:

- Marianne Melvin, .2 FTE Teacher, Support Services (GO Program)

The employment of the following Summer School positions:

Summer School

- David Jennings, English Teacher
- Mark Begovich, English Teacher
- Kristin Vondrak, Grad Point Recovery Teacher
- Tracy Eier, Grad Point Recovery Program Assistant

Summer Bridge

- Nick Kempinski, English Teacher
- Charles Vokes, Math Teacher
- Sandra Wilson, Social Studies Teacher
- Josh Piha, Facilitating Teacher
- Pam Pater, Physical Development Teacher

- Mitch McKenna, Computer Skills Teacher
- Julie Hensley, Counselor

STARS

- Marianne Melvin

Summer Drivers Education

- Byron Delcid, Teacher
- Greg Hansen, Teacher
- Heather Igelman, Teacher
- Dave Sayner, Teacher
- Jamie Philips, Teacher
- Conor Zaputil, Teacher
- Pamela Pater, Program Coordinator/Teacher

Special Education ESY Credit Recovery

- Sean Gimpert, Teacher
- Josh Piha, Teacher
- Drew Dresden, Program Assistant
- Megan Mistretta, Program Assistant

Special Education DLP/Transition

- Laura Heavey, Teacher
- Katie Sullivan, Teacher
- Jerrick Habecker, Personal Care Assistant
- Victor Estanzlao, Personal Care Assistant
- Rebecca Engebretsen, Personal Care Assistant
- Regina Pauli, Personal Care Assistant
- Kathleen Shackelford, Personal Care Assistant
- Alice Fichter, Personal Care Assistant

Summer Registration Workers

- Sandra Gonzalez, Bilingual Registration
- Jackie Goti, Bilingual Registration
- Norma Silva, Bilingual Registration
- Laura Mendoza, Summer Assistant

MOTION: That the Board of Education approve the Personnel Report

MOTION: Ms. Scanlan

SECOND: Mr. Brown

VOTE: Ayes: Brown, Casey-Maher, Klapatch, Nagel, Scanlan, Yackey

Nays: Saake

Abstain: None

Vote: 6 – 1, 0 Abstain

Dr. Cheng congratulated Mr. Oberg and welcomed him to District 94.

2. **Student Travel: Journalism Education Association/National Scholastic Press Association National Conference and Competition- (Roll Call)**

In compliance with Policy 6:240 - Field Trips and Recreational Class Trips the Journalism Education Association/National Scholastic Press Association National Conference and Competition qualifies as Optional Student Travel. The Wildcat Chronicle are requesting a

trip to Washington, DC, which is beyond a 250 mile radius of West Chicago Community High School.

MOTION: That the Board of Education approve Optional Student Travel for the Wildcat Chronicle Journalism Education Association/National Scholastic Press Association National Conference and Competition to Washington, DC from November 20 to 23, 2019.

MOTION: Mr. Brown

SECOND: Ms. Casey-Maher

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

3. **PowerSchool Renewal for 2019-20 - (Roll Call)**

PowerSchool is the student information system (SIS) providing school operational support to District 94. The renewal fee covers our annual support, subscription, and hosting cost. The cost for the renewal is \$16,214.05.

MOTION: That the Board of Education approve the PowerSchool renewal for the 2019-20 school year.

MOTION: Ms. Scanlan

SECOND: Ms. Casey-Maher

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

4. **Trane Renewal for 2019-20 - (Roll Call)**

Trane is the company that provides District 94 with the service contract for our chillers. Trane will perform a total of four inspections, conduct vibration analysis, maintain and oil equipment, and manage the season start up and shut down. The cost for the renewal is \$16,214.

MOTION: That the Board of Education approve the Trane renewal agreement for the 2019-20 school year.

MOTION: Mr. Saake

SECOND: Ms. Scanlan

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

5. **CDW-G Subscription and License Renewal Fee for 2019-20 - (Roll Call)**

CDW-G is the vendor selected to acquire the Microsoft 365 license, Microsoft System Center Datacenter license and software, Microsoft Windows Server license and software, and Microsoft Windows Server Datacenter license and software. The cost for the renewal is \$15,218.12.

MOTION: That the Board of Education approve the CDW-G renewal subscription for the Microsoft licenses and software as described above for the 2019-20 school year.

MOTION: Ms. Scanlan

SECOND: Ms. Casey-Maher

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

6. **Kajeet Renewal Fee for 2019-20 - (Roll Call)**

Kajeet provides District 94 one hundred (100) wireless hotspots to be used by students in the case of an eLearning Day. The cost for the renewal is \$16,637.92.

MOTION: That the Board of Education approve the Kajeet renewal for the 2019-20 school year.

DISCUSSION: It was clarified that these hotspots are typically used by students who do not have internet at home and that these hotspots are paid for with title funding. It was suggested that the number of hotspots needed and their data use be evaluated.

MOTION: Ms. Casey-Maher

SECOND: Ms. Scanlan

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

7. **Johnson Controls Renewal for 2019-20 - (Roll Call)**

Johnson Controls provides District 94 with our life safety systems, testing, and inspections. The cost for the renewal is \$10,775.

MOTION: That the Board of Education approve the Johnson renewal for the 2019-20 school year.

MOTION: Ms. Scanlan

SECOND: Ms. Casey-Maher

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

8. **Copy Paper Bid 2019-20 - (Roll Call)**

Again this year, Districts 25, 33, 34, 94 and SASSED collaborated in a process which generated one paper bid. The bid opening was held at District 33. There were four bidders. The low bid for card stock was VERITIV at \$704.60, MIDLAND at \$30,652 and MURNANE for colored paper at \$873.70.

MOTION: That the Board of Education approve the copy paper bid contracts for VERITIV, MIDLAND, and MURNANE for the 2019-20 school year.

MOTION: Mr. Saake

SECOND: Ms. Scanlan

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

EXECUTIVE SESSION:

There was no Executive Session

ADJOURNMENT

MOTION: That the Board of Education meeting be adjourned at 8:09 p.m.

MOTION: Mr. Brown

SECOND: Ms. Scanlan

VOTE: Unanimous Approval on Voice Vote 7 - 0

ATTEST:

Renee Yackey, President

Lynn Casey-Maher, Secretary

Community High School District 94

**District Administrative Center
157 W. Washington Street
Human Resources Committee Meeting
July 8, 2019
6:00 PM**

Agenda

Committee Members:

Renee Yackey, Board President
Lauren Scanlan, Board Vice President
Bob Brown, Board Member
Cheryl Moore, Director of Human Resources
Moses Cheng, Superintendent

1. Roll Call
2. Public Comment
3. Personnel Report
4. Staffing for ISS (In School Suspension)
5. Request for Assistant Swim Coaches
6. Insurance Changes
7. Certified Evaluation Plan Changes
8. Leadership Program
9. Adjournment

**COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois**

Minutes of the HUMAN RESOURCES COMMITTEE meeting held on July 8, 2019 at 157 W. Washington St. West Chicago, Illinois from 6:00 pm. to 6:28 pm.

1. **Roll Call:** The meeting was called to order at 6:00 pm.

Committee Members:

Renee Yackey (Board President), Lauren Scanlan (Board Vice President), Bob Brown (Board Member), Cheryl Moore (Director of Human Resources), Dr. Moses Cheng (Superintendent).

Committee Members Present:

Renee Yackey (Board President), Lauren Scanlan (Board Vice President), Bob Brown (Board Member), Cheryl Moore (Director of Human Resources), Dr. Moses Cheng (Superintendent).

Committee Members Absent:

None

Others Present:

None

2. **Public Comment**

There was no public comment.

3. **Personnel Report:**

Ms. Moore asked the committee if there were any changes they would like to see to the personnel report. There were no suggestions for changes. Ms. Moore suggested the Personnel Agenda could be changed to a Consent Agenda item for a few reasons. First, it is routine business that happens every month. Second, it will remove the potential for errors when drafting the separate motion. Last, it will allow for late additions to be made to the Personnel Agenda in a transparent and simple way. The Committee felt this idea had merit and stated it could be considered at the upcoming retreat.

4. **Staffing for ISS (In School Suspension)**

Currently ISS is staffed with a Dean's Assistant (Non-Certified). This individual manages behavior and supervises students but does not provide academic support. In addition, there are often students with IEP's in ISS. By having a Certified Special Education Teacher in the room, students could receive academic support as required in their IEP. The Committee discussed ISS should not be a lost opportunity and it would be good to provide academic support to students in this setting. It was noted the Discipline Committee has discussed this idea as well. The HR Committee would like the Board to consider a proposal for adding a Certified Staff Member to ISS. Dr. Cheng and Ms. Moore will prepare a recommendation.

5. **Request for Assistant Swim Coaches**

The girls and boys swim teams run as a co-op with Batavia and Geneva. This has led to increased student participation over the past three years from 24 girls in 2016 to projected 60+ girls for 2019 and from 20 boys in 2016 to projected 35-40 boys in 2019. Both teams do not have an assistant coach. The Athletic Director requested the addition of two assistant swim coaches (1 girls, 1 boys). The Committee expressed support for the request ~~and~~ raising safety concerns with having only one coach as well

as the benefit of increased opportunities and competition for students. The estimated cost to add both coaches would be about \$3,000 per year. Ms. Moore will bring this request to the Board in July for a decision.

6. Insurance Changes

As part of the 17-18 Teacher bargain, the Board and Teachers agreed to hire an outside consultant to recommend changes to the insurance plan to manage costs. The consultant presented four changes to the BOE in March 2019 (see March 2019 agenda). The Teachers' Association and the Support Staff Association both agreed to the idea of all four changes in May. This summer Ms. Moore has worked with Nick Caltigerone, lead negotiator for the Teachers' Association, to draft an MOU. Both the Teachers and the Support Staff will vote on the MOU in August with the hope that the Board could approve the MOU at the August board meeting. The Committee discussed the need to review the MOU with the Board in closed session as a matter of collective bargaining.

7. Certified Evaluation Plan Changes

The Certified Staff Evaluation Committee has recommended changes to the evaluation forms which will align them with the 2013 Danielson Framework for Teaching. All of the Observation Summary & Evidence forms have been updated to align with the 2013 Framework. In addition, the Evaluation Committee is recommending the overall rating for an "Unsatisfactory" Professional Practice and a "Proficient" Student Growth rating change from "Needs Improvement" to "Unsatisfactory." The Teachers' Association (WCHSTA) has approved these recommended changes. The Board will need to vote on the revised plan in July.

8. Leadership Program

The idea of creating a Leadership program was brought forward by a group of teachers. Ms. Moore held an exploratory meeting in June with four teachers and feels there is merit in pursuing this idea. The target audience would be individuals who already have or will soon complete a program qualifying them for Administrator positions. The Committee expressed support for the idea and felt it could contribute positively to relationship building with staff as well as to provide a pool of candidates ready for promotion. Based on this support, Ms. Moore stated a design committee would be formed in August. At this point, there is no request for funding to support a leadership program. If the design team believes the program needs funding, that would be brought forward for approval by the Board.

7. Adjournment: Ms. Moore asked for a motion to adjourn. Mr. Brown so moved. Ms. Scanlan seconded the motion. The meeting was adjourned by unanimous voice vote at 6:28 pm.

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632040	A&P Grease Trappers	07/16/2019	PLUMBING REPAIR SVC	450.00	450.00
1632041	Alexian Bros Corporat	07/16/2019	JUNE 2019 BOARD REQUIRED PHYSICALS	135.00	135.00
1632042	ALL-DISPOSAL & RECYCL	07/16/2019	5/21/19-6/11/19 15-YD ROLL-OFFS	2,089.00	2,089.00
1632043	Amazon.Com	07/16/2019	MISC MAINTENANCE SUPPLIES	29.98	29.98
1632044	ANDERSON PEST SOLUTIO	07/16/2019	JULY 2019 PREVENTIVE SVCS	93.66	93.66
1632045	At&t	07/16/2019	6/28/19-7/27/19 DUCOMM SVCS	612.20	612.20
1632046	At&t Long Distance	07/16/2019	MAY 2019 LONG DISTANCE	52.63	52.63
1632047	Baker Tilly Virchow K	07/16/2019	2019 AUDIT PROGRESS BILLING	6,000.00	6,000.00
1632048	Baptista, Jan Benedic	07/16/2019	2019 BOYS BASKETBALL SUMMER CAMP COACHING	80.00	80.00
1632049	Bey, Jonathan David	07/16/2019	2019 BOYS BASKETBALL SUMMER CAMP COACHING	80.00	80.00
1632050	Brotnow, Matthew W	07/16/2019	2019 BOYS BASKETBALL SUMMER CAMP COACHING	60.00	60.00
1632051	BSN SPORTS	07/16/2019	FSoccer Net	205.00	205.00
1632052	Butler Chemical Co	07/16/2019	JUNE 2019 MAINTENANCE	680.00	680.00
1632053	Carol Stream Lawn & P	07/16/2019	MOWER BLADES BLADE SHARPENING	49.50 28.50	78.00
1632054	City Of West Chicago	07/16/2019	4/4/19-6/4/19 WATER; DISTRICT	225.01	225.01

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632055	CPC Inc	07/16/2019	OFFICE JULY 2019	175.00	175.00
1632056	DAILY HERALD	07/16/2019	FACILITY TREE SW 2019/2020 SUBSCRIPTION; ACCT #150667	417.25	417.25
1632057	DLA Architects, Ltd.	07/16/2019	JUNE 2019 SVCS; 2019 ADDITION & REMODEL PROJECT	18,747.85	18,747.85
1632058	EBSCO	07/16/2019	EBSCO subscription, Magazines for LRC and Departments	1,163.81	1,163.81
1632059	Egan, Len	07/16/2019	AVID CONFERENCE EXPENSES; 6/30/19-7/4/19	371.32	371.32
1632060	Etheridge, Kyle	07/16/2019	AVID CONFERENCE EXPENSES; 6/30/19-7/4/19	457.86	457.86
1632061	Flinn Scientific	07/16/2019	Electronic balances for new courses, changes in Science curriculum due to Next Generation Science Standards Chemical Supplies	2,059.48 121.52	2,181.00
1632062	Follett School Soluti	07/16/2019	ABC-Clio database renewal	2,412.00	2,412.00
1632063	Frontline Placement T	07/16/2019	7/1/19-6/30/20 ABSENCE, SUBSTITUTE MANAGEMENT;	6,029.84	8,263.58

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			UNLIMITED USAGE FOR INTERNAL EMPLOYEES 8/24/19-8/23/20 APPLICANT TRACKING; ACCT #11687	2,233.74	
1632064	Fulmer, Anna	07/16/2019	AVID CONFERENCE EXPENSES; 6/30/19-7/4/19	189.96	189.96
1632065	Harris Bank	07/16/2019	I-PASS AUTOREPLENISH LOCKS, MISC HDW SUPPLY AND PLUMBING SUPPLY IASPA MEMBERSHIP DISTRICT OFFICE SUPPLIES IASA CONFERENCE HOUSING; NAME TAGS AND NAME PLATES	100.00 881.44 200.00 56.70 393.66	1,634.77
1632066	Hensley, Julie	07/16/2019	GOOGLE TRANSLATE AVID CONFERENCE EXPENSES; 6/30/19-7/4/19	2.97 162.04	162.04
1632067	Hm Receivables Co Llc	07/16/2019	"DO THE MATH" LICENSES MATH 180, READ 180 AND SYSTEM 44 LICENSES	990.00 3,143.75	4,133.75
1632068	Iasa	07/16/2019	2019/2020 IASA/AASA	1,844.60	1,844.60

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632069	Illinois Association	07/16/2019	MEMBERSHIP RESTRICTED ANNUAL DUES FOR 2019/20 SCHOOL YEAR	7,955.00	7,955.00
1632070	Illinois Athletic Dir	07/16/2019	LIFETIME IADA AND NIAAA DUES	1,200.00	1,200.00
1632071	Integrated Systems Co	07/16/2019	JULY 2019 SKYWARD SUBSCRIPTION	525.00	525.00
1632072	Isdlaf Plus - CLIC	07/16/2019	2019/20 PROPERTY/CASUALTY/ STUDENT ACCIDENT PGM	119,713.00	123,085.00
			2019/20 FIDUCIARY LIABILITY	2,050.00	
			7/1/19-6/30/20 FOREIGN LIABILITY; POLICY #PHFD38240018005	1,322.00	
1632073	Johnson Controls Fire	07/16/2019	FIRE ALARM REPAIR	1,622.00	1,622.00
1632074	Johnson Controls Secu	07/16/2019	7/1/19-9/30/19 QUARTERLY BILLING	267.00	267.00
1632075	Kajeet Company	07/16/2019	Kajeet mobile data hotspot service for Chromebooks	16,637.92	16,637.92
1632076	Kost, Rich	07/16/2019	AVID CONFERENCE EXPENSES; 6/30/19-7/4/19	374.21	374.21
1632077	Krage's Tire Centers	07/16/2019	SECONDARY BRAKE INSTALL; SS DRV ED SECONDARY BRAKE INSTALL; SS DRV	375.00 375.00	1,500.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			ED SECONDARY BRAKE INSTALL; SS DRV	375.00	
			ED SECONDARY BRAKE INSTALL; SS DRV	375.00	
1632078	Krahenbuhl, Christian	07/16/2019	2019 BOYS BASKETBALL SUMMER CAMP COACHING	60.00	60.00
1632079	Language Line Service	07/16/2019	JUNE 2019 TRANSLATION SVCS	54.60	54.60
1632080	Language Testing Inte	07/16/2019	BILINGUAL TESTING; 4/10/19	20.00	20.00
1632081	Marklund at Mill Cree	07/16/2019	JUNE 2019 SS TUITION; 1 STUDENT	5,158.20	5,158.20
1632082	McCollum, Joseph	07/16/2019	AVID CONFERENCE EXPENSES; 6/30/19-7/4/19	170.63	170.63
1632083	Menards	07/16/2019	MISC HARDWARE SUPPLY MISC HARDWARE SUPPLY MISC HARDWARE SUPPLY	27.85 252.59 87.08	367.52
1632084	Murphy Ace Hardware 2	07/16/2019	MISC HARDWARE SUPPLY	32.16	32.16
1632085	Music Theatre Interna	07/16/2019	MUSICAL ROYALTY & RENTALS FOR "ROALD DAHL'S MATILDA THE MUSICAL";	1,810.00	1,810.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632086	National School Board	07/16/2019	4/30/20, 5/1/20 AND 5/2/20 10/1/19-12/31/20 NSBA NATIONAL CONNECTION FEES	3,343.75	3,343.75
1632087	Naviance Inc	07/16/2019	NAVIANCE SOFTWARE 2019/20	13,140.08	13,140.08
1632088	NEFF	07/16/2019	SHIPPING FOR REPLACEMENT OF TWO BANNERS	16.00	16.00
1632089	News-2-You	07/16/2019	UNIQUE LEARNING SYSTEM RENEWAL SUBSCRIPTION	1,056.20	1,056.20
1632090	Nicor Gas Bill Paymen	07/16/2019	JUNE 2019 TRANSPORTATION CHARGES	1,739.07	1,739.07
1632091	Nissan Motor Acceptan	07/16/2019	DRIVERS ED CAR LEASE; ACCT #2500 8193 621	162.71	162.71
1632092	Noodle Tools Inc	07/16/2019	Noodle Tools Subscription	430.00	430.00
1632093	Office Depot	07/16/2019	Misc Office Supplies for business ed (ordered online) Misc Office supplies	52.20 41.13	221.93
1632094	Ombudsman Ed Services	07/16/2019	LABELS 2019/2020 CONTRACT TUITION; PYMT #1	128.60 18,807.00	18,807.00
1632095	PARKLAND PREPARATORY	07/16/2019	JUNE 2019 TUITION; 1	4,106.00	4,106.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632102	Roldan, Daniel Joseph	07/16/2019	AND REPAIR 2019 BOYS BASKETBALL SUMMER CAMP COACHING	60.00	60.00
1632103	Scholastic Library Pu	07/16/2019	Scholastic GO! database renewal	764.00	764.00
1632104	Seal Of Illinois	07/16/2019	JUNE 2019 TUITION; 5 STUDENTS	10,525.26	10,525.26
1632105	SPARE WHEELS TRANSPOR	07/16/2019	JUNE 2019 SS TRANSPORTATION; 1 STUDENT	3,750.00	3,750.00
1632106	Sports Imports	07/16/2019	Volleyball Pole Pads Volleyball Standards	830.70 8,093.50	8,924.20
1632107	St Andrews Golf & Cou	07/16/2019	COED GOLF CAMP RANGE BALLS	352.00	352.00
1632108	Sunrise Transportatio	07/16/2019	JUNE 2019 ESY STUDENT TRANSPORTATION	36,321.68	36,321.68
1632109	T S Specialties	07/16/2019	TRUCK REPAIR	330.76	330.76
1632110	Talent Assessment Inc	07/16/2019	Refresh PAES Training for 8/12/19	1,000.00	1,000.00
1632111	Technology Resource A	07/16/2019	TRA ChromeCare Warranties for C720's, C740's and R751T's; as per quote #11894 TRA ChromeCare Warranty with Accidental Damage	34,913.50 11,625.00	46,538.50

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Protection - Four years agreement beginning with 2019-2020 school year; as per quote #11894		
1632112	TeleSolutions Consult	07/16/2019	JULY 2019 ERATE PROGRAM FEE	275.00	275.00
1632113	Tri-County Lock Inc	07/16/2019	LOCKS AND KEYS	1,205.00	1,205.00
1632114	Uline	07/16/2019	HARD HATS	195.53	195.53
1632115	United States Postal	07/16/2019	JULY 2019 PB METER POSTAGE	2,600.00	2,600.00
1632116	Vernier Software	07/16/2019	Vernier probes, sensors, and hardware; Some items are new and fill needs for new courses, changes in AP, changes in Science curriculum due to Next Generation Science Standards	5,175.10	5,175.10
1632117	Waste Management West	07/16/2019	JUNE 2019 REFUSE SVC JULY 2019 REFUSE SVC; DIST OFFICE	56.18 96.26	152.44
1632118	WCCHS STUDENT ACTIVIT	07/16/2019	COED GOLF CAMP REVENUE TO GOLF STUDENT ACTIVITIES (\$240 - BOYS GOLF AND	393.00	393.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			\$153 - GIRLS GOLF)		
79	Computer		Check(s) For a Total of		450,650.79

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	79	Computer	Checks For a Total of	450,650.79
Total For	79	Manual, Wire Tran, ACH & Computer Checks		450,650.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	450,650.79

COMMUNITY HIGH SCHOOL DISTRICT NO. 94
 BOARD OF EDUCATION - BILL LISTING SUMMARY
 June 18, 2019 Expenditures, June 30 and July 16, 2019 Bill Lists

	(Taxes) Certificates Of Deposit Purchased For The Month Of Jun-19	Net Payroll For The Month Of Jun-19	Operating Checks* Drawn During The Month Of Jun-19	Bill List Vouchers Paid In The Month Of June 18, 2019	Bill List Vouchers Paid In The Month Of June 30, 2019	Total	Bill List Vouchers Paid In The Month Of July 16, 2019
EDUCATIONAL FUND	8,942,486.67	\$ 959,561.84	\$ 745,718.69	\$ 302,384.12	\$ 357,263.90	\$ 11,307,415.22	\$ 257,542.86
OPERATIONS & MAINTENANCE FUND	1,578,810.70	75,975.57	57,922.53	136,268.91	107,782.18	1,956,759.89	11,103.40
DEBT SERVICES FUND	1,315,764.86					1,315,764.86	
TRANSPORTATION FUND	422,159.09			292,549.71	66,009.13	780,717.93	40,171.68
ILLINOIS MUNICIPAL RETIREMENT FUND	204,114.99		32,927.26			237,042.25	
SOCIAL SECURITY AND MEDICARE FUND	192,328.82		41,632.17			233,960.99	
CAPITAL IMPROVEMENTS 2017						-	
CAPITAL IMPROVEMENTS 2018		5,543.56	2,818.21	218,607.31	497.00		18,747.85
WORKING CASH FUND						-	
TORT FUND	78,753.02			11,875.00		90,628.02	123,085.00
TOTAL	12,734,418.15	\$ 1,041,080.97	\$ 881,018.86	\$ 961,685.05	\$ 531,552.21	\$ 15,922,289.16	\$ 450,650.79

*Payroll taxes, annuities, wage garnishments, insurance premiums, college savings plans, TRS&IMRF pension contributions, charitable contributions, Imprest Fund & Petty Cash Fund reimbursements, lost and stale check replacements, reviewed by Treasurer.

The investments and payroll disbursements for the month of Jun-19
 June 14, 2019 to June 30 & July 10, 2019 to be paid July 16, 2019 Totaling: \$15,411,254.90

I hereby certify that the expenditures listed as a part of this statement are legally payable from the budget category to which they are charged and are coded in conformance with the Illinois Office of Education Accounting Manual.

July 10, 2019
 Date

 Superintendent

TO THE TREASURER, COMMUNITY HIGH SCHOOL DISTRICT NO. 94, WEST CHICAGO. ILLINOIS

The Board of Education has approved the payment of the above listed invoices on this date and you are hereby authorized and directed to make payments thereof:

 Date

 President, Board of Education

 Secretary, Board of Education

COMMUNITY HIGH SCHOOL IMPREST FUND June 2019

This listing represents payments from the High School Imprest Fund for the month of June 2019. Reimbursement for the following is hereby requested from the Board of Education, Community High School District 94, West Chicago, Illinois at its regular board meeting on July 16, 2019.

David Blatchley - Director of Business Svcs

Date

ACCOUNT NUMBER	BATCH NUMBER VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
20E000 2540 3401 00 000000	IP0604 At&t	06/04/2019	1317393	5/10/19-6/9/19 PHONE LINE & FLOW-THRU CIRCUIT	771.06
10E070 2410 3410 00 000000	IP0604 WEST CHICAGO POST OFFICE	06/04/2019	1317394	SEMESTER 2 GRADE MAILERS	944.70
10R000 1811 0000 00 000000	IP0619 Hoffmann, Marie	06/18/2019	1317395	SS BIOLOGY REGISTRATION REFUND; ID #43538	180.00
10E930 2210 4050 00 930000	IP0619 Piha, Josh	06/18/2019	1317396	reimbursement for supplies to assist students with summer school program curriculum goals	48.32
10E931 2130 3190 00 931000	IP0619 Sullivan, Katelyn	06/18/2019	1317397	reimbursement for supplies purchased to help assist with social communication skills and recreational leisure activities curriculum	189.74
10E014 2220 4050 00 000000	IP0619 UPS FREIGHT	06/18/2019	1317398	TECHNOLOGY SUPPLY RETURN	14.19
20E000 2540 3401 00 000000	IP0621 At&t	06/21/2019	1317399	6/10/19-7/9/19 PHONE LINE & FLOW-THRU CIRCUIT	771.54
20E000 2540 3401 00 000000	IP0621 VERIZON WIRELESS	06/21/2019	1317400	6/8/19-7/7/19 CELL PHONE; SUPT	615.78
10E001 1130 3250 00 000000	IP0627 Marlin Business Bank	06/27/2019	1317401	PHOTOCOPIER LEASE PYMT; CONTRACT #401-1687184-001	3,432.17
10E931 1220 4051 00 931000	ip0628 Piha, Josh	06/28/2019	1317402	Summer School program supplies to assist students in achieving goals	109.80
10E100 1500 6430 00 000000	ip0628 Soccer Showdown	06/28/2019	1317403	Boys Pepsi soccer Var showdown 2019	475.00
Totals for checks					7,552.30

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	ED FUND	0.00	180.00	5,213.92	5,393.92
20	OPER & MAINT	0.00	0.00	2,158.38	2,158.38
***	Fund Summary Totals ***	0.00	180.00	7,372.30	7,552.30

***** End of report *****

**COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois**

**TREASURER'S REPORT
FOR MONTH ENDING JUNE 2019**

FUND	CASH BALANCE Thru 5/31/2019	RECEIPTS Jun-19	DISBURSEMENTS Jun-19	CASH BALANCE Thru 6/30/2019	INVESTMENTS AT COST Thru 6/30/2019
EDUCATIONAL	\$ (804,212.64)	\$ 11,499,196.78	\$ 11,355,224.40	\$ (660,240.26)	\$ 11,903,494.36
OPERATIONS & MAINTENANCE	\$ (18,846.87)	\$ 1,980,712.73	\$ 1,956,744.54	\$ 5,121.32	\$ 2,653,821.03
DEBT SERVICES	\$ (545,677.62)	\$ 1,865,764.86	\$ 1,315,764.86	\$ 4,322.38	\$ 915,164.45
TRANSPORTATION	\$ 189,836.62	\$ 593,529.09	\$ 765,294.75	\$ 18,070.96	\$ 670,241.94
I.M.R.F.	\$ 10,852.84	\$ 239,114.99	\$ 208,696.18	\$ 41,271.65	\$ 346,557.01
SOCIAL SECURITY/MEDICARE	\$ 501.19	\$ 252,328.82	\$ 229,937.82	\$ 22,892.19	\$ 155,265.58
CAPITAL IMPROVEMENTS 2017	\$ -	\$ -	\$ -	\$ -	\$ 590.43
CAPITAL IMPROVEMENTS 2018	\$ 10,133.18	\$ 973.56	\$ 227,464.67	\$ (216,357.93)	\$ 28,968,815.81
WORKING CASH	\$ 1,157,381.58	\$ -	\$ 18,749.55	\$ 1,138,632.03	\$ 930,816.04
TORT	\$ 51,213.48	\$ 78,753.02	\$ 90,628.02	\$ 39,338.48	\$ 171,498.48
TOTAL	\$ 51,181.76	\$ 16,510,373.85	\$ 16,168,504.79	\$ 393,050.82	\$46,716,265.13
Monthly Invest. Int., Adj. & Fees/YTD Interest thru 6/30/19 <i>(included in revenue and investment totals)</i>	\$ 1,490,688.76	64,882.02	-		\$ 1,555,570.78
PLUS INVESTMENTS				\$46,716,265.13	
TOTAL YEAR-TO-DATE CASH AND INVESTMENTS AS OF JUNE 30, 2019				\$ 47,109,315.95	

Daniel T. Morris, Treasurer

Date

**COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF POSITION
FINANCIAL REPORT
FOR PERIOD ENDING JUNE 30, 2019**

Percent of Fiscal Year Complete: 100.00%

ASSETS	IMPREST, PETTY CASH & SCHLSHP	CASH BALANCES	INVESTMENT BALANCES	ACCOUNTS RECEIVABLE	AUDIT ENTRY	TOTAL ASSETS
EDUCATIONAL	15,688	(660,240)	11,903,494			11,258,943
OPERATIONS & MAINTENANCE		5,121	2,653,821			2,658,942
DEBT SERVICES		4,322	915,164			919,487
TRANSPORTATION		18,071	670,242			688,312
MUNICIPAL RETIREMENT		41,272	346,557			387,829
SOCIAL SECURITY/MEDICARE		22,892	155,266			178,157
CAPITAL IMPROVEMENTS 2017		-	590			590
CAPITAL IMPROVEMENTS 2018		(216,358)	28,968,816			28,752,458
WORKING CASH		1,138,632	930,816			2,069,448
TORT		39,338	171,498			210,837
TOTAL	15,688	393,051	46,716,265	-	-	47,125,004

LIABILITIES AND FUND EQUITY	TAX WARRENTS	ACCOUNTS PAYABLE	ENCUMBERED PAYABLES	OTHER PAYABLES	FUND EQUITY	TOTAL LIABILITY AND FUND EQUITY
EDUCATIONAL		2,289			11,256,653	11,258,943
OPERATIONS & MAINTENANCE					2,658,943	2,658,942
DEBT SERVICES					919,487	919,487
TRANSPORTATION					688,312	688,312
MUNICIPAL RETIREMENT					387,829	387,829
SOCIAL SECURITY/MEDICARE					178,157	178,157
CAPITAL IMPROVEMENTS 2017					590	590
CAPITAL IMPROVEMENTS 2018					28,752,458	28,752,458
WORKING CASH					2,069,448	2,069,448
TORT					210,837	210,837
TOTAL	-	2,289	-	-	47,122,713	47,125,004

RECEIPTS	BUDGET 2018 - 2019	CURRENT REVENUES	Y.T.D. REVENUES	OTHER RECEIPTS	UNREALIZED BALANCE	PERCENT REALIZED
EDUCATIONAL	25,532,429	9,483,277	25,129,045		403,384	98.42%
OPERATIONS & MAINTENANCE	3,245,040	1,583,670	3,265,380		(20,340)	100.63%
DEBT SERVICES	2,743,931	1,315,765	2,711,674		32,257	98.82%
TRANSPORTATION	1,577,945	422,366	1,708,788		(130,843)	108.29%
MUNICIPAL RETIREMENT	503,046	204,115	525,393		(22,347)	104.44%
SOCIAL SECURITY/MEDICARE	482,075	192,329	495,289		(13,214)	102.74%
CAPITAL IMPROVEMENTS 2017	-	1	46,609		(46,609)	100.00%
CAPITAL IMPROVEMENTS 2018	29,003,000	35,128	30,535,846		(1,532,846)	100.00%
WORKING CASH	12,000	1,553	18,750		(6,750)	156.25%
TORT	243,673	78,753	194,243		49,430	79.71%
TOTAL	63,343,139	13,316,957	64,631,016	-	(1,287,877)	102.03%

DISBURSEMENTS	BUDGET 2018 - 2019	CURRENT EXPENDITURES	Y.T.D. EXPENDITURES	CURRENT ENCUMBERED	UNENCUMBERED BALANCE	PERCENT ENCUMBERED
EDUCATIONAL	25,508,483	2,417,539	25,348,248		160,235	99.37%
OPERATIONS & MAINTENANCE	3,244,652	423,501	2,925,938		318,714	90.18%
DEBT SERVICES	2,737,500	-	4,720,604		(1,983,104)	172.44%
TRANSPORTATION	1,563,000	341,766	1,907,494		(344,494)	122.04%
MUNICIPAL RETIREMENT	480,415	4,581	389,147		91,268	81.00%
SOCIAL SECURITY/MEDICARE	472,754	37,826	479,556		(6,802)	101.44%
CAPITAL IMPROVEMENTS 2017	6,839,120	-	7,349,382		(510,262)	107.46%
CAPITAL IMPROVEMENTS 2018	6,430,880	212,325	1,721,262		4,709,618	25.17%
WORKING CASH	12,000	18,750	18,750		(6,750)	0.00%
TORT	233,325	11,875	297,484		(64,159)	127.50%
TOTAL	47,522,129	3,468,163	45,157,865	-	2,364,264	95.02%

FUND BALANCE	JULY 1 EQUITY	YEAR-TO-DATE RECEIPTS	YEAR-TO-DATE EXPENDITURES	CURRENT ENCUMBERED	OTHER ACTIVITY	CURRENT EQUITY
EDUCATIONAL	11,475,857	25,129,045	25,348,248			11,256,653
OPERATIONS & MAINTENANCE	2,319,500	3,265,380	2,925,938			2,658,943
DEBT SERVICES	2,928,417	2,711,674	4,720,604			919,487
TRANSPORTATION	887,019	1,708,788	1,907,494			688,312
MUNICIPAL RETIREMENT	251,583	525,393	389,147			387,829
SOCIAL SECURITY/MEDICARE	162,424	495,289	479,556			178,157
CAP IMPROVEMENTS 2017	6,969,631	46,609	7,349,382			(333,143)
CAPITAL IMPROVEMENTS 2018	271,606	30,535,846	1,721,262			29,086,191
WORKING CASH	2,069,448	18,750	18,750			2,069,448
TORT	314,077	194,243	297,484			210,837
TOTAL	27,649,562	64,631,016	45,157,865	-	42	47,122,713

COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF REVENUE AND EXPENDITURES
YTD ENDING
June 30, 2019

PERCENT OF FISCAL YEAR COMPLETED: 100.0%

DISTRICT 94 REVENUE & EXPENDITURE REPORT

June 30, 2019

FUND	EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	ALL CAP IMPRV	WRK CASH	TORT	TOTAL ALL
BEGINNING FUND BALANCE	\$ 11,475,857	\$ 2,319,500	\$ 2,928,417	\$ 887,019	\$ 251,583	\$ 162,424	\$ 7,241,237	\$ 2,069,448	\$ 314,077	\$ 27,649,562
REVENUE BUDGET	\$ 25,532,429	\$ 3,245,040	\$ 2,743,931	\$ 1,577,945	\$ 503,046	\$ 482,075	\$ 29,003,000	\$ 12,000	\$ 243,673	\$ 63,343,139
RECEIPTS										
1. CORPORATE P. P. REPLACEMENT TAX	\$ 497,294	\$ 10,341		\$ 267,489	\$ 106,818	\$ 101,642			\$ 32,461	1,016,045
2. SUMMER PROGRAM FEES	123,799									123,799
3. EARNINGS ON TAXES/ INVESTMENTS	272,858	28,126	20,651	11,319	3,336	2,373	24	18,750	1,559	358,995
4. BOND PRINCIPAL AND INTEREST 2017/2018			1,458				30,553,355			30,554,813
5. PUPIL & COMMUNITY SERVICES	920,016									920,016
6. FACILITY RENTALS		28,666								28,666
7. IMPACT FEES/P.U.D/LAND CASH DONATE							29,076			29,076
8. EVIDENCE BASED FUNDING (EBF)	3,652,315									3,652,315
9. STATE/ CATEGORICAL AID /GRANTS FY18	427,018			570,376						997,394
10. ARRA AID/ARRA FEDERAL FUNDING										-
11. FEDERAL AID/GRANTS FY18 LATE PMTS	976,003									976,003
12. PROPERTY TAXES - ED. FUND-TORT	8,706,970	1,557,382	1,298,195	416,429	201,345	189,718			77,685	12,447,724
13. PROPERTY TAXES - SPEC'L EDUCATION	114,148									114,148
14. PERMANENT TRANSFER OF INTEREST/EQ	18,750									18,750
15. CURRENT YEAR LEVY-ADVANCED TAXES	9,370,540	1,640,314	1,391,370	442,374	213,894	201,556			82,538	13,342,586
16. FLOW-THRU/VENDOR REVENUE/MISC REV	49,335	551		800						50,686
TOTAL REVENUE REALIZED	\$ 25,129,045	\$ 3,265,380	\$ 2,711,674	\$ 1,708,788	\$ 525,393	\$ 495,289	\$ 30,582,455	\$ 18,750	\$ 194,243	\$ 64,631,016
<i>PERCENT REVENUE REALIZED (Actual/Budget)</i>	<i>98.42%</i>	<i>100.63%</i>	<i>98.82%</i>	<i>108.29%</i>	<i>104.44%</i>	<i>102.74%</i>	<i>105.45%</i>	<i>156.25%</i>	<i>79.71%</i>	<i>102.03%</i>
EXPENDITURE BUDGET	\$ 25,508,483	\$ 3,244,652	\$ 2,737,500	\$ 1,563,000	\$ 480,415	\$ 472,754	\$ 13,270,000	\$ 12,000	\$ 233,325	\$ 47,522,129
DISBURSEMENTS										
1. SALARIES	\$ 15,545,101	\$ 1,168,337					\$ 104,937			16,818,374.59
2. BENEFITS	3,968,950	269,429					(2,589)			4,235,790
3. EMPLOYER IMRF					389,147					389,147
4. EMPLOYER FICA						246,533				246,533
5. EMPLOYER MEDICARE						233,023				233,023
6. PURCHASED SERVICES/CONTRACTS REG	2,587,033	294,071		662,097			164,950			3,708,150
7. PURCHASED SERVICES/MINI BUSSES										-
8. PURCHASED SERVICES/SPECIAL ED				1,053,713						1,053,713
9. PURCHASED SERVICES/TCD				77,989						77,989
10. FUEL ADJ/EARLY DISMISSAL/FIELD TRIP				113,695						113,695
12. UNEMPLOYMENT INSURANCE								3,957		3,957
13. SCHOOL BOND FINANCIAL SERVICES										-
14. TREASURER BOND									23,140	23,140
15. WORKERS COMPENSATION									111,056	111,056
16. GENERAL LIABILITY INSURANCE									158,009	158,009
17. STUDENT ACCIDENT INSURANCE									1,322	1,322
18. UTILITIES		860,654								860,654
19. SUPPLIES & MATERIALS	524,014	221,181								745,195
20. TAX PAYMENTS										-
21. CAPITAL/NON-CAPITAL EQUIPMENT/FURN	794,508	24,086								818,594
22. CAPITAL CONTRACTS/ IMPROVEMENTS		88,179					8,803,346			8,891,526
23. CAPITAL LEASE EXPENSE										-
24. BOND INTEREST EXPENSE			1,368,629							1,368,629
25. DUES, FEES AND INVESTMENT COSTS	105,349		1,975							107,324
26. REDEMPTION OF PRINCIPAL			3,350,000							3,350,000
27. PERMANENT TRANSFERS - INTEREST/EQ								18,750		18,750
28. TUITION & SPEC ED COST/(TUITION RFND)	1,822,094									1,822,094
29. RETIREMENT BENEFITS/OTHER	1,200									1,200
TOTAL EXPENDITURES DISBURSED	\$ 25,348,248	\$ 2,925,938	\$ 4,720,604	\$ 1,907,494	\$ 389,147	\$ 479,556	\$ 9,070,644	\$ 18,750	\$ 297,484	\$ 45,157,865
<i>Encumbered Expenditures</i>										\$ -
<i>PERCENT DISBURSED PLUS ENCUMBERED(Total/Budget)</i>	<i>99.37%</i>	<i>90.18%</i>	<i>172.43%</i>	<i>122.04%</i>	<i>81.00%</i>	<i>101.44%</i>	<i>68.35%</i>	<i>0.00%</i>	<i>127.50%</i>	<i>95.02%</i>
EXCESS OF REVENUE/(EXPENDITURES)	\$ (219,204)	\$ 339,442	\$(2,008,930)	\$ (198,706)	\$ 136,246	15,733	\$ 21,511,811	\$ -	\$ (103,241)	\$ 19,473,150
ENDING FUND BALANCE *	\$ 11,256,653	\$ 2,658,943	\$ 919,487	\$ 688,312	\$ 387,829	\$ 178,157	\$ 28,753,048	\$ 2,069,448	\$ 210,837	\$ 47,122,713
FUND	EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	ALL CAP IMPRV	WRK CSH	TORT	TOTAL ALL

3 YEAR BUDGET/ACTUAL TOTAL
SUMMARY OF AMENDED CURRENT YEAR BUDGET

June 30, 2019

DEPARTMENT/SUMMARY	FUND	#	DEPT	16 ACTUAL	17 ACTUAL	18 BUDGET	18 ACTUAL	% CHANGE	19 BUDGET	% CHANGE	19 ACTUAL	YTD %
GENERAL H.S.	10	1	TTL	147,432	126,695	369,100	116,151	-65.67%	491,000	-322.72%	170,122	34.65%
HMBD TUTORS	10	2	TTL	36,002	37,400	37,200	41,222	0.54%	52,200	-26.63%	38,519	73.79%
ART	10	3	TTL	233,574	252,079	266,212	249,992	-5.31%	239,459	4.21%	238,082	99.42%
SCIENCE	10	4	TTL	1,261,501	1,288,187	1,357,256	1,374,937	-5.09%	1,419,781	-3.26%	1,375,917	96.91%
DRIVER'S ED	10	5	TTL	146,878	153,727	164,058	256,757	-6.30%	345,704	-34.64%	321,065	92.87%
ENGLISH	10	6	TTL	1,569,209	1,552,387	1,551,974	1,614,499	0.03%	1,592,063	1.39%	1,550,845	97.41%
FOREIGN LANG	10	7	TTL	657,811	633,862	632,591	689,929	0.20%	797,308	-15.56%	780,022	97.83%
HEALTH ED	10	8	TTL	962	1,688	2,625	160	-35.71%	3,125	-1849.83%	424	13.57%
MATHEMATICS	10	9	TTL	1,492,933	1,537,793	1,549,868	1,611,821	-0.78%	1,617,421	-0.35%	1,635,546	101.12%
MUSIC	10	10	TTL	234,840	239,732	262,361	265,098	-8.63%	303,007	-14.30%	291,276	96.13%
MUSIC INITIATIVE	10	10	TTL	-	24,999	-	4,475	-100.00%	3,000	32.96%	3,306	0.00%
PHYSICAL DEV	10	11	TTL	1,212,245	1,227,552	1,195,294	1,094,134	2.70%	984,800	9.99%	967,716	98.27%
SOC STUDIES	10	13	TTL	1,417,983	1,465,961	1,518,400	1,588,194	-3.45%	1,517,236	4.47%	1,545,164	101.84%
TECHNOLOGY	10	14	TTL	814,149	903,063	983,566	1,046,174	-8.18%	1,321,795	-26.35%	1,170,385	88.55%
MCCORMICK DEMOC	10	16	TTL	-	-	-	455	-100.00%	-	100.00%	2,176	0.00%
FOREIGN EXCHANGE	10	20	TTL	-	-	-	-	0.00%	5,000	100.00%	43,168	863.35%
DEV LEARNING	10	22	TTL	4,023,729	4,122,903	4,105,257	4,411,264	0.43%	4,767,970	-8.09%	5,057,700	106.08%
ADULT ED - LOCAL	10	28	TTL	-	-	10,000	-	-100.00%	-	0.00%	-	0.00%
SUMR ADLT ED	10	29	TTL	3,960	6,457	6,650	19,451	-2.91%	-	100.00%	-	0.00%
BUSINESS ED	10	30	TTL	543,543	484,521	479,041	533,641	1.14%	567,425	-6.33%	554,577	97.74%
FACS	10	32	TTL	268,654	257,571	169,162	232,520	52.26%	234,493	-0.85%	229,327	97.80%
IND ARTS-TECH ED	10	34	TTL	134,984	133,908	124,944	88,590	7.17%	89,224	-0.72%	86,547	97.00%
B T I	10	35	TTL	153	-	150	-	-100.00%	150	100.00%	-	0.00%
PHOTOGRAPHY	10	36	TTL	-	-	-	-	-	-	-	-	0.00%
SUMMER SCH/R	10	40	TTL	106,534	67,248	72,300	96,555	-6.99%	87,300	9.58%	95,167	109.01%
SUMMER SPORTS C/	10	41	TTL	44,600	47,564	45,000	41,986	5.70%	45,000	-7.18%	37,746	83.88%
BILINGUAL	10	45	TTL	541,136	492,596	512,430	509,750	-3.87%	615,325	-20.71%	590,944	96.04%
SOCIAL WORKE	10	50	TTL	210,863	201,735	205,872	207,852	-2.01%	256,412	-23.36%	218,983	85.40%
GUIDANCE DEP	10	51	TTL	634,252	683,429	697,170	716,774	-1.97%	705,382	1.59%	717,592	101.73%
SCHOOL NURSE	10	52	TTL	173,991	175,876	180,335	180,777	-2.47%	186,179	-2.99%	180,341	96.86%
PSYC SERVICE	10	53	TTL	161,158	170,537	164,062	152,128	3.95%	168,532	-10.78%	166,998	99.09%
AVID PROGRAM	10	54	TTL	156,091	186,780	202,075	200,799	-7.57%	221,402	-10.26%	222,060	100.30%
SPEECH PATH/AUDIC	10	55	TTL	62,717	64,303	66,123	67,746	-2.75%	58,012	14.37%	58,928	101.58%
LEARNING RES	10	61	TTL	272,085	248,928	259,020	257,054	-3.90%	271,005	-5.43%	265,018	97.79%
STAFF & CURR DEV	10	62	TTL	239,438	264,787	274,614	188,004	-3.58%	216,504	-15.16%	248,635	114.84%
UTTERBACK DONATI	10	64	TTL	21,489	2,735	-	-	-	-	-	-	0.00%
ASST PRINCIPAL	10	69	TTL	1,083,594	1,016,334	1,184,371	1,130,820	-14.19%	1,052,392	6.94%	1,087,943	103.38%
PRINCIPAL	10	70	TTL	752,324	743,203	721,624	762,607	2.99%	740,284	2.93%	757,885	102.38%
SUPT OFFICE	10	71	TTL	303,749	331,123	346,189	333,761	-4.35%	337,879	-1.23%	344,531	101.97%
DIR OF PRSNL	10	72	TTL	257,225	224,279	249,282	238,422	-10.03%	232,856	2.33%	227,015	97.49%
COMM RELATIONS	10	73	TTL	57,398	59,057	62,925	61,270	-6.15%	100,285	-63.68%	88,733	88.48%
ED FOUNDATIO	10	74	TTL	2,382	1,372	2,500	14,094	-45.12%	2,500	82.26%	8,809	0.00%
BOARD OF ED	10	75	TTL	158,611	167,319	181,625	223,053	-7.88%	184,125	17.45%	162,678	88.35%
DIR OF BUSIN	10	80	TTL	162,550	145,341	153,104	159,221	-5.07%	143,195	10.07%	162,421	5.35%
CAFETERIA	10	82	TTL	8,153	11,454	50,500	8,861	-77.32%	75,500	-752.03%	7,659	10.14%
EMP BENEFITS	10	83	TTL	19,903	37,545	47,200	8,659	-20.46%	57,261	-561.27%	29,585	51.67%
FISCAL SVCS	10	85	TTL	311,793	294,099	321,417	291,698	-8.50%	300,225	-2.92%	299,926	99.90%
MIS	10	90	TTL	326,143	313,285	341,383	323,476	-8.23%	335,643	-3.76%	321,573	95.81%
PMT OTH DIST	10	97	TTL	423,660	437,969	489,500	803,814	-10.53%	483,253	39.88%	532,204	110.13%

3 YEAR BUDGET/ACTUAL TOTAL
SUMMARY OF AMENDED CURRENT YEAR BUDGET

June 30, 2019

DEPARTMENT/SUMMARY	FUND	#	DEPT	16 ACTUAL	17 ACTUAL	18 BUDGET	18 ACTUAL	% CHANGE	19 BUDGET	% CHANGE	19 ACTUAL	YTD %
ATH/INTERSCH	10	100	TTL	839,814	830,543	826,324	825,828	0.51%	897,640	-8.70%	946,821	105.48%
AQUATICS	10	102	TTL	-	-	-	-	-	-	-	-	0.00%
INTERSCHOLAS	10	104	TTL	252,749	227,398	251,825	220,492	-9.70%	270,825	-22.83%	262,457	96.91%
ADULT ED - STATE	10	902	TTL	800	92,565	92,565	97,580	0.00%	-	100.00%	-	0.00%
CTEIG	10	903	TTL	45,731	46,226	46,226	46,167	0.00%	-	100.00%	44,007	0.00%
BILING TBE	10	904	TTL	97,819	106,798	106,795	119,453	0.00%	111,400	6.74%	128,572	115.41%
A E & L	10	905	TTL	3,367	29,996	29,996	32,200	0.00%	-	100.00%	-	0.00%
C PERKINS	10	906	TTL	31,319	38,995	37,700	28,735	3.44%	40,000	-39.20%	33,757	84.39%
TITLE 1-LOW	10	908	TTL	340,496	357,360	355,319	309,374	0.57%	357,100	-15.43%	311,976	87.36%
TITLE IVA - SSAE	10	913	TTL	-	-	-	-	0.00%	-	0.00%	16,424	100.00%
ISLG GRANT	10	925	TTL	1,476	1,177	1,500	1,275	-21.57%	1,500	-17.62%	1,526	101.70%
MEDICAID DIRECT DV	10	929	TTL	42,480	72,148	50,000	65,784	44.30%	50,000	23.99%	161,226	322.45%
IDEA 94-142 FLOW-TH	10	930	TTL	395,255	462,861	462,861	402,398	0.00%	483,660	-20.19%	459,633	95.03%
ADM OUTREACH	10	931	TTL	27,778	20,173	20,173	15,066	0.00%	15,000	0.44%	15,888	105.92%
TEACHER QUALITY	10	932	TTL	10,608	27,836	29,977	53,514	-7.14%	42,999	19.65%	42,495	98.83%
FED ADULT ED	10	944	TTL	72,539	77,550	77,550	150	0.00%	-	100.00%	-	0.00%
LEARN SERVE	10	945	TTL	-	-	-	-	-	-	-	-	0.00%
EL/CIVICS	10	946	TTL	-	-	-	-	-	-	-	-	0.00%
LIPLEPS	10	950	TTL	19,971	11,746	11,746	23,526	0.00%	11,747	50.07%	25,734	219.07%
BILINGUAL - IEP	10	951	TTL	3,015.10	3,539	3,000	7,267	17.96%	3,000	58.72%	2,475	82.50%
O&M FUND	20	0	TTL	2,805,202	3,610,425	3,257,840	3,031,551	10.82%	3,244,652	-7.03%	2,925,938	90.18%
DEBT SVC FND	30	0	TTL	3,050,130	2,742,875	2,737,500	3,014,697	0.20%	2,737,500	9.19%	4,720,604	172.44%
TRANSPORTATION	40	0	TTL	1,271,828	1,291,882	1,432,750	1,258,373	-9.83%	1,483,000	-17.85%	1,806,518	121.82%
SCIENCE	40	4	TTL	(9)	(487)	-	441	100.00%	-	100.00%	(134)	0.00%
ENGLISH	40	6	TTL	-	(505)	-	-	-	-	-	-	0.00%
FOREIGN EXCH	40	7	TTL	135	623	-	452	100.00%	-	100.00%	358	0.00%
MUSIC	40	10	TTL	308	-	-	-	-	-	-	-	0.00%
PHYSICAL DEV	40	11	TTL	-	-	-	-	-	-	-	-	0.00%
SOCIAL STUDIES	40	13	TTL	(1)	(122)	-	185	100.00%	-	100.00%	229	0.00%
FOREIGN EXCH	40	20	TTL	-	-	-	-	0.00%	-	0.00%	1,867	0.00%
SPECIAL ED	40	22	TTL	-	-	-	-	-	-	-	-	0.00%
BUSINESS ED	40	30	TTL	(105)	-	-	-	-	-	-	-	0.00%
FACS	40	32	TTL	181	-	-	-	-	-	-	-	0.00%
PHOTOGRAPHY	40	36	TTL	-	-	-	-	-	-	-	-	0.00%
ATH/INTERSCH	40	100	TTL	73,381	60,270	80,000	72,096	-24.66%	80,000	-10.96%	97,360	121.70%
PEP BUS	40	104	TTL	2,555	6,714	-	400	100.00%	-	100.00%	1,296	0.00%
IMRF	50	0	TTL	463,758	468,364	493,516	459,570	-5.10%	480,415	-4.54%	389,147	81.00%
SOC SEC & MEDCAR	51	0	TTL	462,637	474,178	466,573	480,820	1.63%	472,754	1.68%	479,556	101.44%
CAP PROJ 2017	60	0	TTL	2,966,525	5,165,980	8,000,000	2,418,179	-35.43%	6,839,120	-182.82%	7,356,162	107.56%
CAP PROJ 2018	65	0	TTL	2,966,525	5,165,980	-	15,449	100.00%	6,430,880	-41526.05%	1,714,483	0.00%
W/C	70	0	TTL	2,322	4,649	2,500	11,385	85.98%	12,000	-5.41%	18,750	0.00%
TORT FUND	80	0	TTL	256,821	229,720	267,975	208,214	-14.28%	233,325	-12.06%	297,484	127.50%
TOTALS				\$ 37,199,790	\$ 42,466,839	\$ 40,758,542	\$ 35,439,265	-9.06%	\$ 47,527,129	3.28%	\$ 45,157,865	95.01%

**COMMUNITY HIGH SCHOOL
DISTRICT 94**
REVENUE AND EXPENDITURE REPORT
LOCAL, STATE, AND FEDERAL GRANTS
Ending June 30, 2019

GRANT REVENUE & EXPENDITURE SUMMARY
JUNE 2019

Percentage of Fiscal Year:
100.00%

NAME	SOURCE	CODE	DEPT	CURRENT BUDGET	PRIOR YEAR REVENUE	FY 19 REVENUE	EXPENDITURES	ENCUMBERED	BALANCE	% UNREALIZED REVENUE
DuPage Foundation - Music Initiative	Local	199900	10	\$ -		\$ 3,000	\$ 3,306		\$ (306)	100%
Education Foundation/Leadership Mini	Local	199990	74	\$ 2,500		\$ 9,077	\$ 8,809		\$ 268	100%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ -		\$ 44,007	\$ 44,007		\$ -	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 111,400			\$ 128,572		\$ (128,572)	100%
State Library Grant	State	380000	925	\$ 1,500		\$ 1,538	\$ 1,526		\$ 13	-3%
Title 1 Low Income NCLB	Federal	430000	908	\$ 357,100	\$ 144,366	\$ 203,257	\$ 311,976		\$ (108,719)	43%
Title IVA - SSAE	Federal	440000	913	\$ 27,943			\$ 16,424		\$ (16,424)	100%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 483,660	\$ 24,249	\$ 295,360	\$ 459,633		\$ (164,273)	39%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 40,000		\$ 33,677	\$ 33,757		\$ (80)	16%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 50,000	\$ 59,383	\$ 77,593	\$ 161,226		\$ (83,634)	-55%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 15,000	\$ 5,749	\$ 16,832	\$ 15,889		\$ 943	-12%
Bilingual - IEP	Federal	490500	951	\$ 3,000	\$ 6,004	\$ 2,475	\$ 2,475		\$ -	18%
Title III LIPLEPS	Federal	490900	950	\$ 11,746	\$ 16,054	\$ 9,849	\$ 25,734		\$ (15,885)	16%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 43,001	\$ 29,840	\$ 13,911	\$ 42,495		\$ (28,584)	68%
TOTAL				\$ 1,146,849	\$ 285,645	\$ 710,576	\$ 1,255,828	\$ -	\$ (545,252)	38.0%

Amended Revenue activity may occur throughout FY18/19 impacting expenditure activity
** Special Ed Grants

COMMUNITY HIGH SCHOOL

DISTRICT 94

LOCAL, STATE, FEDERAL GRANTS
Ending June 30, 2019

Percent of Fiscal Year
100.00%

June 2019

GRANT REVENUE

NAME	SOURCE	CODE	DEPT	GRANT BUDGET	PRIOR YR REVENUE	FY19 REVENUE	\$ UNREALIZED	% UNREALIZED	% REALIZED
DuPage Foundation - Music Initiative	Local	199900	10	\$ -		\$ 3,000	\$ -	0%	0%
Education Foundation/Leadership M	Local	199990	74	\$ 2,500		\$ 9,077	\$ (6,577)	-263%	363%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ -		\$ 44,007	\$ (44,007)	0%	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 111,400			\$ 111,400	100%	0%
State Library Grant	State	380000	925	\$ 1,500		\$ 1,538	\$ (38)	-3%	103%
Title 1 Low Income NCLB	Federal	430000	908	\$ 357,100	\$ 144,366	\$ 203,257	\$ 153,843	43%	57%
Title I IVA SSAE	Federal	440000	913	\$ 27,943			\$ 27,943	100%	0%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 483,660	\$ 24,249	\$ 295,360	\$ 188,300	39%	61%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 40,000		\$ 33,677	\$ 6,323	16%	84%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 50,000	\$ 59,383	\$ 77,593	\$ (27,593)	-55%	155%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 15,000	\$ 5,749	\$ 16,832	\$ (1,832)	-12%	112%
Bilingual IEP	Federal	490500	951	\$ 3,000	\$ 6,004	\$ 2,475	\$ -	0%	0%
Title III LIPLEPS	Federal	490900	950	\$ 11,746	\$ 16,054	\$ 9,849	\$ 1,897	16%	84%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 43,001	\$ 29,840	\$ 13,911	\$ 29,090	68%	32%
TOTAL				\$ 1,146,849	\$ 285,645	\$ 710,576	\$ 436,273	38.0%	62.0%

Amended Revenue activity may occur throughout FY18/19 impacting expenditure activity

GRANT EXPENDITURES

NAME	SOURCE	CODE	DEPT	GRANT BUDGET	EXPENDITURE	ENCUMBERED	BUDGET BALANCE	% UNENCUMBERED	% ENCUMBERED
DuPage Foundation - Music Initiative	Local	199900	10	\$ -	3,306		\$ (3,306)	0%	0%
Education Foundation/Leadership M	Local	199990	74	\$ 2,500	8,809		\$ (6,309)	-252%	352%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ -	44,007		\$ (44,007)	0%	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 111,400	128,572		\$ (17,172)	-15%	115%
State Library Grant	State	380000	925	\$ 1,500	1,526		\$ (26)	-2%	102%
Title 1 Low Income NCLB	Federal	430000	908	\$ 357,100	311,976		\$ 45,124	13%	87%
Title IVA SSAE	Federal	440000	913	\$ 27,943	16,424		\$ 11,519	41%	59%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 483,660	459,633		\$ 24,027	5%	95%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 40,000	33,757		\$ 6,243	16%	84%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 50,000	161,226		\$ (111,226)	-222%	322%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 15,000	15,889		\$ (889)	-6%	106%
Bilingual IEP	Federal	490500	951	\$ 3,000	2,475		\$ 525	0%	0%
Title III LIPLEPS	Federal	490900	950	\$ 11,746	25,734		\$ (13,988)	-119%	219%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 43,001	42,495		\$ 506	1%	99%
TOTAL				\$ 1,146,849	\$ 1,255,828	\$ -	\$ (108,978)	-10%	110%

** Special Ed Grants

**COMMUNITY HIGH SCHOOL
DISTRICT 94
PETTY CASH FUND
JUNE 30, 2019**

This listing represents payments from the High School Cash Fund for June 30, 2019. Reimbursement for the following paid from this fund is hereby requested from the Board of Education of Community High School District 94, West Chicago, Illinois at its regular meeting on July 16, 2019.

<u>DATE PAID</u>	<u>PAID TO</u>	<u>FOR</u>	<u>AMOUNT</u>
Jun 06, 2019	Pedro Perez	Postage	\$ 16.41
Jun 24, 2019	Baltazar Padilla	Postage	16.43
Grand Total All Checks			<u>\$ 32.84</u>

Superintendent

July 10, 2019
Date

LOC	LOC	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	June 2018-19 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
505	CHESS	1,525.22CR				1,525.22CR
506	SPED RECYC/SHRD	1,224.39CR				1,224.39CR
507	BEST BUDDIES	6,858.03CR	0.16		0.16	6,857.87CR
508	CRTE ENT	541.24CR				541.24CR
511	ART COLLECTION	111.08CR				111.08CR
513	INTL CLUB	1,745.59CR				1,745.59CR
514	CHRONICLE	2,099.64CR				2,099.64CR
515	CHEERLEADING	2,590.75CR		5,530.70	-5,530.70	8,121.45CR
516	DANCE PROD	1,560.56CR				1,560.56CR
517	SPEECH	944.49CR	0.16		0.16	944.33CR
518	FBLA	322.64CR				322.64CR
520	GERMAN CLUB	307.05CR				307.05CR
521	FICA-SKILLS	1,959.09CR	0.32	14.00	-13.68	1,972.77CR
523	MATH TEAM	55.57CR				55.57CR
524	HORTICULTURE	5,181.03CR	0.16		0.16	5,180.87CR
526	PEP CLUB	1,131.20CR				1,131.20CR
527	POMS	3,887.20CR	1,642.02		1,642.02	2,245.18CR
528	SNOWBALL	3,701.60CR	317.34		317.34	3,384.26CR
529	SADD	1,662.78CR				1,662.78CR
530	EXCHANGE	5,762.25CR	47.43		47.43	5,714.82CR
531	SPANISH CLUB	3,685.59CR	0.16		0.16	3,685.43CR
533	STUDENT COUNCIL	23,427.50CR	13,200.64		13,200.64	10,226.86CR
534	SUNDRY	1,651.40CR				1,651.40CR
535	THESPIANS	11,697.85CR	5,820.64	2,131.00	3,689.64	8,008.21CR
536	VOCATIONAL SIGN	1,836.54CR				1,836.54CR
537	YEARBOOK	3,292.50CR	130.00		130.00	3,162.50CR
538	BAND-JAZZ	5,162.94CR	36.91	266.00	-229.09	5,392.03CR
539	CHORAL-CHOIR	7,250.05CR	0.16		0.16	7,249.89CR
540	ORCHESTRA	7,665.67CR		100.00	-100.00	7,765.67CR
541	INTERACT CLUB	3,887.13CR				3,887.13CR
542	ANL	2,013.73CR				2,013.73CR
543	WEGO CARES	939.97CR				939.97CR
544	SCHOLASTIC BOWL	1,029.79CR	54.00		54.00	975.79CR
545	PHOTGRAPHY	58.01CR				58.01CR
547	NHS	1,885.91CR				1,885.91CR
548	GSA	1,104.78CR	0.16		0.16	1,104.62CR
549	CREATIVE WRITNG	453.60CR				453.60CR
550	ACTIVE DIR ACCT	1,121.88CR				1,121.88CR

LOC	LOC	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	June 2018-19 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
551	TRANSITION CTR	2,859.89CR				2,859.89CR
552	TRI M	49.50CR				49.50CR
553	HAGGERTY FORD	2,122.39CR	1,262.42		1,262.42	859.97CR
554	OLA'AS	834.43CR	0.16		0.16	834.27CR
555	COMPASS	43.24CR				43.24CR
560	WEGO 2 AFR	32.52CR				32.52CR
561	SLC9 2 AFRICA	3,569.47CR	0.58		0.58	3,568.89CR
562	PRESCHOOL	2,558.64CR	0.82		0.82	2,557.82CR
563	Teen Mom	119.87CR				119.87CR
564	HUMANITIES/SSS	2,700.00CR				2,700.00CR
566	ROAR	637.35CR				637.35CR
570	ADAMS EXPRESS	1,343.58		1,496.00	-1,496.00	152.42CR
572	SPORTSFEST	3,398.13CR	268.50		268.50	3,129.63CR
573	TARGET	111.48CR				111.48CR
576	OUT/BD AT RISK	0.57CR				0.57CR
580	LOUIS RANSOM AR	22.00CR				22.00CR
582	STEP PROJECT	250.29CR				250.29CR
583	STEPPERS	2,398.59CR				2,398.59CR
584	GREEN CLUB	1,014.26CR				1,014.26CR
585	FRENCH CLUB	894.17CR				894.17CR
586	LRC BOOK CLUB	128.46CR				128.46CR
587	LIFESMARTS	1,098.98CR	1,098.98		1,098.98	
589	CONSUMER ED	1.84CR				1.84CR
591	TECHNOLOGY	5.50CR				5.50CR
592	HABITAT FOR HUM	25.92CR				25.92CR
600	ATHLETIC TRAINR	1,716.84CR				1,716.84CR
601	BADMINTON	1,899.34CR	331.74		331.74	1,567.60CR
602	BASEBALL	7,967.67CR	400.16		400.16	7,567.51CR
603	BOY'S BB	5,793.87CR				5,793.87CR
604	BOY'S CROSS CTY	147.17CR				147.17CR
605	BOY'S SOCCER	664.59CR	172.00		172.00	492.59CR
606	BOY'S TENNIS	29.77				29.77
607	BOY'S TRACK	2,383.44CR		60.00	-60.00	2,443.44CR
608	GIRL'S FDR BB	398.11CR				398.11CR
609	FOOTBALL	2,363.84CR	410.16		410.16	1,953.68CR
610	GIRL'S BASKETBL	753.16CR				753.16CR
611	GIRL'S CROSS CT	1,025.24CR				1,025.24CR
612	GIRL'S SOCCER	230.92CR		1,955.11	-1,955.11	2,186.03CR

LOC	LOC	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	June 2018-19 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
613	GIRL'S TENNIS	2,516.06CR				2,516.06CR
614	GIRL'S TRACK	1,457.35CR	0.32		0.32	1,457.03CR
615	BOYS GOLF	1,581.54CR				1,581.54CR
616	MUSIC	6,632.01CR	1,650.32		1,650.32	4,981.69CR
617	SOFTBALL	773.94CR	0.48		0.48	773.46CR
618	BOYS SWIM TEAM	126.00CR				126.00CR
619	GIRLS V-BALL	2,045.14CR				2,045.14CR
620	GIRL'S FDR VB	619.97CR	50.00		50.00	569.97CR
621	WRESTLING	2,238.60CR				2,238.60CR
622	ATHLETIC DIR	66.85CR				66.85CR
623	GIRLS SWIM TEAM	180.49CR				180.49CR
624	GIRLS GOLF	1,378.81CR				1,378.81CR
625	BOYS V-BALL	1,839.70CR	1,425.18		1,425.18	414.52CR
---	*STUDENT ACTIVI	191,641.03CR	28,322.08	11,552.81	16,769.27	174,871.76CR
Grand Equity To		191,641.03CR	28,322.08	11,552.81	16,769.27	174,871.76CR

Number of Accounts: 89

***** End of report *****

Community High School District 94

Vendor List Update

June 30, 2019

Technology Resource Advisors



Moses Cheng, Superintendent

7/10/19

Date

Activity - deposit accounts
Balances - deposit accounts

Quick Links:
Statements & documents

Activity - Deposit Accounts

[Print this page](#)

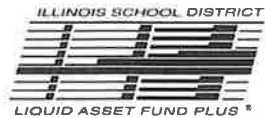
[New search](#) | [View account information](#)

Report created: 07/11/2019 10:01:07 AM (ET)
 Account: 071903929 • *5336 • Checking • Money Market • Available \$1,249,888.00
 Date range: 6/1/2019 to 7/1/2019
 Transaction types: All transactions
 Detail option: Includes transaction detail

[Search completed transactions](#) | [14 day view](#) | [Print selected transactions](#) Download as:

071903929 • *5336 • Checking • Money Market • Available \$1,249,888.00 [Make a transfer](#)

<input type="checkbox"/>	Post Date	Reference	Additional Reference	Image	Description	Debit	Credit	Calculated Balance
<input type="checkbox"/>	06/28/2019				INTEREST CREDIT		\$2,070.35	\$1,249,888.00
07/01/2019 Totals						\$0.00	\$2,070.35	



ISDLAF+ Monthly Statement

(10242-101) INVESTED FUNDS

Statement Period
Jun 1, 2019 to Jun 30, 2019

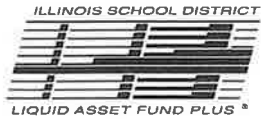
Statement for the Account of:
Board of Education, C.H.S.D. #94

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY	LIQ	MAX
Beginning Balance	\$3,142.52	\$2,058.03
Dividends	\$264.28	\$4,561.25
Credits	\$14,568,857.48	\$12,734,418.15
Checks Paid	\$0.00	\$0.00
Other Debits	(\$14,572,000.00)	(\$12,574,600.40)
Ending Balance	\$264.28	\$166,437.03
Average Monthly Rate	2.15%	2.20%
TOTAL LIQ AND MAX		\$166,701.31
TOTAL FIXED INCOME		\$17,961,115.63
ACCOUNT TOTAL		\$18,127,816.94

PLEASE NOTE: THE FUND WILL BE CLOSED JULY 4TH
IN OBSERVANCE OF THE INDEPENDENCE DAY
HOLIDAY

Board of Education, C.H.S.D. #94
DOUGLAS DOMERACKI
326 JOLIET STREET
WEST CHICAGO, IL 60185-3142



ISDLAF+ Monthly Statement

(10242-203) 2017 BOND PROCEEDS (Municipal Advisory Account)

Statement Period
Jun 1, 2019 to Jun 30, 2019

Statement for the Account of:

Board of Education, C.H.S.D. #94

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY

	LIQ	MAX
Beginning Balance	\$0.00	\$735.28
Dividends	\$0.00	\$1.20
Credits	\$0.00	\$0.00
Checks Paid	\$0.00	\$0.00
Other Debits	\$0.00	\$0.00
Ending Balance	\$0.00	\$736.48
Average Monthly Rate	2.15%	2.20%
TOTAL LIQ AND MAX		\$736.48
TOTAL FIXED INCOME		\$0.00
ACCOUNT TOTAL		\$736.48

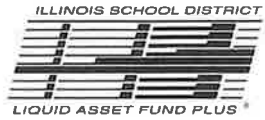
PLEASE NOTE: THE FUND WILL BE CLOSED JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

Board of Education, C.H.S.D. #94

DOUGLAS DOMERACKI

326 JOLIET STREET

WEST CHICAGO, IL 60185-3142



ISDLAF+ Monthly Statement

(10242-204) 2018 Bond Proceeds (Municipal Advisory Account)

Statement Period
Jun 1, 2019 to Jun 30, 2019

Statement for the Account of:
Board of Education, C.H.S.D. #94

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY

	LIQ	MAX
Beginning Balance	\$0.00	\$8,684,749.00
Dividends	\$0.00	\$2,885.49
Credits	\$10,994,700.00	\$0.00
Checks Paid	\$0.00	\$0.00
Other Debits	(\$10,994,700.00)	(\$8,684,749.00)
Ending Balance	\$0.00	\$2,885.49
Average Monthly Rate	2.15%	2.20%

PLEASE NOTE: THE FUND WILL BE CLOSED JULY 4TH
IN OBSERVANCE OF THE INDEPENDENCE DAY
HOLIDAY

TOTAL LIQ AND MAX

\$2,885.49

TOTAL FIXED INCOME

\$27,127,814.51

ACCOUNT TOTAL

\$27,130,700.00

Board of Education, C.H.S.D. #94
DOUGLAS DOMERACKI
326 JOLIET STREET
WEST CHICAGO, IL 60185-3142

**COMMUNITY HIGH SCHOOL DISTRICT 94
CAPITAL IMPROVEMENTS
BOND REFERENDUM SERIES 2017 + 2018
FINANCIAL STATEMENT
YTD ENDING JUNE 30, 2019**

SOURCE OF FUNDS	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2017	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2018	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2017 & 2018
BEGINNING BALANCE	\$ -	\$ -	\$ -
REVENUE BUDGET	\$ 9,203,000	29,000,000	38,203,000
RECEIPTS			
1. BOND PRINCIPAL - BONDS SOLD	\$ 9,290,561	\$ 29,788,389	\$ 39,078,950.38
2. BOND INTEREST - BONDS SOLD	\$ 131,697	\$ 551,155	682,852
3. ISSUANCE COSTS RESERVE - REFUND INVESTED	\$ 14,611	\$ 11,384	25,995
4. ISSUANCE COSTS RESERVE - RETURNED TO R. JAMES	\$ (11,611)	\$ -	(11,611)
TOTAL REVENUE REALIZED	\$ 9,425,258	\$ 30,350,928	\$ 39,776,188
<i>PERCENT REVENUE REALIZED (Actual/Budget)</i>	<u>102.42%</u>	<u>104.66%</u>	<u>104.12%</u>
EXPENDITURE BUDGET	\$ 8,000,000	\$ 13,270,000	\$ 21,270,000
DISBURSEMENTS			
1. EARNINGS	\$ 122,313	\$ 29,226	\$ 151,539
2. INSURANCE	16,733	(15,066)	1,667
3. EMPLOYER IMRF	12,985	2,847	15,832
4. EMPLOYER FICA	7,583	1,812	9,395
5. EMPLOYER MEDICARE	1,774	424	2,198
6. PURCHASED SERVICES - BOND ISSUANCE	78,950	176,334	255,284
7. CAPITAL 2018 RENOVATIONS	6,922,925	660,661	7,583,586
8. CAPITAL 2018 GYM BLEACHERS	287,166	-	287,166
9. CAPITAL 2018 TENNIS COURT	49,099	5,611	54,710
10 CAPITAL 2019 - 2020 ADDITION-REMODELING	1,925,140	1,272,931	3,198,071
TOTAL EXPENDITURES DISBURSED	\$ 9,424,668	\$ 2,134,780.00	\$ 11,559,445
<i>Encumbered Expenditures 7-16-19</i>	-	18,748	18,748
<i>PERCENT DISBURSED PLUS ENCUMBERED(Total/Budget)</i>	<u>117.81%</u>	<u>16.23%</u>	<u>54.43%</u>
EXCESS OF REVENUE/(EXPENDITURES)	\$ 590	\$ 28,197,400	\$ 28,197,995
ENDING BALANCE	\$ 590	\$ 28,197,400	\$ 28,197,995
SOURCE OF FUNDS	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2017	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2018	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2017 & 2018

COMMUNITY HIGH SCHOOL DISTRICT 94
BOND REFERENDUM SERIES 2017 + 2018
CAPITAL IMPROVEMENTS EXPENDITURE DETAILS
YTD ENDING JUNE 30, 2019

EARNINGS - Building Operations	\$151,539	BENEFITS - Life, LTD, Dental, Health Ins.	1,667	BENEFITS - IMRF, FICA, Medicare	27,425
Monthly = \$10,449		Monthly = \$1,455		IMRF - Employer Pd IMRF Rate 12.04%	
Director Dec 2017 \$10,449 x 63%	6,583	Director Dec 2017 \$1,455 x 63% = \$917	917	Earnings thru June 2018 \$46,602 x 12.04%	5,611
Director Jan 2018 \$10,449 x 23%	2,403	Director Jan 2018 \$1,455 x 23% = \$335	335		
Director Feb 2018 \$10,449 x 42%	4,389	Director Feb 2018 \$1,455 x 42% = \$611	611	FICA - Employer Pd FICA Rate 6.2%	
Director Mar 2018 \$10,449 x 82%	8,568	Director Mar 2018 \$1,455 x 82% = \$1,193	1,193	Earnings thru June 2018 \$46,602 x 6.2%	2,889
Director Apr 2018 \$10,449 x 72%	7,523	Director Apr 2018 \$1,455 x 72% = \$1,048	1,048		
Director May 2018 \$10,449 x 71%	7,419	Director May 2018 \$1,455 x 71% = \$1,033	1,033	MEDICARE - Employer Pd Medicare Rate 1.45%	
Director June 2018 \$10,449 x 93%	9,718	Director June 2018 \$1,455 x 93% = \$1,353	1,353	Earnings thru June 2018 \$46,602 x 1.45%	676
Monthly = \$10,722		Monthly = \$1,451		FY18-19	
Director, July 2018 \$10,722 x 100%	10,722	Director July 2018 \$1,451 x 100% = \$1,451	1,451	IMRF - Employer Pd IMRF Rate 9.74%	
Director, August 2018 \$10,722 x 100%+	10,722	Director August 2018 \$1,451 x 100% = \$1,451	1,451	Earnings thru June 2019 \$104,936 x 9.74%	10,221
Director, September 2018 \$10,722 x 49%	5,254	Director September 2018 \$1,451 x 49% = \$711	711		
Director, October 2018 \$10,722 x 75%	8,042	Director October 2018 \$1,451 x 75% = \$1,088	1,088	FICA - Employer Pd FICA Rate 6.2%	
Director, November 2018 \$10,722 x 88%	9,435	Director November 2018 \$1,451 x 88% = \$1,277	1,277	Earnings thru June 2019 \$104,936 x 6.2%	6,506
Director, December 2018 \$10,722 x 89%	9,543	Director December 2018 \$1,451 x 89% = \$1,291	1,291		
Director, January 2019 \$10,722 x 83%	8,899	Director January 2019 \$1,451 x 83% = \$1,204	1,204	MEDICARE - Employer Pd Medicare Rate 1.45%	
Director, February 2019 \$10,722 x 80%	8,578	Director February 2019 \$1,451 x 80% = \$1,161	1,161	Earnings thru June 2019 \$104,936 x 1.45%	1,522
Director, March 2019 \$10,722 x 42%	4,517	Director March 2019 \$1,451 x 42% = \$609	609		
Director, April 2019 \$10,722 x 50%	5,361	Director April 2019 \$1,451 x 50% = \$726	726		
Director, May 2019 \$10,722 x 50%	5,361	Director May 2019 \$1,451 x 50% = \$726	726		
Director, June 2019 \$10,722 x 100%	10,722	(Credit Balance Applied)	(16,518)		
Director, Mar-Apr-May Adj (55%, 80%, 80%) (FY19 80% Average)	7,782				

**COMMUNITY HIGH SCHOOL DISTRICT 94
BOND REFERENDUM SERIES 2017 + 2018
CAPITAL IMPROVEMENTS EXPENDITURE DETAILS
YTD ENDING JUNE 30, 2019**

PURCHASED SERVICES -	243,900	CAPITAL 2018 RENOVATIONS	7,583,586	CAPITAL 2018 GYM BLEACHERS	\$287,166
Issuance Costs 2017 Bond Series:		DLA Architects, Ltd Jun 2017 1926 Bld	2,313	DLA Architects, Ltd Aug 2017 Replacement	7,560
Bond council - Chapman & Cutler	32,500	DLA Architects, Ltd Jul 2017	12,933	DLA Architects, Ltd Sep 2017 Replacement	3,240
Disclosure Counsel, Chapman & Cutler	21,000	DLA Architects, Ltd Aug 2017	58,609	DLA Architects, Ltd Oct 2017 Replacement	5,400
Rating Agency, Moodys	14,000	DLA Architects, Ltd Sep 2017	87,583	DLA Architects, Ltd Nov 2017 Replacement	5,456
Issuer Counsel, Hauser Izzo LLC	5,000	DLA Architects, Ltd Oct 2017	104,012	Interkal Req #1	238,959
Preliminary/Final Official Statement Printing	2,500	DLA Architects, Ltd. Nov 2017	53,811	Interkal 2018 Bleacher Replacement Proj, #2 Final	26,551
Bond Registrar/Paying Agent, Amalgamated	950	Advance Mechanical - Sewer System	10,430		
Treasurer's Surety Bond	2,000	Hygieneering, Inc - Plaster Ceiling Inspec.	2,019		
Filing and Fedex and Other Expenses	1,000	LJ Morse Construction Co. General Remodel #1	74,054		
Sub-total	78,950	DLA Architects, Ltd Dec 2017	136,406		
		DLA Architects, Ltd Nov 2017	(3,623)		
Issuance Costs 2018 Bond Series:	164,950	LJ Morse Construction Co. General Remodeling #2	55,170		
Bond council - Chapman & Cutler	74,000	DLA Architects, Ltd Nov 2017	3,623		
Disclosure Counsel, Chapman & Cutler	45,000	DLA Architects, Ltd March 2018 Services	13,013		
Rating Agency, Moodys	28,500	LJ Morse Construction Co. Gen Remodeling #3	272,345		
Issuer Counsel, Hauser Izzo LLC	14,000	Hygieneering, Inc-Fieldhse Upgrades Prof. Svcs. Feb.	2,685		
Preliminary/Final Official Statement Printing	2,500	DLA Architects, LTD April 2018 Services	7,521		
Bond Registrar/Paying Agent, Amalgamated	950	DLA Architects, LTD May 2018 Renovation	12,943		
Treasurer's Surety Bond	7,000	LJ Morse Construction Co, General Remodeling #4	234,610		
Contingency	4,384	LJ Morse Construction Co. General Remodeling #5	559,562		
Sub-total	176,334	DLA Architects, LTD June Services	34,631		
		LJ Morse Construction Co. General Remodeling #6	2,367,876		
Refunded -		DLA Architects, Ltd July Services	24,504		
Treasurer Surety Bond Fee	(7,000)	Hygieneering, Inc Proj#2018-4878, Room 127 Abatement	17,291		
Contingency	(4,384)	LJ Morse Construction Co. General Remodeling #7	1,934,116		
Total 2018 Issuance Costs	164,950	High Efficiency Prof Abatement Rooms 127 & 128	35,850		
		High Efficiency Prof. Abatement Auditorium Stage	18,100		
GRAND TOTAL 2017 + 2018 Bond Issuance Fees	243,900	Amazon.com - Pool Lobby t.v. mounts/chromebooks	779		
		Harris Bank P-card - courtyard landscaping	1,026		
		Harris Bank P-card - pool lobby TV Monitors	2,100		
		DLA Architects, Ltd August 2018 Renovations Project	23,160		
		LJ Morse Construciton Co, 20218 Gen'l Remodel #8	412,940		
		Hygieneering Inc Lead Inspections & Abatement, Auditorium	6,874		
		DLA Architects, Ltd Sept. 2018 Renovations Project 2018	7,718		
		Uline Shelving, Posts, Frames	11,979		
		LJ Morse Gen Remodeling Project #9	320,749		
		Greenhouse Megastore Shutters, Motors, Cooling Pads	3,216		
		LJ Morse Gen Remodeling Project Pmt #10 (4-22-19)	497,888		
		DLA Architechts. LTD May 2019 Renovations Project 2018	13,957		
		LJ Morse Gen Remodeling Project Pmt#11 Final	148,816		
		July 16, 2019 Bill List		July 16, 2019 Bill List	
		None		None	

**COMMUNITY HIGH SCHOOL DISTRICT 94
BOND REFERENDUM SERIES 2017 + 2018
CAPITAL IMPROVEMENTS EXPENDITURE DETAILS
YTD ENDING JUNE 30, 2019**

CAPITAL 2018 TENNIS COURT	\$54,710	CAPITAL 2019 - 2020 ADDITION-REMODELING	\$3,198,071	GRAND TOTAL	\$11,548,063
OZ Engineering, LLC Resurface Investigation	5,520	DLA Architects, Ltd Nov 2017 Begin Project	32,172		
W-T Group, LLC Survey Services	3,250	DLA Architects, Ltd Dec 2017 Begin Project	32,098		
W-T Group, LLC Survey Services	6,000	DLA Architects, Ltd Jan 2018 Begin Project	96,000		
DLA Architects, Ltd Aug 2017 Reconstruct	2,240	DLA Architects, Ltd Feb 2018 Begin Project	64,791		
DLA Architects, Ltd Sep 2017 Reconstruct	2,435	DLA Architects, Ltd Mar 2018 - FY19 Project	112,418		
DLA Architects, Ltd Oct 2017 Reconstruct	5,950	DLA Architects, Ltd Apr 2018 - FY19 Project	46,800		
DLA Architects, Ltd Nov 2017 Reconstruct	8,500	DLA Architects, Ltd May 18 - 19 Project	131,087		
DLA Architects, Ltd Jan 2018 Reconstruct	4,278	DLA Architects, LTD June Svcs 18-19 Addition	140,400		
DLA Architects, Ltd Feb 2018 Reconstruct	8,690	DLA Architects, LTD July Svcs 18-19 Addition/Remodel	188,065		
DLA Architects, Ltd Mar 2018 Reconstruct	2,237	DLA Architects, Ltd Aug 18-19 Addition/Remodel	225,829		
Midwest Sports, 9Ft Custom Windscreen	5,611	DLA Architects, Ltd 2019 Add/Remodel Proj Sep Fees	150,955		
		Pepper Const. 2019 Capital Additions/Remodel #1	27,182		
		DLA Architects, Ltd. October 2018 Services 2019 Add/Remodel	114,014		
		DLA Architects, Ltd Nov 2018 Svcs 2019 Add & Remodel	79,072		
		DLA Architects, Ltd Dec 2018 Svcs 2019 Add/Remodel	409,788		
		DLA Architects, Ltd. Jan. 2019 Svcs Add/Remodeling	58,500		
		Pepper Const. 2019 Capital Additions/Remodel #2	12,818		
		City of West Chicago Special Use & Variance	422		
		3-28-19 AJ's Custom Cabinetry and Counter Tops	1,900		
		3-29-19 Pepper Const 19/20 Additions/Renovations #3	371,916		
		4-03-19 Pepper Const 19/20 Additions/Renovations #4	321,156		
		Geocon Prof Svcs, Geotech Engineering	4,300		
		Geocon Prof Svcs, Geotech Investigation	2,300		
		Hygieneering Inc - 2019 Inspection & Design	5,453		
		Pepper Construction 19/20 Additions/Remodels #5	507,954		
		Professional Assoc. Construction Layout Apr. 2019/5-31	4,350		
		DLA Architects, LTD Addition & Remodeling Apr	10,011		
		DLA Architects, LTD Addition & Remodeling May	42,715		
		Uline Barrier Posts, Sign Frames, Storage Carts	3,108		
		GeoCon Professional Services (6-30-19)	497		
July 16, 2019 Bill List		July 16, 2019 Bill List		Jul 16, 2019 BL	18,748
None		DLA Architects, Ltd June 2019 Services	18,747.85		
				TOTAL ALL	<u>\$11,566,811</u>

Office of Human Resources – Personnel Report
07/16/19 – Board of Education Meeting

NAME	POSITION	DIVISION	EFFECTIVE DATE	FTE	ACTION
SEPARATION OF EMPLOYMENT					
Audrey Drane	Custodian – 2 nd Shift	Building Operations	07/09/19	1.0	Resignation
LEAVE OF ABSENCE					
Olga Trofimova	Program Assistant	Student Services	08/09/19-12/20/19	1.0	Approval
COACHING/ACTIVITY SPONSORS RECOMMENDATIONS					
Jack Rustman	Assistant Coach	Track & Field – Boys	01/20/20		Employment
David Williams	Assistant Coach	Basketball – Boys	11/11/19		Employment
David Williams	Assistant Coach	Football - Boys	08/12/19		Employment
Kelly Loftus	Head Coach	Swimming – Boys	06/17/19		Resignation

Approve vacation carry-over request for administrators with multi-year contracts.

NAME	TITLE	VACATION BALANCE AS OF 6/30/19	APPROVE DAYS TO CARRY OVER TO FY 19/20
Moses Cheng	Principal	5.75	5.75
Peter Martino	Assistant Principal - Administrative Services	9.50	9.50
Cheryl Moore	Director – Human Resources	8.25	8.25

July, 2019							August, 2019							September, 2019							October, 2019										
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa				
1	2	3	X	5	6	0					1	2	3	0	1	X	3	4	5	6	7	4				1	2	3	4	5	4
7	8	9	10	11	12	13	0	4	5	6	7	8	9	10	0	8	L	10	11	12	13	14	5	6	7	8	9	10	11	12	5
14	15	16	17	18	19	20	0	11	12	13	14	15	16	17	4	15	16	17	18	19	20	21	5	13	X	15	16	17	D	19	4
21	22	23	24	25	26	27	0	18	19	20	21	22	23	24	5	22	23	24	25	26	H	28	5	20	21	22	23	24	#	26	4
28	29	30	31			0	25	26	27	28	29	30	5	29	30					1	27	28	29	30	31			4			

Student Days 0
Teacher Days 0

Student Days 14
Teacher Days 16

Student Days 20
Teacher Days 20

Student Days 21
Teacher Days 22

November, 2019							December, 2019							January, 2020							February, 2020										
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa				
				1	2	1	1	2	3	4	5	6	7	5				X	--	--	4	0							1	0	
3	4	5	6	7	8	9	4	8	L	10	11	12	13	14	5	5	6	7	8	9	10	11	4	2	3	4	5	6	7	8	5
10	11	12	13	14	15	16	5	15	16	17	18	19	20	21	5	12	13	14	15	16	17	18	5	9	L	11	12	13	14	15	5
17	L	19	20	21	22	23	5	22	--	X	X	--	--	28	0	19	X	21	22	23	H	25	4	16	X	18	19	20	21	22	4
24	25	26	--	X	--	30	2	29	--	X				0	26	27	28	29	30	31	5	23	24	25	26	27	28	29	4		

Student Days 17
Teacher Days 18

Student Days 15
Teacher Days 15

Student Days 18
Teacher Days 19

Student Days 18
Teacher Days 19

March, 2020							April, 2020							May, 2020							June, 2020												
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa						
1	2	3	4	5	6	7	5				--	--	--	4	0						1	2	1				1	2	3	4	5	6	0
8	L	10	11	12	13	14	5	5	6	7	8	9	--	11	4	3	4	5	6	7	8	9	5	7	8	9	10	11	12	13	0		
15	16	17	18	19	H	21	5	12	13	14	15	16	17	18	4	10	L	12	13	14	15	16	5	14	15	16	17	18	19	20	0		
22	23	24	25	26	#	28	4	19	20	21	22	23	24	25	5	17	18	19	20	21	E	23	4	21	22	23	24	25	26	27	0		
29	--	--				0	26	27	28	29	30		4	24	X	E	E	E	E	30	0	28	29	30					0				

Student Days 19
Teacher Days 20

Student Days 17
Teacher Days 18

Student Days 15
Teacher Days 16

Student Days 0
Teacher Days 0

Total Student Days 174
Parent/Teacher Conference Days 2

Total Teacher Days 183

Grade Periods
December 20, 2019 88 Days
May 21, 2020 88 Days

Semester Mid-Points
October 16, 2019
March 18, 2020

Institute Days
August 9 & 12, 2019
January 6, 2020
February 28, 2020

Non-Attendance Days for Staff Development
November 8, 2019
April 17, 2020

D Early Dismissal Days
(Please See Above)

E Emergency Days (5)
Please See Above

H Half Day School Improvement
Students 7:55 am - 12:00 pm

L Late Start Days
10:00 am - 3:00 pm

e eLearning Days

(School Begins
X Legal Holiday

o Institute Day
End of Semester

△ School Improvement Day
-- Non Attendance Day

Parent/Teacher Conferences
) School Ends
) Last Day for Staff

- Aug 9 Institute Day - No Student Attendance
- Aug 12 Institute Day - No Student Attendance
- Aug 13 1st Day of 2019-20 School Year
Freshmen Attend All Day
Sophs, Jr's, Sr's Dismiss @ 11:30
- TBD Parent Open House
- Sep 2 Labor Day
- Sep 9 Late Start
- Sep 27 Half Day School Improvement
- Oct 14 Columbus Day
- Oct 15 - 19 Homecoming Week
- Oct 18 Student Dismissal @ 12:00 p.m.
(Homecoming Activities)
- Oct 24 Parent/Teacher Conferences
5:00 - 8:00 p.m.
- Oct 25 Parent/Teacher Conferences
8:00 - 11:00 a.m.
- Nov 8 Non-Attendance Day - Staff Development
- Nov 18 Late Start
- Nov 27-29 Thanksgiving Holiday - No School
- Dec 9 Late Start
- Dec 20 End of 1st Semester -
- Dec 23 Winter
- Jan 3 Break
- Jan 6 Institute Day - No Student Attendance
- Jan 7 1st Day of Classes in 2020
- TBD 8th Grade Open House

- Jan 20 Martin Luther King's Birthday
- Jan 24 Half Day School Improvement
- Feb 10 Late Start
- Feb 17 Presidents' Day - No School
- Feb 28 County-wide Institute Day -
No Student Attendance
- Mar 9 Late Start
- Mar 20 Half Day School Improvement
- Mar 26 Parent/Teacher Conferences
5:00 - 8:00 p.m.
- Mar 27 Parent/Teacher Conferences
8:00 - 11:00 a.m.
- Mar 30 - Spring
- Apr 3 Break
- TBD SAT/PSAT Exams
- Apr 10 Non-Attendance Day
- Apr 17 Non-Attendance Day - Staff Development
No Student Attendance
- May 11 Late Start
- TBD Prom - Student Dismissal @ 12:00 p.m.
- TBD Honors Night
- TBD Commencement
- May 21 Last Day of 2019-20 School Year
- May 21 End of 2nd Semester
- May 22 Last Day for Staff

ORDER FORM



QUOTE # Q-91192
DATE 6/18/2019
EXPIRATION DATE 7/18/2019

Bill To

Community High School District 94
 157 W Washington St
 West Chicago, Illinois 60185
 United States

Ship To

Robert Schmidt
 Community High School District 94
 157 W Washington St
 West Chicago, Illinois 60185-2802
 United States
 (630)876-6200
 rschmidt@d94.org

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2,100	GG-TCR1Y-001500	GoGuardian Teachers	8/31/2019	8/30/2020	\$5.50	\$11,550.00
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**Community High School District 94
West Chicago, Illinois
Office of Human Resources**

Memorandum

To: Board of Education
From: Cheryl Moore, Director of Human Resources
Date: July 16, 2019
Re: Request to approve the updated Certified Staff Evaluation Plan and related Evaluation Forms

During the 2018/19 school year, the Evaluation Committee considered aligning the Certified Staff Evaluation Plan with the 2013 Danielson Framework which is the most current Framework. At present, the Certified Staff Evaluation plan aligns with the 2007 Danielson Framework. The committee reviewed the Danielson 2018 “Cluster” model; however, we determined there were significant unanswered questions. As such, the Evaluation Committee has recommended the Certified Staff Evaluation Plan be amended to align with the 2013 Danielson Framework. The specific recommended changes are as follows:

1. Form III-A – Observation Summary & Evidence – Teacher form – Use Danielson 2013 components, elements, and critical attributes.
2. Form III-A – Observation Summary & Evidence – School Counselor, School Nurse, School Psychologist, School Social Worker, Speech Language Pathologist, and Transition and Vocational Specialist – Use forms based on the 2013 Danielson Components, elements, and critical attributes that have been adapted to the Danielson 2013 Framework for individual positions. Note – The LRC and Facilitator forms will remain unchanged at this time.
3. The other recommended change is found on page 20 of the plan document. The overall rating for an “Unsatisfactory” Professional Practice and a “Proficient” Student Growth rating was changed from “Needs Improvement” to “Unsatisfactory.”

The Teachers’ Association has reviewed and approved the above recommendations. I am asking the Board of Education to approve the updated plan document and student growth handbook to be effective with the 2019/20 school year.

Complete Growth and Evaluation Framework

Adapted from
“Enhancing Professional Practice: A Framework for Teaching”
by Charlotte Danielson, 2nd Ed., ASCD, 2007

September 2008
Revised May 2009
Revised May – July, 2010
Revised October - December, 2011
Revised – May, 2018
Revised – May, 2019

The Professional Growth and Evaluation Plan described herein
is the one agreed upon and referenced in
“Article 10: Members of the Bargaining Unit Evaluation”
of the Contractual
Agreement between the
Board of Education of Community High School District 94
and the
West Chicago High School Teachers’ Association, Inc.

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Definitions

Licensed Employee: Any school district employee who must be licensed under the laws of the State of Illinois relating to the licensure of teachers and who is represented by the Bargaining Unit

Contractual Continued Service: Commonly called tenure, it means the employee is:

- continuously employed from year to year unless given proper notice of layoff or dismissal for cause
- entitled to seniority rights
- entitled to rights of due process

Evaluation: A process required by the School Code for all licensed school district employees to improve the educational services of the elementary and secondary public school and that may result in remedial action being taken when deemed necessary

Non-Tenured: A licensed employee who has not entered into Contractual Continued Service

Professional Development Plan (PDP): Designed for licensed employees who are tenured and have received documentation of needing improvement and is to be used when a licensed employee is rated “Needs Improvement”

Remediation Plan: Designed for licensed employees who are tenured and is to be used when a licensed employee is rated “Unsatisfactory”.

Formal observation means a specific window of time that is scheduled with the licensed staff member for the qualified evaluator, at any point during that window of time, to directly observe professional practices in the classroom or in the school.

A formal observation shall allow the qualified evaluator to acquire evidence of the staff member’s planning, instructional delivery, and classroom management skills and shall involve one of the following activities: an observation during a complete lesson or an observation during an entire class period.

Growth observation means an announced or unannounced observation that is not used for Summative Evaluation purposes. A growth observation consists of at least a full class period observation using Domains 1, 2 and 3, which results in a growth discussion with the licensed staff member. The outcome of a growth observation is personal reflection of professional practice. Evidence gathered during a growth observation is not used in the summative evaluation.

Informal observation means observations of a licensed staff member by a qualified evaluator that are not announced in advance of the observation and not subject to a minimum time requirement.

Following an informal observation, the qualified evaluator shall provide feedback to the staff member either orally or in writing (electronic or paper) and if the feedback is in a written format, also provide the staff member with an opportunity to have an in-person discussion with the evaluator.

Evidence gathered during the informal observations may be considered in determining the performance evaluation rating, provided it is documented in writing.

Non-Tenured Framework: Designed to promote growth, to support, and to evaluate licensed employees in their probationary period and to make tenure decisions, where applicable

Tenured Framework: Designed for successful licensed employees who are tenured. The Growth and Evaluation Framework will encourage licensed employees to extend their professional development

Professional Duties: Professional duties include but are not limited to: maintenance of records and parent contacts; conversations between the licensed employee and the evaluator; maintenance of artifacts such as quizzes, tests and handouts and evidence of pupil progress; maintenance of documentation of achievement of instructional or service objectives; and maintenance of other data relating directly to specific duties and responsibilities of licensed employees.

School Days: Days when licensed employees are working.

Days: Calendar days

Growth and Evaluation Framework

A. Introduction

The goal of every Community High School employee is to improve student learning. To that end, the District has developed and embraced a philosophy of growth and evaluation through the use of a Framework based on work done by Charlotte Danielson that is clustered into four Domains of Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities. The Domains include statutory mandated language on attendance, instructional planning, classroom management, instruction methodology, and competency in the subject matter taught.

“These responsibilities seek to define what teachers should know and be able to do in the exercise of their profession.” (Danielson, 1)

Each licensed employee is a member of a collegial team that strives to study student learning and explore new instructional techniques in a supportive environment. All recognize that licensed employees are at many levels of professional proficiency. Through collaboration, trust and collegial exchanges on significant issues related to student learning, licensed employees and evaluators can work together to promote professional growth.

Professional growth and evaluation are based on the defined domains of the Framework for Teaching commonly understood and approved by all.

“By providing an agreed upon framework for excellence, a framework for teaching serves to structure conversations among educators about exemplary practice.” (Danielson, 6)

The current Evaluation Plan document is the result of collaborative efforts of District 94 Administration and representatives from the West Chicago High School Teachers’ Association (WCHSTA).

B. Beliefs

1. Improved student learning is the priority of Community High School.
2. The quality of teaching directly affects student achievement. As such, all staff should seek to demonstrate performance in the “proficient” and “distinguished” ranges. No message should be communicated that conveys or implies District comfort with maintaining a level of performance in the “basic” range. Performance in areas of “basic” and “unsatisfactory” without demonstrated growth or interest in growth is unacceptable. Expectations for performance should be set so as to cause all staff to stretch to their full potential.
3. The District views the willingness of a licensed employee to seek help as a mark of maturity and an effort to enhance performance. Requests for assistance will not be used as evidence of performance deficiencies in the evaluation process. Such help may include, to the extent

services are available, additional observations, specific resource materials, peer consultations, visits to classrooms of colleagues, and suggestions from deans on disciplinary alternatives and strategies.

4. The Domains are based on research findings, consensus regarding best practice, norms and ethics.
5. No single model of teaching is appropriate for all teaching situations.
6. Not all criteria from the Domains will be evident nor are they expected to be present during any one observation or series of observations.
7. Licensed employees are professionals and, as such, have the responsibility to engage in professional growth.
8. Staff must be supported in their professional growth. The District will commit itself to help all staff achieve the excellence desired.
9. The evaluation process must inform and assure professional growth. Disciplinary matters may also be handled outside this Framework.
10. Constructive dialog among professional staff in an atmosphere of mutual trust and respect is paramount to the success of a professional growth and evaluation plan.
11. Community High School uses its Framework to help retain licensed employees who demonstrate the success and potential for excellence coveted by the District.
12. Great schools must accommodate and capitalize on professional differences. It should be a goal to work closely with all educators to discover their natural talents and transform those talents into strengths.
13. In the event that any component of this Plan is not in compliance with Illinois School Code, the School Code shall govern.

C. Goals

1. To improve student learning.
2. To engage all educators and evaluators in conversations about the Framework and exemplary practice.
3. To provide continuous opportunities for licensed employees to strengthen their practice in the Domains.
4. To provide evaluators with continuous training in observation and report writing.

5. To provide a collegial environment for dialogue about observation findings and goal planning.
6. To assess the Growth and Evaluation Framework and revise, as needed.
7. To conform all evaluation practices to 105 ILCS 5/24-11, 5/24-12 and 5/24A.
8. To make re-employment/tenure decisions where applicable.

D. Overview

The Growth and Evaluation Framework at Community High School District 94 has three main components:

- **Non-Tenured Framework** for non-tenured licensed employees.
- **Tenured Framework** for tenured licensed employees.
- **Needs Improvement Plan** for tenured licensed employees who need improvement.

Each of these components is based upon, and consistent with, the BELIEFS and GOALS herein stated. Each sets forth the minimum requirements to be met. Going beyond them is welcomed and encouraged.

The Non-Tenured Framework for non-tenured licensed employees is designed to promote growth, and to support, and to evaluate non-tenured licensed employees in their probationary period with CHS and to make re-employment/tenure decisions, where applicable.

The Tenured Framework is designed for licensed employees already under contractual continued service (tenured). It provides tenured licensed employees an opportunity to grow professionally by exploring creative options consistent with the Domains. The Growth and Evaluation Framework will encourage licensed employees to extend and perfect their professional development.

The Needs Improvement Plan is designed for licensed employees who are tenured and have received documentation of needing improvement and is to be used when a tenured licensed employee is rated “Needs Improvement.”

E: Description of Teacher Duties and Responsibilities

Listed below are the minimum expectations for all licensed staff.

- Plan and prepare lessons, activities, case studies, assessments, etc. appropriate for the assignment.
- Instruct students and assess students to inform instruction.
- Supervise and manage student behavior to optimize student learning.
- Create an environment of respect and rapport.
- Communicate with students and engage students in learning.

- Use a variety of instructional techniques to optimize student learning.
- Engage in professional learning communities, attend and participate in meetings, and perform other collaborative and growth activities within the professional community.
- Maintain accurate and timely records.
- Other duties as assigned.

F. General Procedures

Gathering of Information — Evaluators shall use information as related to the Domains. Observations of professional duties such as maintenance of records and parent contacts, conversations between the licensed employee and evaluator, a review of artifacts such as quizzes, tests and handouts, evidence of pupil progress; documentation of achievement of instructional or service objectives, and other data relating directly to specific duties and responsibilities of licensed employees may be included. However, no information shall be included that has not previously been made known to, and discussed with, the licensed employee.

Procedural Guidelines —

1. At the start of the school term (i.e., the first day students are required to be in attendance), the Administration shall provide a written notice (either electronic or paper) that a performance evaluation will be conducted in that school term to each licensed employee affected or, if the affected employee is hired after the start of the school term, then no later than 30 days after the contract is executed.
2. The evaluation process will not begin until all licensed employees are provided an orientation regarding the Framework procedures and instruments. This orientation may be provided in a general staff meeting and will include information on where staff can find the written evaluation plan document.
3. Prior to the first formal observation, the licensed employee shall meet with his/her evaluator to review the elements of the plan and collaboratively discuss areas on which to focus during the coming year. After this initial meeting, the licensed employee and the evaluator will use the forms prescribed herein.
4. All licensed employees shall receive the notification of the names of their evaluators At the start of the school term (i.e., the first day students are required to be in attendance) or, if the affected employee is hired after the start of the school term, then no later than 30 days after the contract is executed.
5. Any classroom observations to be used to evaluate a licensed employee shall be documented using the approved forms and discussed with the licensed employee. A copy of the documents shall be provided to the licensed employee, and a copy of the documents shall be signed by the licensed employee and the evaluator and placed in the licensed employee's personnel file. All final documents submitted for the personnel file shall be typed.

6. A licensed employee may provide a written statement responding to items in any Observation Report and/or Evaluation document. The response will be included in the employee's evaluation file. Any response must be delivered to the Principal within ten (10) school days following receipt of the report.
7. Each non-tenured licensed employee shall be evaluated each school year.
8. Each tenured employee will be evaluated at least every other school year.
9. In order to maintain a balance in the number of licensed staff evaluated each year, some tenured staff may be evaluated in consecutive years. In the event this occurs, the Division Head will first ask for volunteers. If there are no volunteers then the Division Head will determine which staff will be placed on evaluation cycle. Upon completion of the consecutive evaluation cycle, the tenured employee shall be placed upon an every other year cycle.
10. Licensed employees who have completed four full school years and have not entered into contractual continued service (tenure) solely because of holding one or more part-time assignments during those four years shall subsequently be evaluated every other school year.
11. Evaluation material or other data in the licensed employee's personnel file shall be reviewed with the employee, his/her representative, and the Human Resources Administrator, or his/her designee, upon request of the employee, pursuant to Board Policy ¶ 5:150 - Personnel Records.
12. The State-required rating of each tenured licensed employee's performance as "Excellent," "Proficient," "Needs Improvement", or "Unsatisfactory" shall be followed.
13. Observation Reports must be completed on the approved forms.
14. In a setting where more than one licensed employee is present and one of the employees is being observed for evaluation, the evaluator shall refer in all resulting documents to licensed employees not being evaluated as "the co-teacher", "the facilitator", "the second teacher" or using some similarly appropriate terms which maintain the focus of the evaluation solely on the employee being evaluated.
15. Evaluators:
 - a. All evaluators in the professional growth and evaluation process must meet the requirements of the State to fulfill that role.
 - b. Each licensed employee shall be informed of the name(s) of his/her evaluators prior to any formal observation. A licensed employee shall be promptly notified of any change in the assignment of an evaluator. In addition to the evaluators assigned by the Principal, a licensed employee may ask a colleague to coach him/her during the professional growth and evaluation process.

- c. Evaluators shall use information as related to the Domains. Furthermore, no information shall be included that has not previously been made known to, and discussed with, the licensed employee.
- d. All formal evaluation reports must be completed and signed by a State-approved Evaluator.
- e. All parties will follow all timelines unless the parties mutually agree to a revised timeline. If a different timeline is agreed to, it shall be put in writing.

G. Non-Tenured Framework: First and Second Year licensed employees

“Given the complexity of teaching, a map of the territory is invaluable to novices, providing them with a pathway to excellence. If the map is used well and shared by mentors, it can help make the experience of becoming an accomplished professional a rewarding one.” (Danielson p. 12)

The Non-Tenured Framework is designed to promote growth, to support, and to evaluate non-tenured licensed employees in their probationary period at CHS and to make tenure decisions, where applicable.

Procedural Guidelines —

1. All non-tenured licensed employees will be assigned a primary and secondary evaluator.
2. Primary evaluators will make a minimum of three (3) classroom observations for first and second year licensed employees each year. The first observation shall be informal and shall take place within the first six (6) weeks of the school year.
3. Secondary evaluators will make a minimum of two (2) classroom observations for first and second year licensed employees.
4. Secondary evaluators will only perform “growth” observations. Feedback from the secondary evaluator will not be used for the summative evaluation.
5. The employee shall complete Form I-A and bring it with him/her to the pre-conference with the evaluator for discussion. In lieu of a request in advance of the observation, the non-tenured licensed employee may be asked to bring the objectives and the Standards used to the post-observation conference.
6. Within two (2) school days after each classroom observation, a reflective conference may be held utilizing Form II as a basis for discussion.
7. Within ten (10) days, a post-observation conference using the Forms II and III-A will be held. The Collaborative Summary Form III-B will be signed by both the non-tenured licensed

employee and the evaluator, attached to Form I-A, if applicable, and Form III-A and placed in the employee's personnel file.

8. The District views the willingness of a non-tenured licensed employee to seek help as a mark of maturity and an effort to enhance performance. Requests for assistance will not be used as evidence of performance deficiencies in the evaluation process. Such help may include additional observations, specific resource materials, peer consultations, visits to classrooms of colleagues, and suggestions from Deans on disciplinary alternatives and strategies.
9. Nothing herein shall preclude additional observations as deemed necessary by the primary evaluator.
10. In order to provide continual growth, within fifteen (15) school days into a new school year, the second, third, and fourth year non-tenured licensed employee and the evaluator will consider the previous year's observation and reflective summaries when mutually deciding upon a set of goals for the upcoming year.
11. First year non-tenured staff will have a conference to review progress toward tenure with the Principal and the Human Resources Administrator in January.
12. Summative — The primary evaluator for non-tenured licensed employees shall prepare a "Summative Evaluation Report" Form V not later than the end of the first full week of March.
 - a. The primary evaluator shall hold a conference with the non-tenured licensed employee no later than the end of the first full week of March to discuss the Summative Evaluation Report (Form V). The employee may provide a written statement responding to the Report within ten (10) school days of the conference. The Summative Evaluation Report shall describe the non-tenured licensed employee's strengths and weaknesses with support reasons for comments made. A copy of the report shall be provided to the non-tenured licensed employee, be signed by the non-tenured licensed employee and the evaluator, and be placed in the non-tenured licensed employee's personnel file. The report shall not contain information that has not previously been made known to, and discussed with, the non-tenured licensed employee.
 - b. The primary evaluator shall make a recommendation to the Human Resources Administrator and the Principal regarding the employment or non-reemployment of each non-tenured licensed employee who has not entered upon continued contractual service status. If the Human Resources Administrator and the Principal recommend to the Superintendent that a non-tenured licensed employee who has not entered into continued contractual service not be reemployed, the non-tenured licensed employee shall be so notified by the Human Resources Administrator and the Principal. The non-tenured licensed employee shall be given a rating of "Excellent", "Proficient", "Needs Improvement", or "Unsatisfactory" as listed on Form V and as defined in section N of the Plan.

13. The primary evaluator shall hold a reflective conference with returning, non-tenured licensed employees before the end of May.

H. Non-Tenured Framework: Third and Fourth Year licensed employees

“Given the complexity of teaching, a map of the territory is invaluable to novices, providing them with a pathway to excellence. If the map is used well and shared by mentors, it can help make the experience of becoming an accomplished professional a rewarding one.” (Danielson p. 12)

The Non-Tenured Framework is designed to promote growth, to support, and to evaluate non-tenured licensed employees in their probationary period at CHS and to make tenure decisions, where applicable.

Procedural Guidelines —

1. All non-tenured licensed employees will be assigned a primary and secondary evaluator.
2. Primary evaluators will make a minimum of two (2) classroom observations for third and fourth year licensed employees each year. The first observation shall be formal. The second may be formal or informal.
3. Secondary evaluators will make a minimum of two (2) classroom observations for third and fourth year licensed employees.
4. Secondary evaluators will only perform “growth” observations. Feedback from the secondary evaluator will not be used for the summative evaluation.
5. The employee shall complete Form I-A and bring it with him/her to the pre-conference with the evaluator for discussion. In lieu of a request in advance of the observation, the non-tenured licensed employee may be asked to bring the objectives and the Standards used to the post-observation conference.
6. Within two (2) school days after each classroom observation, a reflective conference may be held utilizing Form II as a basis for discussion.
7. Within ten (10) days, a post-observation conference using the Forms II and III-A will be held. The Collaborative Summary, Form III-B, will be signed by both the non-tenured licensed employee and the evaluator, attached to Form I-A, if applicable, and Form III-A and placed in the employee’s personnel file.
8. The District views the willingness of a non-tenured licensed employee to seek help as a mark of maturity and an effort to enhance performance. Requests for assistance will not be used as evidence of performance deficiencies in the evaluation process. Such help may include additional observations, specific resource materials, peer consultations, visits to classrooms of colleagues, and suggestions from Deans on disciplinary alternatives and strategies.

9. Nothing herein shall preclude additional observations as deemed necessary by the primary evaluator.
10. In order to provide continual growth, within fifteen (15) school days into a new school year, third and fourth year non-tenured licensed employee and the evaluator will consider the previous year's observation and reflective summaries when mutually deciding upon a set of goals for the upcoming year. For staff not using student growth to comprise 30% of the evaluation rating, during this meeting, there will be an initial discussion to develop an Individual Professional Development Plan (IPDP), mutually agreeable to the licensed employee and the primary evaluator. Additional meetings on the IPDP may be held if necessary.

The IPDP should focus on professional development in the following areas:

- ✓ instructional methodologies
- ✓ content area knowledge
- ✓ curriculum development emphases
- ✓ assessment
- ✓ intervention strategies
- ✓ incorporation of technology in instruction
- ✓ other mutually agreed-upon initiative related to Department, Division, and/or School-wide goals and objectives

IPDP methodologies may include:

- ✓ peer observation
- ✓ surveys
- ✓ action research
- ✓ portfolio development
- ✓ cognitive coaching
- ✓ other mutually agreed upon approaches

Within two (2) weeks of the meeting, the third or fourth year licensed employee, in collaboration with his/her evaluator, shall complete Form IV-A. Licensed employees and evaluators are encouraged to share IPDP results with colleagues in a structured setting in order to foster a community of professional learners.

11. Summative — The primary evaluator for non-tenured licensed employees shall prepare a “Summative Evaluation Report” Form V not later than the end of the first full week of March.
 - a. The primary evaluator shall hold a conference with the non-tenured licensed employee no later than the end of the first full week of March to discuss the Summative Evaluation Report (Form V). The employee may provide a written statement responding to the Report within ten (10) school days of the conference. The Summative Evaluation Report shall describe the non-tenured licensed employee's strengths and weaknesses with support reasons for comments made. A copy of the report shall be provided to the non-

tenured licensed employee, be signed by the non-tenured licensed employee and the evaluator, and be placed in the non-tenured licensed employee's personnel file. The report shall not contain information that has not previously been made known to, and discussed with, the non-tenured licensed employee.

- b. The primary evaluator shall make a recommendation to the Human Resources Administrator and the Principal regarding the employment or non-reemployment of each non-tenured licensed employee who has not entered upon continued contractual service status. If the Human Resources Administrator and the Principal recommend to the Superintendent that a non-tenured licensed employee who has not entered into continued contractual service not be reemployed, the non-tenured licensed employee shall be so notified by the Human Resources Administrator and the Principal. The non-tenured licensed employee shall be given a rating of "Excellent", "Proficient", "Needs Improvement", or "Unsatisfactory" as listed on Form V and as defined in section N of the Plan.

12. Third and fourth year licensed employees shall meet with evaluators as necessary to discuss progress on the IPDP if used. In May, a Verification of Completion of Plan (Form IV-B) shall be submitted to the primary evaluator.

I. Non-Tenured, Part-Time Employees

Part-time, non-tenured staff members shall be evaluated utilizing the framework as outlined for employees in years 1 & 2 (see section F, above) for the first two years of employment. During subsequent years of part-time status, staff members shall be evaluated every other year utilizing the framework as outlined for employees in the non-tenured framework. In the event that a part-time employee moves into a full-time role, in year 1 of the full time role, he or she would then be considered to be in year 1 for the purposes of the evaluation plan and shall follow the framework for years 1, 2, 3, 4 and his or her tenured years as outlined in sections G and H above.

J. Tenured Framework

The Tenured Framework is designed for licensed employees who are tenured. It provides such employees an opportunity to grow professionally by exploring creative options consistent with the components of the Framework. The Growth and Evaluation Framework will encourage tenured licensed employees to extend their professional development.

Procedural Guidelines —

1. All tenured staff shall be assigned both a primary and secondary evaluator.
2. The tenured licensed employee will be formally observed a minimum of once (1) during the first semester by a primary and one (1) during the year by the secondary evaluator.
3. Secondary evaluators will only perform "growth" observations. Feedback from the secondary evaluator will not be used for the summative evaluation.

4. Within ten (10) days, a post-observation conference using the Forms II and III-A will be held. The Collaborative Summary (Form III-B) will be signed by both the tenured licensed employee and the evaluator, attached to Form I-A, if applicable; and Form III-A, and placed in the employee's personnel file.
5. In order to provide continual growth, within fifteen (15) school days into a new school year, the tenured licensed employee and the evaluator will consider previous years' observations and reflective summaries when mutually deciding upon a set of goals for the upcoming year. For staff not using student growth to comprise 30% of the evaluation rating, during this meeting, there will be an initial discussion to develop an Individual Professional Development Plan (IPDP), mutually agreeable to the licensed employee and the primary evaluator. Additional meetings on the IPDP may be held if necessary.

The IPDP should focus on professional development in the following areas:

- ✓ instructional methodologies
- ✓ content area knowledge
- ✓ curriculum development emphases
- ✓ assessment
- ✓ intervention strategies
- ✓ incorporation of technology in instruction
- ✓ other mutually agreed-upon initiative related to Department, Division, and/or School-wide goals and objectives

IPDP methodologies may include:

- ✓ peer observation
- ✓ surveys
- ✓ action research
- ✓ portfolio development
- ✓ cognitive coaching
- ✓ other mutually agreed upon approaches

Within two (2) weeks of the meeting, the third or fourth year licensed employee, in collaboration with his/her evaluator, shall complete Form IV-A. Licensed employees and evaluators are encouraged to share IPDP results with colleagues in a structured setting in order to foster a community of professional learners.

6. The District views the willingness of a tenured licensed employee to seek help as a mark of maturity and an effort to enhance performance. Requests for assistance will not be used as evidence of performance deficiencies in the evaluation process. Such help may include additional observations, specific resource materials, peer consultations, visits to classrooms of colleagues, and suggestions from Deans on disciplinary alternatives and strategies.
7. Nothing herein shall preclude additional observations as deemed necessary by the primary evaluator.

8. The tenured licensed employee, in collaboration with his/her evaluator, shall complete Form IV-A.
9. **Summative** — The primary evaluator shall hold a conference with the tenured licensed employee no later than the end of the first full week of March to discuss a Summative Evaluation Report (Form V) regarding the tenured licensed employee's performance. The report shall not contain information that has not previously been made known to, and discussed with, the tenured licensed employee. The tenured licensed employee shall be given a rating of "Excellent", "Proficient", "Needs Improvement", or "Unsatisfactory" as listed on Form V and as defined in section N of the Plan. A copy of the report shall be provided to the tenured licensed employee, be signed by the tenured licensed employee and the evaluator, and be placed in the tenured licensed employee's personnel file.
10. The primary evaluator shall hold a conference with the tenured licensed employee prior to May 30 to review the IPDP if applicable (Form IV-B).
11. Tenured licensed employees will be evaluated a minimum of every two (2) years. However, in order to maintain balance in the number of licensed employees evaluated each year, an evaluation cycle rebalancing program may be implemented. (See General Procedures section F.9) for rebalancing procedures.
12. Tenured licensed employees shall meet with evaluators as necessary to discuss progress on the IPDP if applicable. In May, a Verification of Completion of Plan (Form IV-B) shall be submitted to the primary evaluator.

K. The Professional Development Plan (PDP - Tenured Staff Only)

When evidence exists that the performance by any tenured licensed employee has observably deteriorated and/or failed to meet the basic level of performance based on the Framework rubrics as defined by a "needs improvement" rating a professional development plan (PDP) will be developed within 30 days of completion of the evaluation. The process to develop the PDP is as follows:

Evidence must be documented and based upon the Framework domains included in this Plan. There will be an initial meeting with the licensed employee to share the evidence that has been accumulated and hear his/her response.

In addition the tenured licensed employee will have an opportunity to have a representative meet with him/her and to submit a written response to the accumulated evidence within ten (10) days.

At a second meeting between the Principal, the primary evaluator and the tenured licensed employee (who may have an Association representative present), a strategy will be developed collaboratively to improve the performance of the tenured licensed employee. If such strategy does not provide evidence of meeting the "Proficient" level of performance within the agreed-upon timeline, the tenured licensed employee shall be rated "Unsatisfactory" and placed on

remediation. This section does not invalidate other contractual provisions or policies that address disciplinary procedures.

L. Remediation Upon Unsatisfactory Evaluation

A tenured licensed employee who is rated “Unsatisfactory” by his/her supervisor and referred to formal observation will participate in a remediation plan pursuant to Article 24A-5 of the Illinois School Code.

1. Within thirty (30) calendar days after a tenured licensed employee has been provided a copy of a Summative Evaluation Report specifying s/he has been rated “Unsatisfactory”, a qualified Administrator and a Consulting Teacher selected by the Administrator or by the Principal will meet with the tenured licensed employee to develop and implement a remediation plan. An Association representative may attend this meeting provided the tenured licensed employee requests such representation. An Association representative may also attend the evaluation sessions held during the year in which the tenured licensed employee is subject to the remediation plan, upon the request of the tenured licensed employee.
2. The remediation plan shall:
 - a. specifically address the reasons for initiation of said plan.
 - b. assign a Consulting teacher. (According to the Illinois School Code).
 - c. assign a new, second evaluator (according to the Illinois School Code). This evaluator shall not be the employee’s primary or secondary evaluator for that school year.
 - d. continue for a period of ninety (90) school days immediately following receipt of the remediation plan.
 - e. include evaluations and ratings at the mid-point and at the conclusion of the remediation period conducted by the new, second evaluator.
 - f. be developed by the participating Administrator and the Consulting Teacher with input from the remediating teacher.
 - g. require the participating Administrator to make the evaluation decision in accordance with the Illinois School Code.
 - h. if necessary, the 90-day period shall carry over from one year to the next year.
 - i. provide ways for the Consulting Teacher to provide advice to the tenured licensed employee rated Unsatisfactory on how to improve teaching skills and to successfully complete the remediation plan.

- j. specify the number and names of the Administrators who will be serving as evaluators under the remediation plan.
3. Selection of Consulting Teacher —
- a. The Consulting Teacher shall be selected by the participating Administrator or Principal from a list of five (5) names of qualified licensed employees supplied by the Association or the names of all teachers so qualified if that number is less than 5.
 - b. To be qualified, the Consulting Teacher must be an educational employee as defined in the Educational Labor Relations Act, have at least five (5) years' teaching experience, have a reasonable familiarity with the assignment of the tenured licensed employee being evaluated, be willing to serve as a Consulting Teacher, and must have received an "Excellent" rating on his/her most recent evaluation.
 - c. Where no licensed employee within the District meets the requirement of a qualified Consulting Teacher, the District must request the Regional Office of Education of Education to supply an individual who meets these qualifications.
 - d. A licensed employee assigned to serve as a Consulting Teacher to a tenured licensed employee rated "Unsatisfactory" shall be provided one (1) period of release time per day for the term of the remediation.
 - e. Any written records or notes made by the Consulting Teacher are confidential and may neither be subpoenaed for or against the tenured licensed employee.
4. Reinstatement to Evaluation Schedule —
- a. Any tenured licensed employee who completes the ninety (90) school day remediation plan with a "Proficient" or better rating shall be reinstated to the District's biennial evaluation cycle. The immediately following school year shall be an evaluation year under the biennial evaluation schedule.
 - b. The participating Administrator shall conduct evaluations of the reinstated tenured licensed employee consistent with the District's evaluation plan that has been approved by the State.
5. Dismissal —
- a. Any tenured-licensed employee who fails to complete any applicable remediation plan with a "Proficient" or better rating shall be recommended for dismissal in accordance with Section 24-12 of the Illinois School Code (105 ILCS 5/24-12).
 - b. The District and the tenured licensed employee subject to a dismissal hearing shall not compel the testimony of a Consulting Teacher either at such hearing— as to the rating process or for opinions of performances by the tenured licensed employee under remediation.

- c. Nothing herein shall be construed as preventing immediate dismissal of a tenured licensed employee for deficiencies which are deemed irremediable or for actions which are injurious to or endanger the health or person of students in the classroom or school.

M. Considerations for Implementing the Framework

The rating of a member of the bargaining unit should be dependent upon performance on the components of the Framework Domains, as evidenced by the data collected and analyzed by the evaluator(s).

Assignment of a final rating should be determined by the evidence collected and analyzed only after the additional factors below have been considered:

Growth: The progress that has been made by the member of the bargaining unit over the course of the observation and evaluation year.

Challenge: The extent of unique and extreme needs in the students with whom the member of the bargaining unit works during the observation and evaluation year.

Assigned courses (“preparations”): The number of different assigned courses and/or newly assigned courses during that particular year, if applicable.

Adversity: The response of the member of the bargaining unit to the various forms of adversity that arise during the year that cannot be anticipated.

Resourcefulness: The extent to which the member of the bargaining unit seeks out and draws upon the resources within the District to meet his/her needs during the observation and evaluation year.

Timing: The recognition that an observation can be an aberration from performance that is customarily stronger.

Newness: The occasion of initially teaching a newly-designed lesson which holds promise but requires adjustment to reach its latent potential.

The above situations and others relevant to the rating but not noted above should be explained in the Summative Evaluation Report.

N. Standards for Performance Professional Practice Rating

The Professional Practice Rating is 70% of the summative rating and is determined as follows:

1. “Excellent” Rating: A licensed employee who is rated as “Excellent” performs primarily in the Proficient and Distinguished Domain components, may have a few Basic Domain components, and has no Unsatisfactory Domain components as evidenced by data collected and analyzed by the evaluators.

2. **“Proficient” Rating:** A licensed employee rated as “Proficient” performs primarily in the Proficient Domain components, may have some Distinguished and Basic Domain components, and generally has few or no Unsatisfactory Domain components as evidenced by data collected and analyzed by the evaluators.
3. **“Needs Improvement” Rating:** A licensed employee who is rated as “Needs Improvement” performs primarily in the Basic Domain components, may have some Proficient and Unsatisfactory Domain components, and generally has few or no Distinguished Domain components as evidenced by data collected and analyzed by the evaluators..
4. **“Unsatisfactory” Rating:** A licensed employee who is rated as “Unsatisfactory” performs primarily in the Basic and Unsatisfactory Domain components, may have a few Proficient Domain components, and generally has few or no Distinguished Domain components as evidenced by data collected and analyzed by the evaluators.

O. Student Growth Rating

Student Growth Rating is 30% of the Summative Rating and is defined in the CHS Student Growth Guidebook

P. Summative Rating Determination

The Summative Rating is determined using the following grid:

		Professional Practice Rating			
		Unsatisfactory	Needs Improvement	Proficient	Excellent
Student Growth Rating	Unsatisfactory	Unsatisfactory	Needs Improvement	Proficient	Proficient
	Needs Improvement	Unsatisfactory	Needs Improvement	Proficient	Excellent
	Proficient	Unsatisfactory	Needs Improvement	Proficient	Excellent
	Excellent	Needs Improvement	Needs Improvement	Proficient	Excellent

Q. Recommended Timelines for Pre-Tenured Licensed Employees

Years 1, 2:

1. Observations
 - Primary Evaluator
 - Minimum of three (3) per year
 - Observation 1 (growth) - within the first six (6) weeks of the school year
 - Observation 2 (formal) - before end of December
 - Observation 3 (formal) - before end of February
 - Secondary Evaluator – Two (2) observations per year
 - Observation 1 (growth) - before end of December
 - Observation 2 (growth) - before end of February
 - Third Evaluator (if requested)
 - Two (2) observations per year
 - Observation 1 (formal) – before end of December
 - Observation 2 (formal) – before end of February
2. Summative Report — Before the end of the first full week of March
3. Reflective conversation (for returning licensed employees) before the end of May
4. Nothing herein shall preclude additional observations as deemed necessary by the primary evaluator or requested by the licensed employee.

Years 3, 4:

1. Observations
 - Primary Evaluator
 - Minimum of two (2) observations per year
 - Observation 1 (formal)
 - Observation 2 (formal, informal or growth)
 - Secondary Evaluator
 - Two (2) observations per year
 - Observation 1 (growth)
 - Observation 2 (growth)
 - Third evaluator (if requested)
 - Two (2) observations per year either formal or informal
2. Summative Report — Before the end of the first full week of March
3. IPDP
 - a. completion of Form IV-A (beginning of the school year)
 - b. conversation before the end of May (Form IV-B)
4. Nothing herein shall preclude additional observations as deemed necessary by the primary evaluator or requested by the licensed employee.

R. Recommended Timelines for Tenured Licensed Employees

Tenured Framework:

1. With the Primary Evaluator:
Minimum of one (1) formal observation in the first semester
Development of the Individual Professional Development Plan (IPDP) if applicable
meetings as needed to discuss the IPDP;
Summative report before the end of the first full week of March
2. With the Secondary Evaluator:
Minimum of one (1) growth observation during the school year.
3. Nothing herein shall preclude additional observations as deemed necessary by the primary evaluator or requested by the licensed employee.

Community High School District 94
West Chicago, Illinois
Office of Athletic Department

Memorandum

To: Board of Education
Cheryl Moore, Director of Human Resources

From: David Pater, Athletic Director

Date: June 3, 2019

Re: Assistant Swimming Position Recommendation for the 2019-20 school year

CC: Dr. Doug Domeracki, Superintendent
Dr. Moses Cheng, Principal

.....

Over the past few years, our swim programs have seen a steady increase in student participation, primarily due to the Intergovernmental Agreement between District 94, District 101 and District 304. As such, there is a need to add one assistant coach to both boys and girls swim and dive teams for the 19.20 school year. The rationale and financial impact is explained below:

1. Safety - Due to the substantial increase in student participation, there is need for at least one additional coach to be available to supervise practices and to address emergencies and challenges.
 - a. Number of Participants
 - i. Girls
 1. 16.17 – 24 (D94 & D101)
 2. 17.18 – 30 (D94 & D101)
 3. 18.19 – 43 (First Year with D94, D101, D304)
 4. 19.20 – 60+
 - a. That is due to only three seniors exiting and anticipating a freshman class in the twenties.
 - ii. Boys
 1. 16.17 – 20 (D94 & D101)
 2. 17.18 – 18 (D94 & D101)
 3. 18.19 – 27 (D94 & D101)
 4. 19.20 – 35-40 (First Year with D94, D101, D304)
 - a. The addition of Geneva will add more athletes than previous years
 - b. Currently we have one coach who oversees the athletes in the water at any given time. The addition of another coach who can monitor the student athletes in the water will increase our reaction time in the event of an emergency. We are looking at high-anticipated numbers for only one pair of eyes to monitor an event that can have serious impact if something were to occur.
2. Increase opportunities for students - Historically we have had to run varsity and junior varsity events on separate days or times because we have only one coach. An additional coach will allow us to compete more often, which equates to more swimming and more opportunities for our students. In addition, students will receive twice as much coaching to improve their performance.
3. Financials
 - a. Under the current IGA, section three, sub section F. All school districts are responsible for an equitable cost split of total expenditures, coaching included. An Assistant Swim Coach stipend is estimated at \$4,401 (depending on experience) or \$1,467 per program. So total financial impact is approximately \$2,934 per year.



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: SASED Member Districts
From: Michael G. Volpe, Executive Director, SASED
Date: May 23, 2019
Re: Process to Approve Revisions to DuPage West Cook Intergovernmental Agreement

As a member of the SASED cooperative your district has access to the DuPage West Cook regional association (i.e., an intergovernmental agreement). This organization provides special education programs and services for students who are deaf/hard of hearing and blind/visually impaired. Your district is one of the 92 members of the association. SASED has been one of two “operating agents” for this organization for over 40 years. We have taken the responsibility to operate Early Childhood through 12th grade classrooms and programs for students who are blind/visually impaired and Early Childhood through 8th grade programs for students who are deaf/hard of hearing. The programs for the blind/visually impaired are housed within Salt Creek District 48 at the elementary level and Willowbrook District 88 for high school. For the deaf/hard of hearing programs, the elementary classrooms are in Villa Park District 45 and Westmont District 201. The high school program for these students has been operated by the LADSE cooperative and housed in Hinsdale District 86 for over 50 years.

As a result of a year-long review, on May 16, 2019 the DuPage West Cook Board approved the proposed revisions to their Intergovernmental Agreement (formerly called the Articles of Agreement) for ratification by the association’s 92 member districts (attached). There is a cover letter included from our legal counsel which explains the rationale for the revisions, the process used and identifies the specific changes to the original agreement.

Your district is represented by SASED on the DuPage West Cook (DWC) Board and I was a part of the committee that worked on the revisions, as well as the body that approved the proposed changes to the language and structure of the agreement. What is required next is that each of SASED’s member districts’ boards of education formally consider the attached resolution to approve the proposed amendments. After your board of education takes action, a copy of the resolution with original signatures must be mailed to the following address:

Nan Diamond, DWC Coordinator
2900 Ogden Avenue
Lisle IL 60532

Please consider putting this item on your next Board of Education agenda. All resolutions must be received no later than September 1, 2019. If there are any questions about the amended agreement document prior to July 1, please contact me directly. After that time please contact Nan Diamond at ndiamond@sased.org.

Thank you for your continued support of SASED and our work with the staff, students and families of your district.



2900 Ogden Avenue
Lisle, IL 60532
Telephone: 630-778-4500
Fax: 630-778-0196

Nan Diamond
Coordinator

Memo

To: DuPage West Cook Regional Special Education Association Member Districts
From: Nan Diamond, DuPage West Cook Coordinator
Date: May 16, 2019
Re: Process to Approve Revisions to DuPage West Cook Intergovernmental Agreement

Attached please find the proposed revisions to the DuPage West Cook (DWC) Intergovernmental Agreement. This document was approved by the DWC Board on May 16, 2019 for ratification by the association's member districts. There is a cover letter included from our legal counsel which explains the rationale for the revisions, the process used, and identifies the specific changes to the original agreement.

Your District is represented on the DWC Board, and that body has approved the proposed changes to the language and structure of the agreement. What is required next is that each member district's Board of Education consider a resolution (attached) to approve the proposed amendments. After your Board of Education takes action, a copy of the resolution, with original signatures, must be mailed to the following address:

Nan Diamond, DWC Coordinator
2900 Ogden Avenue
Lisle IL 60532

Please consider putting this item on your next Board of Education agenda. All resolutions must be received by no later than September 1, 2019.

If there are any questions about the amended agreement document, please do not hesitate to contact me at 630-955-8102 or ndiamond@sased.org or your DuPage West Cook representative . Thank you!

DUPAGE/WEST COOK⁹⁰ MISSION STATEMENT

To enable our special education students to become confident and fully integrated members of society by providing a personally fulfilling, quality education.

**RESOLUTION OF DUPAGE WEST COOK GOVERNING BOARD
APPROVING PROPOSED AMENDMENTS TO
THE DUPAGE/WEST COOK REGIONAL SPECIAL EDUCATION ASSOCIATION
INTERGOVERNMENTAL AGREEMENT**

WHEREAS, the DuPage/West Cook Regional Special Education Association (hereinafter "D/WC") operates under an intergovernmental agreement, currently entitled "Low Incidence Service Agreement/Articles of Agreement" and proposed to be entitled "Intergovernmental Cooperation Agreement" (hereinafter "D/WC Agreement"), last revised and adopted on September 18, 2014; and

WHEREAS, the D/WC Agreement provides that proposed amendments may be recommended to the D/WC Governing Board at any regularly scheduled or special meeting of the Board and that any proposed amendment which receives the vote of two-thirds (2/3) of the Members of the D/WC Governing Board shall be forwarded for adoption to the Boards of Education of the member districts; and

WHEREAS, at a regularly scheduled meeting on May 16, 2019, the proposed amendments to the D/WC Agreement attached to this Resolution in redacted form (~~additions; deletions~~) as Exhibit A were recommended to the D/WC Governing Board; and

WHEREAS, amendments to the D/WC Agreement require approval by a two-thirds (2/3) vote of the Members of the D/WC Governing Board; and

WHEREAS, the D/WC Agreement requires that any proposed amendments to the D/WC Agreement which receive the approval of the D/WC Governing Board shall be forwarded for adoption to the member Boards of Education; and

WHEREAS, the D/WC Agreement further provides that any amendment receiving a majority vote of the member Boards of Education shall become effective on the date that a majority of the member Boards of Education have approved the amendments; and

WHEREAS, the D/WC Governing Board has received and reviewed the proposed amendments to the D/WC Agreement attached to this Resolution in redacted form (~~additions; deletions~~) as Exhibit A and has determined that approval of the proposed amendments would be in the best interests of D/WC and its member boards of education.

NOW, THEREFORE, be it, and the same is hereby resolved by the D/WC Governing Board as follows:

1. That the proposed amendments to the D/WC Agreement attached to this Resolution in redacted form (additions; deletions) as Exhibit A, are hereby approved.
2. That the Chairperson and Secretary of the D/WC Governing Board shall cause an executed copy of this Resolution and the proposed amendments to be submitted to the member Boards of Education for their consideration and approval.
3. That the proposed amendments shall become effective upon the date that a majority of the member Boards of Education have approved the amendments.
4. That once such proposed amendments become effective, the Chairperson and Secretary of the D/WC Governing Board shall cause all participating member Boards of Education to be provided with a copy of the D/WC Agreement which incorporates any and all amendments that have been approved to date.
5. That this Resolution shall take effect upon its passage.

Member John Correll moved that the foregoing Resolution be adopted and Member Christine Ygoe seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYES: CASE; LADSE; LASEC; NDSEC; SASED; D99/COOK; D200/DUPAGE; D201/COOK; D203; D204

NAYS: NONE

ABSENT: AERO; PAEC; D97; D200/COOK

The Chairperson declared the motion carried and the Resolution duly adopted.

DUPAGE/WEST COOK GOVERNING BOARD

By: James W. Gemmill
Chairperson

Attest: M. McJuffin
Secretary

Date: May 16, 2019

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE) SS

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the DuPage/West Cook Governing Board (“the Governing Board”), and as such official I am the keeper of the records and files of the Governing Board.

I do further certify that the foregoing constitutes a full, true and complete copy of the Resolution adopted by the Governing Board at its meeting held on the 16th day of May, 2019, said Resolution entitled:

**RESOLUTION OF DUPAGE WEST COOK GOVERNING BOARD
APPROVING PROPOSED AMENDMENTS TO
THE DUPAGE/WEST COOK REGIONAL SPECIAL EDUCATION ASSOCIATION
INTERGOVERNMENTAL AGREEMENT**

a true, correct and complete copy of which said Resolution as adopted at said meeting appears in the minutes of said meeting.

I do further certify that the roll call vote taken adopting said Resolution was conducted openly, that said meeting was called and held at a specified time and place convenient to the public, that said meeting was called and held in strict compliance with the applicable provisions of the *Open Meetings Act* of the State of Illinois, as amended, and that the Board of Education has complied with all of the applicable provisions of said *Act* and with all of the procedural rules of the Governing Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 16th day of May, 2019.

Secretary, DuPage/West Cook Governing Board


Secretary

MEMORANDUM

TO: DuPage/West Cook Board
FROM: Dawn M. Hinkle
DATE: May 8, 2019
RE: Proposed Revisions to D/WC Intergovernmental Agreement

The proposed revisions to the DuPage/West Cook intergovernmental agreement are intended to simplify the agreement, remove obsolete and unnecessary provisions, update terms to conform to actual practice, add provisions relating to the IDEA allocation procedural change, and permit partnering among school districts for representation on the Board. The key proposed revisions are summarized as follows:

1. The agreement is re-named “DuPage/West Cook Intergovernmental Cooperation Agreement” (rather than “DuPage/West Cook Low Incidence Service Agreement/Articles of Agreement”).
2. A summary of the process for purchasing shared services has been added to Article I (“Purpose”), in an attempt to satisfy the unspecified expectations of ISBE and/or OSEP relating to the IDEA allocation procedural change.
3. Article I, Section 3 (“Personnel”) and Addendum B have been removed, because they contained outdated and/or unnecessary provisions relating to personnel (e.g., tenure, seniority, transfers, and reductions in force). In addition, references to Addendum B have been deleted from the agreement, and Addendum C has been re-designated as Addendum B.
4. Throughout the agreement, references to the “D/WC Governing Board” have been changed to “D/WC Board.”
5. Article II, Section 1 has been revised to permit partnering among school districts for representation on the DuPage/West Cook Board.
 - a. The section continues to provide for the following:
 - i. Each special education cooperative appoints one representative to the D/WC Board.
 - ii. Each independent member school district with an enrollment of at least 5,000 students is eligible to appoint one representative to the D/WC Board.
 - iii. Each “pre-July 1, 2006” independent district remains eligible to appoint one representative, regardless of size.
 - iv. If more than one independent school district is ineligible to appoint a representative, those districts may together appoint one representative (as “pooled districts”).
 - v. For school districts that are not eligible to appoint a representative on their own and choose not to participate in an agreement to combine and appoint a representative, those districts may appoint a non-voting representative to the Board.
 - b. The revisions remove a provision that would have allowed additional representatives for pooled districts based on aggregate enrollment figures in increments of 5,000.
 - c. Terms have been added to permit independent school districts to partner with one another, so that if the combined enrollment is 5,000 students or more, those partnering districts can appoint a representative to the board.

6. In Article II, Section 1, a paragraph addressing representation from SEPTA (Special Education Parent Teacher Association) has been deleted because it is obsolete.
7. In Article II, Section 1.1, a paragraph has been added to provide for two non-voting parent representatives to the D/WC Board.
8. In Article II, Section 1.5, the powers and duties of the D/WC Board have been updated to be consistent with actual practice.
9. In Article II, Section 1.6, revisions have been made to the procedures relating to termination of Operating Entities and the Fiscal Trustee.
10. Article II, Section 1.9 clarifies that the D/WC Board may determine, approve and direct that assessments and tuition charges be collected by the Fiscal Trustee from member school districts.
11. The Fiscal Trustee/Manager duties previously included in Article II, Section 3, have been updated and moved to a new Addendum E.
12. Provisions relating to Operating Entities have been updated in Article III.
13. Updates have been made to the withdrawal/expulsion procedures in Article VI.
14. Provisions relating to the rights and duties of members in the event of withdrawal or dissolution have been consolidated into Articles VI and VII.
15. Article VIII (“Conflict Resolution”) has been deleted.
16. The addenda have been amended as follows:
 - a. Addendum A has been revised to update the list of members.
 - b. The previous Addendum B (“Personnel”) has been removed.
 - c. The list of operating entities and programs has been re-designated from Addendum C to Addendum B.
 - d. A new Addendum C has been added, to incorporate a sample resolution for school districts that wish to partner with one another to appoint a representative to the Board.
 - e. In Addendum D, updates have been made to the list of critical job functions of the Coordinator.
 - f. The agreement now includes Addendum E, listing the critical job functions of the Fiscal Trustee.

If you have any questions regarding the Agreement or the proposed revisions, please do not hesitate to contact our office.

**DuPage/West Cook ~~Low Incidence Service~~
Intergovernmental Cooperation Agreement**

Articles of Agreement

**Amended & Adopted - July 1, 2006
First Amendment Adopted - June 30, 2008
Addendum A Revised & Adopted - July 16, 2008
Addendum A Revised & Adopted - July 1, 2012
Addendum A Revised & Adopted - November 7, 2013
Addendum D Revised & Adopted - September 18, 2014
Second Amendment Adopted – May 16, 2019**

This Intergovernmental Cooperation Agreement (hereinafter “Agreement”) is entered into by and between the Boards of Education of those Member sSchool dDistricts (hereinafter “Member Districts”) which are currently located in the ~~Catchment Area defined by the School Districts and High Incidence Cooperatives~~ geographical area covered by the Member School Districts listed in Addendum A (hereinafter “Catchment Area”).

Recitals

WHEREAS, ~~These the Member School dDistricts~~ exercise their intergovernmental cooperation powers under Article VII, Section 10 of the Illinois Constitution and the *Intergovernmental Cooperation Act*, 5 ILCS 220/1, et seq.; and

WHEREAS, ~~This~~ Agreement shall be deemed to ~~have incorporated~~ by reference, all applicable provisions of the *School Code of Illinois* except for those provisions which are inconsistent, in letter or spirit, with the terms of this Agreement or the *Intergovernmental Cooperation Act*; and

WHEREAS, the Member sSchool dDistricts have been members of the DuPage/West Cook Regional Special Education Association (hereinafter ~~referred to as~~ “D/WC”), under ARTICLES OF AGREEMENT ~~last~~ amended and adopted July 1, 1996 as set forth above; and

WHEREAS, ~~such the Member sSchool dDistricts~~ desire to modify and amend the current ARTICLES OF AGREEMENT ~~referred to above;~~ and

~~WHEREAS, such school districts intend to file all the necessary documents with any appropriate governmental body in order to accomplish such modifications and amendments by; July 1, 2006, and~~

~~WHEREAS, each school district has independently decided to enter into this Intergovernmental Agreement and each school district recognizes that the other school districts hereunder are relying on such decision to their potential detriment; and~~

~~WHEREAS, such school districts agree that the provision of low incidence special education “programs” as set forth in the Agreement are in the best interests of the students in the Catchment Area and in the best interests of the Special Education High Incidence Cooperatives hereinafter referred to as “HICs” and the independent school districts as specified on Addendum A; and~~

~~WHEREAS, such the Member sSchool dDistricts agree that by entering into this Agreement they will be able to provide access the low incidence special education programs to students in the Catchment Area delineated in Addendum B, as may be amended; and~~

~~WHEREAS, such school districts wish to continue to provide, through this Agreement, for the necessary intergovernmental cooperation which has been achieved;~~

~~NOW, THEREFORE, the Board of Education of each Member sSchool dDistricts in the Catchment Area agrees as follows:~~

ARTICLE I - GENERAL PURPOSE

Section 1—Purpose

~~The purpose of D/WC is To provide low incidence special education programs for students in the Catchment Area as delineated in Addendum BC for students residing in the Member School Districts listed in Addendum A and as may be otherwise provided in this Agreement. Member School Districts (and non-member school districts as otherwise provided in this Agreement) may purchase available services from D/WC or the Operating Entities (hereinafter referred to as “OEs” and defined in Article III of this Agreement), including (but not limited to) program participation on a tuition basis, other instructional services, related services, and professional development. School district personnel authorized to commit to the purchase of services from D/WC and/or the OEs shall (1) contact the designated administrator for the program offering the requested services; (2) provide the school student records necessary for services; and (3) comply with other purchased services policies and procedures which may be approved by the D/WC Board and/or the Coordinator of D/WC and/or the OE.~~

Section 2—Student Enrollment

~~Student enrollment is not limited to individual school districts in the Catchment Area.~~

Section 3—Personnel

~~Specific recommendations intended to assist the DuPage/West Cook Governing Board (hereinafter referred to as D/WC Governing Board) in the administration of this section are included in Addendum B attached to this Agreement.~~

ARTICLE II - GOVERNANCE

Section 1 - D/WC ~~Governing Board~~

The D/WC ~~Governing Board~~ shall consist of either Superintendents or State Approved Directors of Special Education (hereinafter referred to as Directors). Each DuPage and Cook County ~~High Incident-Special Education~~ Cooperative (~~H~~hereinafter "SEC") listed on Addendum A shall appoint one representative and one alternate to the D/WC ~~Governing Board~~.

Each independent ~~Member s~~School ~~d~~District (hereinafter "ISD") whose district enrollment is at least 5,000 students in the most recent last Illinois State Board of Education ~~Fall~~ Enrollment and Housing Report, has its own comprehensive plan for special education and is part of the ~~e~~Catchment ~~a~~Area is eligible to appoint one representative and one alternate to the D/WC ~~Governing Board~~. However, an ~~independent-school-district-ISD~~ that appointed one representative and one alternate to the ~~Governing-D/WC~~ Board under the Articles of Agreement Amended and Adopted July 1, 2006 (hereinafter referred to as a "Pre-July 1, 2006 Independent School District" or "Pre-July 1, 2006 ISD"), shall remain eligible to appoint one representative and one alternate without regard to district enrollment.

If more than one ~~independent-school-district-ISD (i.e., which is not a Pre-July 1, 2006 ISD)~~ is ineligible to appoint one representative and one alternate to the D/WC ~~Governing Board~~ based on the ~~last Fall~~most recent Enrollment and Housing Report, those districts ~~shall may~~ together appoint one representative and one alternate. ~~Such districts will select a second representative and alternate when the aggregate enrollment in such districts reaches 10,000 students, and thereafter shall select an additional representative and alternate for each additional 5,000 students enrolled (e.g., a total of 15,000, 20,000, etc.), all based on the last Fall Enrollment and Housing Report. The representative(s) and alternate(s) so appointed will serve as the representative(s) of such independent school districts.~~

~~However, an ISD which is ineligible to appoint one representative and one alternate to the D/WC Board may enter into an agreement with one or more other such ISDs to appoint one representative and one alternate provided that such districts have a combined aggregate enrollment at least 5,000 students based on the most recent Enrollment and Housing Report. Such election shall be made on a fiscal year basis (July 1 - June 30). Each ISD entering into such agreement shall, prior to July 1 every three (3) years, provide the D/WC Board with a resolution approved by its Board of Education which authorizes such representation. A sample resolution is set forth in Addendum C. No ISD shall be required to enter into such agreement with other ISDs, and the D/WC Board shall bear no responsibility to arrange or facilitate such agreements.~~

In the event that ~~only one independent-school-district-an~~ ISD is ineligible to appoint a representative and alternate to the D/WC ~~Governing Board~~ based on the ~~last Fall~~most recent Enrollment and Housing Report and does not participate in an agreement to appoint one representative and one alternate as permitted above, such district shall be permitted to designate one non-voting representative. Such representative may attend closed session meetings.

Representatives of the D/WC ~~Governing Board~~ appointed by a ~~HICSEC~~ and ISD shall serve staggered three-year terms, ~~so that no more than 1/3 of the membership will change annually.~~

~~The Special Education Parent Teacher Association, DuPage/West Cook Region, hereinafter referred to as SEPTA, shall be provided with two non-voting member seats for parent representatives on the D/WC Governing Board. The aforementioned SEPTA representatives shall not be entitled to attend closed session meetings of the D/WC Governing Board. Prior to June 15 of each year, SEPTA shall provide written notice to the Chairperson of the D/WC Governing Board as to the names of the SEPTA appointees who shall be SEPTA members, one Cook County resident and one DuPage County resident. Each appointee must have a child attending a program operated under this agreement for the following school year. SEPTA's President and each of the SEPTA appointees for each Committee shall all receive notice of regular and special meetings and any changes thereto, as well as any Committee packets provided to Committee members prior to the meeting, less closed session materials, if any.~~

1.1 The D/WC ~~Governing~~ Board shall schedule a meeting and attempt to meet at least quarterly. The Chairperson, or both the Vice-Chairperson and the Secretary, shall have the authority to call special meetings as necessary, and fix the time and place of meetings. All meetings shall be held in compliance with the *Open Meetings Act*, (5 ILS 120/1). ~~All meetings shall be conducted pursuant to Robert's Rules of Order.~~ The first meeting of each fiscal year shall include the following purposes:

a) Election of officers of the D/WC ~~Governing~~ Board:

- i. The Chairperson of the D/WC ~~Governing~~ Board shall be elected from the membership of the D/WC ~~Governing~~ Board. He/she shall serve for a one-year term.
- ii. The Vice Chairperson of the D/WC ~~Governing~~ Board shall be elected from the membership of the D/WC ~~Governing~~ Board. He/she shall serve for a one-year term.
- iii. The Secretary shall be elected from the membership of the D/WC ~~Governing~~ Board. He/she shall serve for a one-year term. The D/WC Board may also appoint a recording secretary.

b) Consideration of any other matter placed on the agenda.

c) Consideration of the D/WC Coordinator's recommendations for the appointment of two (2) non-voting parent representatives to the D/WC Board for the remainder of the fiscal year. A parent representative must have a child attending a D/WC program. Possible appointees for the upcoming fiscal year shall be identified by D/WC program administrators and forwarded to the D/WC Coordinator prior to June 15 of each year. Parent representatives shall not be entitled to attend closed session meetings of the D/WC Board.

1.2 A majority of the full membership of the D/WC ~~Governing~~ Board shall constitute a quorum. Unless otherwise provided in ~~these Articlesthis Agreement~~ or by law, when a vote is taken ~~upon any measure before the D/WC Governing Board~~, a quorum being present, a

majority of the votes of the full membership of the D/WC Governing Board Members voting shall be required for passage of the question.

1.3 ~~Unless otherwise provided above, e~~Each D/WC Governing Board Member shall have one vote. ~~The call for the meeting shall provide sufficient time for the governing body of each HIC and Board of Education of each independent school district, based on eligibility for voting representation, to appoint and instruct voting D/WC Governing Board members. No proxy votes shall be allowed for any member of the D/WC Governing Board.~~

~~1.4 The D/WC Governing Board shall hold meetings as necessary. Special meetings may be called by the Chairperson or by any two (2) members of the D/WC Governing Board in accordance with law.~~

~~1.5 The D/WC Governing Board shall function as the final conflict resolution step under this Agreement.~~

~~1.6~~1.4 Any vacancy shall be filled by the appointment of a Superintendent or State Approved Director of Special Education ~~from the HIC or independent school district(s).~~

a) If an ~~HISEC~~ has incurred the vacancy, ~~the~~ HISECC shall select and appoint its Executive Director or another Superintendent/Director whose Member sSchool dDistrict belongs to that HISEC to fill the vacancy.

b) If an ~~independent school district-ISD~~ eligible to appoint ~~one~~ representative incurs the vacancy, that ~~independent school district-ISD~~ shall appoint its Superintendent or State Approved Director of Special Education to fill the vacancy.

c) If ~~independent school districts-ISDs~~ that share a representative incur a vacancy, those ~~independent school districts-ISDs~~ shall appoint one of their Superintendents or State Approved Directors of Special Education to fill the vacancy.

d) If an ~~independent school district-ISD~~ with a nonvoting representative incurs a vacancy, the ~~district~~ ISD shall appoint its Superintendent or State Approved Director of Special Education to fill the vacancy.

~~1.7~~1.5 The powers and duties of the D/WC Governing Board shall include, but not be limited to the following:

a) Determine and approve Operating Entities (hereinafter referred to as "OEs" and defined in Article III of this Agreement) which shall provide D/WC programs and services.

~~a)~~b) Adopt/Review annual program plans, including staffing patterns, if any, upon the recommendation of by the OEs/Operating Entities, (hereinafter referred to as OEs and as defined in Article III of this Agreement).

~~b)c) Approve/Review, upon the recommendation of the Operating Entities, the annual administrative, supervisory, and diagnostic budgets presented by OEs for D/WC programs.~~

~~e)d) Review and Approve the expansion or reduction of D/WC programs offered by OEs under this Agreement.~~

~~d)e) Eliminate a D/WC program currently being offered. Any decision to eliminate a program shall be followed by written notification to the operating entity OE no later than September/December 1 of the anticipated last year of the program.~~

~~e) f) Require a Conduct a periodic review evaluation by the Operating Entities of all D/WC programs offered under this Agreement. The D/WC Governing Board shall then require a list of all of the programs to be offered for the following year to be distributed to all of the participating HICs and/or independent school districts.~~

~~f) Determine and approve Operating Entities who will provide programs/services.~~

~~f) Determine and approve Appoint a Coordinator of D/WC to be employed by an Operating Entity OE to fulfill the responsibilities listed on Addendum D to this Agreement, as may be amended from time to time by the D/WC Board.~~

g) Establish sub-committees as appropriate.

h) ~~Determine and approve Appoint a Fiscal Trustee/Manager to fulfill the responsibilities listed on Addendum E to this Agreement, as may be amended from time to time by the D/WC Board and authorize purchases and expenditures to be made by the Fiscal Trustee/Manager.~~

~~i) The D/WC Governing Board shall have all authority and responsibilities not specifically prohibited by the School Code of Illinois or the Illinois Constitution~~

~~j) Maintain such funds, and Reserve Fund, as may be necessary to secure the operations of DuPage/West Cook.~~

~~1.81.6~~ The D/WC ~~Governing Board, OE and/or Fiscal Trustee~~ shall address the termination of participation of an ~~Operating Entity OE~~ or Fiscal Trustee as follows:

a) ~~For the D/WC Board, B~~ ~~by notifying~~ ~~providing~~ written notice to an ~~OE~~ ~~Operating Entity~~ or Fiscal Trustee ~~by September 1 of the preceding year no later than eighteen (18) months prior to the nonrenewal of if it does not intend to renew that entity's Intergovernmental Agreement to provide a certain program or service for the following year.~~

~~b) For an OE, The Operating Entity or Fiscal Trustee shall provide~~ ~~by providing~~ written notice to the D/WC ~~Governing Board~~ ~~by September 1 of the preceding year no later~~

than eighteen (18) months prior to the nonrenewal of the OE's Intergovernmental Agreement to provide a certain program or service if it determines that it does not wish to provide a program or service for the following year.

b)c) For the Fiscal Trustee, by providing written notice to the D/WC Board no later than eighteen (18) months prior to the nonrenewal of the Fiscal Trustee's Intergovernmental Agreement.

~~1.9 The D/WC Governing Board shall approve additional or expanded programs as recommended by a member entity.~~

~~1.101.7~~ The D/WC ~~Governing~~ Board shall review ~~concerns regarding tuition billing program costs~~ and make non-binding recommendations to ~~operating entities OEs~~ regarding costs and the application of tuition formulas.

1.8 The Chairperson of the D/WC ~~Governing~~ Board may authorize the Fiscal Trustee to pay expenses incurred by the D/WC ~~Governing~~ Board subject to ratification at the next meeting of the D/WC ~~Governing~~ Board.

~~1.111.9~~ The D/WC Board may determine, approve and direct that assessments and tuition charges be collected by the Fiscal Trustee from the Member School Districts.

Section 2 – Administrative Coordination of DuPage/West Cook

The Coordinator of ~~D/WC DuPage/West Cook~~ shall carry out the ~~job~~ responsibilities as listed on delineated in the job description (Addendum D) including, but not limited to the areas of Programming, Administration, and Fiscal Management to this Agreement, and as may be amended from time to time by the D/WC Board.

Section 3 - Fiscal Trustee/Manager

A Fiscal Trustee/Manager, hereinafter the "Fiscal Trustee", shall carry out the responsibilities listed on Addendum E to this Agreement, and as may be amended from time to time by the D/WC Board, shall be designated, fulfilling the role and having those responsibilities set forth below. Through these Articles of Agreement, the participating school districts give their consent for the establishment of the Trustee position and to the authority to act on behalf of the member districts in this regard.

~~In fulfilling these functions, the Trustee shall have the following responsibilities:~~

- ~~a) To make all purchases and expenditures required to fulfill its responsibilities as Trustee or as authorized by the D/WC Governing Board.~~
- ~~b) To employ support staff and provide suitable offices and office services for the administrative staff as it deems necessary to provide services as Trustee.~~
- ~~e) To contract with the necessary attorneys, auditors, consultants and agencies to carry out the Trustee's functions.~~

- ~~d) To remove funds from accounts only by proper approval of the Trustee's Board and upon the signature of the Trustee's Treasurer.~~
- ~~e) To hold a public hearing on and approve an annual budget reflecting all costs and expenditures associated with performing the Trustee's functions.~~
- ~~f) To distribute working cash disbursements to the operating entities to meet fiscal commitments when tuition, federal grant funds, and/or State of Illinois reimbursements are not received in a timely manner, thereby creating a cash flow deficit. Disbursements shall be made after receiving authorization from the D/WC Governing Board.~~

~~The management and disbursement of the Reserve Fund shall comply with the terms and conditions imposed on such fund by the D/WC Articles of Agreement. The Trustee shall distribute Reserve Fund disbursements to the HIC and/or school district OE's when tuition, Federal grant funds, and/or State of Illinois reimbursements are not received in a timely manner thereby creating a cash flow deficit for the OE. Disbursements shall be made by the Trustee after receiving certification from the Chairperson of the DuPage/West Cook Governing Board.~~

- ~~g) To pay from D/WC funds any outstanding liabilities of D/WC, as formerly organized under prior existing Articles of Agreement including, but not limited to retirement benefits/incentives.~~
- ~~h) To monitor, collect and pay assessments and tuition surcharges as directed by the DuPage/West Cook Governing Board.~~

~~3.1 Purpose: The Trustee is the custodian of the working cash fund. The Trustee shall be charged with the duty to manage and disburse the working cash funds and administer any line of credit to the various HICs and/or independent school districts who are operating programs within the Catchment Area.~~

~~3.2 Appointment of Trustee: The Trustee shall be selected pursuant to the responsibilities of the D/WC Governing Board as set forth in Article II, Section 1, of the Agreement.~~

~~3.3 Accounting Audit: The Trustee shall maintain separate accounts related to the operation. The Trustee shall be charged with keeping records of all D/WC fiscal transactions which are undertaken by the Trustee on behalf of D/WC and prepare such statements and reports as may be required by state and federal law and regulations as well as the D/WC Governing Board. An annual audit of the Trustee's books and records shall be conducted.~~

~~The Trustee shall have the authority to seek an increase in the Reserve Fund from the D/WC member districts upon the recommendation of the DuPage/West Cook Governing Board.~~

~~3.4 Hold Harmless: The Trustee shall use ordinary care and reasonable diligence in the performance of its duties under these Articles. The HICs and the independent school districts, and each of them individually, agree to indemnify and hold harmless the Trustee, its Board of Education and Board members, and its employees, agents and representatives, from any and all claims, judgments, liabilities, costs, penalties, taxes, interest or expenses of whatever nature which may be imposed upon, incurred by, or asserted against the Trustee at any time by reason of its services under this Agreement, or for any act or~~

~~omission by the Trustee in carrying out its duties under these articles, except to the extent that it is determined by a court of competent jurisdiction that the liability therefore was a direct consequence of willful and fraudulent actions on the part of the Trustee or its agents, servants or employees; provided, however, that in the latter event, the Trustee's unindemnified exposure shall be limited to the amount of the Reserve Fund and the General Fund. The duty of the HICs and independent school districts to indemnify and hold the Trustee harmless shall specifically include and extend to attorneys' fees and other costs and expenses incurred in the defense of legal proceedings, both judicial and administrative. The Trustees may defend any claim with counsel of its choice, if the indemnitors consent to such counsel (which consent shall not be unreasonably withheld).~~

~~3.5 Insurance: The Trustee shall name each HIC, on behalf of the Boards of Education of their respective member school districts, and the Boards of Education of the Independent School Districts, as additional insureds under its liability policy for services provided under these Articles. The Trustee shall provide each above referenced entity with a certificate of insurance to this effect prior to the effective date of these Articles. The Trustee shall be named by each HIC and independent school district as an additional insured under their liability policies for services provided by the Trustee under these articles. The HICs and independent school districts shall provide the Trustee with certificates of insurance to this effect prior to the effective date of these articles.~~

~~3.6 Upon termination of the Trustee, all Trustee obligations shall be paid, if possible, from available funds. If necessary, the sites, facilities or equipment may be liquidated by, and become the property of, the DuPage/West Cook Governing Board pending appointment of a successor Trustee or dissolution of D/WC. If after liquidation of assets, further liabilities or expenses exist, the Governing Board of D/WC may establish a special assessment to be paid by the D/WC member Boards of Education. That assessment shall be processed in the same fashion as other assessments set forth in these articles.~~

~~3.7 Dissolution: In the event of dissolution of the Trustee, or termination of services of the Trustee, the independent school districts and HICs which are then parties to these articles, shall be considered the owners of all D/WC properties for the benefit of D/WC member school districts for purposes of liability and equity distribution.~~

ARTICLE III – Operating Entities

~~1. OEs shall provide D/WC programs. A SEC or ISD may serve as an OE. Through these Amended Articles of Agreement, the school districts in the Catchment Area give their consent to the establishment of the Operating Entity position and to the authority to be delegated to the HICs and independent school districts to act on behalf of the districts in the Catchment Area in this regard.~~

~~2. The HIC/School District operating entities An OE shall carry out the responsibilities listed on Addendum B to this Agreement, as may be amended from time to time by the D/WC Board and their functions are listed in Addendum C.~~

3. ~~The Board of Education of each school district in the Catchment Area agrees that the~~ The duties and responsibilities of an operating entity (OE) ~~OE~~ are as follows:
- a) To Administer programs, which shall include the overall planning, administration, coordination of the educational programs, and budget preparation and staff recruitment.
 - b) To Provide proof of the necessary insurance as may be required by law.
 - ~~b)c)~~ To charge tuition for the D/WC program costs based upon a tuition formula established by the OE. The OE shall notify the D/WC Board of the tuition formula used by the OE, and the formula shall include the calculation of the tuition charged.
4. ~~There will be a charge for Tuition for the program costs by the Operating Entity. Tuition costs shall be charged by the Operating Entity and shall be based on a tuition formula established by the Operating Entity after consultation with the DuPage/West Cook Governing Board.~~
- 5.4. Services may be provided to students who reside outside of the eCatchment aArea provided space is available and the resident district agrees to pay the fee established by the OE DuPage/West Cook Governing Board.
- 6.5. ~~Any district terminating its participation in this Agreement, whether voluntarily or involuntarily, prior to dissolution of this Agreement hereby waives and relinquishes all claims or rights in any property, real or personal, then owned by the Boards of Education of each school district in the Catchment Areas. In the event of dissolution of this Agreement, Boards of Education then parties to this Agreement shall be considered owners for the purposes of liability and equity distribution. Each Board of Education of each school district which is a party to this agreement shall be responsible for, or entitled to, amounts in proportion to their enrollment figures from the previous year as reported in the Illinois State Board of Education Fall Enrollment and Housing Report in relationship to the total enrollment of students in the Catchment Area.~~
- 7.6. TheA school district receiving D/WC program services from an OE agrees to purchase low incidence special education services available only from this and other OE's within the D/WC DuPage/West Cook eCatchment aArea unless an IEP team determines otherwise.

ARTICLE IV - FINANCING

There may be periodic assessments as determined by the D/WC Governing Board. ~~Members~~The Member School Districts shall be assessed on the basis of their enrollment ~~figures from the previous year~~ as reported in the Illinois State Board of Education Fallmost recent Enrollment and Housing Report. ~~This assessment shall be paid within sixty (60) days of the assessment's being imposed.~~A Member School District shall pay an assessment within sixty (60) days of receipt of written notice thereof from D/WC.

ARTICLE V - TRANSPORTATION

~~Each school district shall be responsible for the total cost of providing transportation as needed and insurance for its students who are participating in programs offered under this Agreement. Each district will make separate claims for transportation to the State of Illinois or to the proper governmental body. Transportation to D/WC programs is the responsibility of a student's district of residence as determined by law.~~

ARTICLE VI - PROCEDURES FOR WITHDRAWAL OR EXPULSION OF ATHE BOARD OF EDUCATION OF A MEMBER SCHOOL DISTRICT WHICH IS PARTY TO THIS AGREEMENT

Section 1

Procedures for withdrawal or expulsion of a Member sSchool dDistrict from ~~these Articles of this Agreement~~ and D/WC shall be in accordance with this Agreement~~consistent with the applicable provision of law~~. When a Member sSchool dDistrict fails to abide by the terms of ~~these Articles of this Agreement~~ or fails to meet its financial or other obligations as established ~~in these Articles of or assessed pursuant to this Agreement~~, the D/WC Governing Board may expel such a mMember School District. The expulsion of the mMember School District shall be effective upon approval of a resolution by two-thirds (2/3) of the members of the D/WC Governing Board's approving the resolution. If expulsion of a mMember School District occurs, ~~that member's~~ representatives shall no longer serve on anythe D/WC Board or any Committee created under ~~these Articles of this Agreement~~.

Section 2

A Member School District seeking Notification of intent to withdraw by afrom this Agreement and D/WC shall provide written notice thereof school district shall be given in writing to the D/WC Governing Board, but Such written notice must be received by the D/WC Board not later than eighteen (18) months prior to the requestedeffective date of withdrawal. Withdrawal shall be effective on July 1 of a fiscal year (i.e., written notice must be received by the D/WC Board by January 1, 2020 for a withdrawal to be effective July 1, 2021).~~If a district fails to provide notice of its intention to withdraw in any given year, that district shall automatically extend its participation under the Articles of Agreement for an additional year.~~

Section 3

~~Each withdrawing~~ A Member sSchool dDistrict withdrawing from this Agreement and D/WC mustshall comply with the applicable provisions of ~~the Articles of this Agreement~~ and laws of the State of Illinois, as applicable. A Member School District which withdraws from D/WC prior to dissolution of this Agreement and D/WC, or is subjected to expulsion, agrees that it waives and relinquishes all claims or rights in any property, real or personal, or other assets owned by D/WC, its OEs and Fiscal Trustee, as well as property, if any, in which Member School Districts may

otherwise claim a beneficial interest. However, a withdrawing Member School District also agrees that it shall remain liable for its proportionate share of any D/WC liabilities, including liabilities of OEs and the Fiscal Trustee related to D/WC and its programs, which may exist or have accrued before the effective date of withdrawal. ~~In the event such a withdrawal is approved, the~~ The D/WC Board shall calculate a withdrawing Member sSchool dDistrict's proportionate share of liabilities owing under ~~these Articles of this~~ Agreement, if any, ~~shall be computed within sixty (60) days following the effective date of a withdrawal, and the withdrawn Member sSchool dDistrict shall be invoiced therefor within thirty (30) days after the date of withdrawal. Payment from the~~ The withdrawing Member sSchool dDistrict shall pay D/WC the sum invoiced shall be due within thirty (30) days from the date of receipt of the invoice. Said school district shall be deemed to have forfeited or waived any rights, title or interest in any assets created or acquired under ~~these Articles of Agreement.~~ A withdrawn Member School District agrees that this Agreement shall remain in force in effect until it satisfies all D/WC assessments and liability for its proportionate share of any D/WC liabilities, including liabilities of OEs and the Fiscal Trustee related to D/WC and its programs, which may exist or have accrued before the effective date of withdrawal.

ARTICLE VII - CONSOLIDATION OR DISSOLUTION OF MEMBER SCHOOL DISTRICTS / AND DISSOLUTION OF D/WC

Section 1 – Consolidation or Dissolution of Member School Districts

In the event of consolidation of a mMember sSchool dDistrict with a non-participating ~~entityschool district~~, the non-participating ~~school district portion of the newly formed entity will automatically become part~~ shall be deemed a Member School District under ~~of~~ this Agreement unless written intent to withdraw, as provided in this Agreement, is received by the D/WC ~~Governing~~ Board within thirty (30) days after ~~formation of the new entity~~ the effective date of consolidation or dissolution. The newly formed entity Member School District shall ~~agree to~~ assume the financial and legal obligations that may arise through participation in this Agreement. The students from the ~~new Member School District~~ consolidated entity which had previously been enrolled in the now dissolved Member School dDistrict shall likewise be assessed all tuition, development and other charges as are required for students from ~~other participating Member School Districts~~ Boards of Education of each school district which is a participant in this Agreement. All rules and regulations applicable to all other ~~participating Boards of Education~~ Member School Districts shall likewise be applicable.

Section 2 – Dissolution of D/WC

2.1 Dissolution of ~~the~~ this Agreements and D/WC may be commenced by adoption by the D/WC ~~Governing~~ Board of a ~~petition-resolution~~ calling for the dissolution of ~~the~~ this Agreement and D/WC, ~~that motion/resolution having approved by two-thirds (2/3) of the Members of the D/WC Board~~ received a vote of at least two thirds (2/3) on the question. ~~That petition shall be enforceable if adopted~~ Dissolution shall be effective on July 1 following approval by two-thirds (2/3) of the Member School Districts Boards of Education of each school district which is a participant in the Agreement. If dissolution is approved

~~by the requisite number of Member School Districts adopted~~, a dissolution committee shall be appointed by the ~~e~~Chairperson of the D/WC ~~Governing~~ Board to determine details of dissolution. Written notice of the intention to terminate the Agreement shall be provided to the State Board of Education at least one (1) academic year (12 calendar months) in advance of the effective date of dissolution. All requirements of other governmental bodies shall also be satisfied prior to the effective date of the dissolution.

- 2.2 Upon dissolution, all ~~operating entity~~OE obligations shall be paid, if possible, from available working cash or ~~operating entity~~OE funds. If necessary, the sites, facilities or equipment acquired under this Agreement may be liquidated by the D/WC ~~Governing~~ Board to satisfy outstanding obligations incurred under this Agreement. If, after liquidation of assets, there are further liabilities or expenses, the D/WC ~~Governing~~ Board may establish a special assessment to be paid by the ~~m~~Member ~~School Districts~~Boards of Education. That assessment shall be processed in the same fashion as other assessments set forth in this Agreement. This Agreement shall be deemed to remain in force in effect until all D/WC assessments and liabilities are satisfied.
- 2.3 Upon dissolution, if any assets remain after payment of all debts, those assets may be liquidated or distributed to all ~~Member School Districts Boards of Education then still participating in the Agreement which had not withdrawn from D/WC by the effective date of dissolution~~. The division and distribution of assets shall be on a pro rata basis ~~as set forth elsewhere in this Agreement~~. The pro rata share for a Member School District shall be that amount which is in proportion to the Member School District's student enrollment figures from the most recent Illinois State Board of Education Enrollment and Housing Report in relationship to the total enrollment of students in the Catchment Area.

~~ARTICLE VIII—CONFLICT RESOLUTION~~

~~Section 1~~

~~Every school district covered by this Agreement shall have the right to present written complaints in accordance with the procedures herein set forth, provided said school district is a participant in good standing both on the date the alleged act occurred and on the date the written complaint is filed. Good standing, as used in this Article, is defined as a school district which is not delinquent on any financial obligation incurred under this Agreement or to any operating entities, and has not been notified of any violation of the terms of this Agreement.~~

~~Section 2~~

~~It is expressly agreed that the following matters shall not be the basis of any complaint filed under the procedures outlined in this Article.~~

- ~~2.1 Any alleged act or inaction claimed to be a violation of the terms and conditions existing prior to the date of formal adoption of this Articles of Agreement by the Boards of~~

Education of each participating school district and prior to the effective date of the Articles of Agreement.

2.2 — Any action taken in an emergency where such emergency is unforeseen and employees, students or property are in imminent danger of harm or damage.

Section 3

A complaint must be filed with the Chairperson of the D/WC Governing Board during normal work hours within forty five (45) calendar days of the day the school district knows or reasonably should have known of the event. In no event will a complaint be considered timely when filed more than ninety (90) calendar days after the event giving rise to the complaint.

Section 4

The parties hereto acknowledge that it is usually most desirable to resolve problems through open and informal communications with representatives of the

HICs and/or independent school districts. If, however, the informal process fails, a complaint may be processed as follows:

Step 1: The school district's representative shall present the written complaint to a committee consisting of the D/WC Governing Board Chairperson, Vice Chairperson, and Secretary (hereinafter referred to as "the Committee"). The complaint shall, at a minimum, contain the following information:

- a) A description of the specific grounds of the complaint, including names, dates, and places necessary for a complete understanding of the complaint.
- b) A listing of the specific actions requested of the Committee, which will remedy the complaint.

The Chairperson of the D/WC Governing Board will arrange for a meeting between the complaining school district and the Committee to take place within thirty (30) calendar days after receipt of the complaint. Within fourteen (14) calendar days of the meeting, the school district shall be provided with the Committee's written response.

Step 2: If the complaint is not satisfactorily resolved at Step One, the school district may appeal the complaint to the entire D/WC Governing Board within fourteen (14) calendar days after the date of the Committee's response. The appeal must be in writing. The D/WC Governing Board shall arrange for a meeting to take place with the school district within thirty (30) calendar days of the Governing Board's receipt of the appeal. Within fourteen (14) calendar days of the meeting, the school district shall be provided with the D/WC Governing Board's written response, which shall be a final and binding determination upon the parties.

Section 5

~~Complaints shall be filed as "Class Complaints" where two or more school districts complain of the same violation or occurrence. Separate complaints filed by one or more school districts may be consolidated by the D/WC Governing Board into a single class complaint where the alleged occurrence relates to identical or substantially identical alleged violations, and the relief sought by the individual school districts is substantially identical. In such cases, the appropriate time line to be followed shall be that of the last timely filed complaint.~~

~~Section 6~~

~~A complaint may be withdrawn at any time. If no written decision has been rendered within the time limits indicated by a Step, then the complaint may be processed to the next Step, at the option of the school district. If the school district fails to pursue the appropriate Step within the time limits established in this Article, the complaint shall be considered withdrawn. Time limits may be extended only by mutual written agreement.~~

~~Section 7~~

~~Observers shall not be permitted at any complaint hearing unless all parties agree.~~

ARTICLE ~~VIII~~IX - AMENDMENT OF ARTICLES OF AGREEMENT

Section 1

Proposed amendments to ~~this Agreement these Articles~~ may be recommended to the D/WC ~~Governing~~ Board at any regularly scheduled or special meeting of the Board.

Section 2

Any proposed amendment which receives the ~~vote of approval of~~ two-thirds (2/3) of the Members of the D/WC ~~Governing~~ Board shall be forwarded for adoption to the ~~Boards of Education of the~~ ~~m~~Member ~~School d~~Districts ~~for consideration~~.

Section 3

~~Proposed amendments shall be submitted to the Boards of Education of the member school districts in this agreement. Any amendment approved by two-thirds (2/3) of the Members of the D/WC Board and being approved by receiving a majority vote of the Boards of Education Member School Districts shall become effective on the date that a majority of the Boards of Education Member School Districts have approved the Amendment.~~

Section 4

The D/WC ~~Governing Board~~ shall provide all ~~participating Boards of Education Member School Districts in the Catchment Area~~ with current copies of ~~the Articles of this~~ Agreement incorporating any and all amendments that have been approved.

ARTICLE IX – INDEMNIFICATION OF D/WC BOARD

Each ~~participating Board of Education Member School District listed on Addendum A in the Catchment Area~~ agrees that it is voluntarily entering into this Agreement. It is further agreed that under ~~the current form of organization and Articles of this~~ Agreement, the current and former members of the D/WC ~~Governing Board~~, and their agents, employees, and representatives, shall be released from and are further indemnified and held harmless from and against any claim, suit, cause of action, and dispute from any person, or entity, whether known or unknown, direct or indirect, latent or patent, arising from or out of any alleged debts, losses, damages, injuries, actions or omissions related to the operation of D/WC, from the beginning of time up to and including the termination of services from any of those persons previously referred to in this paragraph.

~~Any district terminating its participation in this Agreement, whether voluntarily or involuntarily, prior to dissolution of this Agreement hereby waives and relinquishes all claims or rights in any property, real or personal, either owned by, or in which participating districts have a beneficial interest. In the event of the dissolution of this Agreement, the Boards of Education of each member school district shall be considered owners for purposes of liability and equity distribution. In the event of withdrawal from this Agreement, the Board of Education of that withdrawing district shall be considered an owner for liability only. Each Board of Education shall be responsible for liabilities, or entitled to assets, in the applicable circumstance, on a pro rata basis. The pro rata share for a district shall be that amount which is in proportion to that district's student enrollment figures from the previous year as reported in the Illinois State Board of Education Fall Enrollment and Housing Report in relationship to the total enrollment of students in the Catchment Area in relation to the total liability or assets outstanding, as the case may be.~~

ARTICLE XI - GENERAL PROVISIONS

~~104.1~~ The ~~Boards of Education of each participating Member sSchool dDistricts~~ agree that this Agreement shall be deemed to supersede the terms of the AMENDED ARTICLES OF AGREEMENT dated July 1, 1996, the FISCAL TRUSTEE MANAGER AGREEMENT dated July 1, 1996, and the OPERATING ENTITY AGREEMENT dated July 1, 1996 all prior agreements regarding the establishment and operation of D/WC, and any amendments thereof.

~~11.2~~ This Agreement shall become effective if:

- ~~a) A majority of the Boards of the school districts in the Catchment Area, approve such on or before July 1, 2006; and~~

~~b) This Agreement is approved by all applicable governmental bodies or agencies whose approval is required by law, on or before July 1, 2006.~~

~~101.23~~ This Agreement constitutes the entire Agreement between the parties. This Agreement may be modified only in writing, by resolutions approved, signed and dated by the duly authorized representatives of the parties D/WC Board and the Member School Districts as provided ~~for in this Agreement~~ Article IX herein.

~~This Agreement shall renew automatically, unless intent to withdraw from the Agreement, or dissolution of the Agreement, is provided consistent with the procedure set forth elsewhere in this Agreement.~~

ADDENDUM A

Participants Member School Districts Participating

in the

DuPage/West Cook ~~Low Incidence Service~~ Intergovernmental Cooperation Agreement

Cooperative

Argo, Evergreen, Reavis,
Oak Lawn Special Education
(AERO)

Cooperative Association for
Special Education
(CASE)

LaGrange Area
Special Education
(LADSE)

Member School Districts

Summit School District 104
Willow Springs School District 108
Indian Springs School District 109
Central Stickney School District 110
Burbank School District 111
Ridgeland School District 122
~~Oak Lawn Hometown School District 123~~
Evergreen Park Elementary School District 124
Argo Community High School District 217
Reavis Township High School District 220
Oak Lawn Community High School District 229
Evergreen Park Community High School District 231

Marquardt School District 15
Queen Bee School District 16
Glen Ellyn Elementary School District 41
Lombard School District 44
Glenbard Township High School District 87
Glen Ellyn Community Consolidated School District 89
Carol Stream Community Consolidated School District 93

Westchester School District 92.5
Komarek School District 94
Brookfield School District 95
Riverside School District 96
Western Springs School District 101
LaGrange School District 102
Lyons School District 103
LaGrange School District (South) 105
LaGrange Highlands School District 106
Pleasantdale School District 107
Lyons Township High School District 204
Riverside Brookfield Township District 208
Butler School District 53
Darien School District 61
Gower School District 62

Leyden Area Special
Education Cooperative
(LASEC)

Rosemont Elementary School District 78
Pennoyer School District 79
~~Norridge School District 80~~
Mannheim School District 83
Franklin Park School District 84
Rhodes School District 84.5
River Grove School District 85.5
Union Ridge School District 86
Leyden Community High School District 212
Ridgewood Community High School District 234
Elmwood Park Community Unit School District 401

North DuPage Special
Education Cooperative
(NDSEC)

Addison School District 4
Bensenville Elementary School District 2
Wood Dale School District 7
Itasca School District 10
Medinah Elementary School District #11
Roselle Elementary School District #12
Bloomingtondale Elementary School District #13 Fenton
Community High School District 100
Lake Park Community High School District 108

Proviso Area
Exceptional Children
(PAEC)

Berkeley School District 87
Bellwood School District 88
~~Maywood-Melrose-Park-Broadview School District 89~~
Lindop School District 92
Hillside School District 93
Proviso Township High School District 209

School Association for Special
Education in DuPage
(SASED)

Keeneyville School District 20
Benjamin School District 25
West Chicago Elementary School District 33
Winfield School District 34
Villa Park Elementary District 45
Salt Creek School District 48
Downers Grove Grade School District 58
Maercker School District 60
Cass School District 63
Center Cass School District 66
Woodridge Elementary School District 68
DuPage High School District 88
Community High School District 94
Community High School District 99
Community Consolidated School District 180
Westmont Community Unit School District 201
Lisle Community Unit School District 202

Elmhurst Community Unit School District 205

Pre-July 1, 2006 Independent School Districts

<u>District 97</u>	<u>Oak Park Elementary School District 97</u>
<u>District 200</u>	<u>Wheaton-Warrenville Community Unit District 200</u>
<u>District 200</u>	<u>Oak Park and River Forest High School District 200</u>
<u>District 203</u>	<u>Naperville Community Unit School District 203</u>
<u>District 204</u>	<u>Indian Prairie Community Unit School District 204</u>

Other Independent School Districts

<u>District 80</u>	<u>Norridge School District 80</u>
<u>District 81</u>	<u>Schiller Park School District 81</u>
<u>District 86</u>	<u>Hinsdale Township High School District 86</u>
<u>District 89</u>	<u>Maywood-Melrose Park-Broadview School District 89</u>
<u>District 90</u>	<u>River Forest School District 90</u>
<u>District 91</u>	<u>Forest Park School District 91</u>
District 97	Oak Park Elementary School District 97
<u>District 98</u>	<u>Berwyn North School District 98</u>
<u>District 99</u>	<u>Cicero School District 99</u>
<u>District 100</u>	<u>Berwyn South School District 100</u>
<u>District 123</u>	<u>Oak Lawn-Hometown School District 123</u>
<u>District 181</u>	<u>Hinsdale Community Consolidated School District 181</u>
District 200	Wheaton-Warrenville Community Unit District 200
District 200	Oak Park and River Forest High School District 200
<u>District 201</u>	<u>J. S. Morton High School District 201</u>
District 203	Naperville Community Unit School District 203
District 204	Indian Prairie Community Unit School District 204

Non-Voting Independent District

~~Schiller Park School District 81~~

ADDENDUM B

PROCEDURES IMPLEMENTING DUPAGE/WEST COOK
REGIONAL SPECIAL EDUCATION ASSOCIATION
ARTICLES OF AGREEMENT
RE: PERSONNEL

- ~~1. A certificated staff member transferred from DuPage/West Cook (D/WC) member districts to current Operating Entities (OE) prior to the reorganization of D/WC on June 30, 1993 shall maintain his/her contractual continued service (CCS) and seniority in D/WC programs and D/WC member school districts, if any, as provided in The School Code of Illinois.~~
- ~~2. If a D/WC Low Incidence Program (LIP) (i.e., PH, deaf/hard of hearing, and VI) certificated staff member has not entered upon CCS and receives a Notice of Nonrenewal of Employment with an OE in accordance with Section 24-11 of the Code, it is recognized that such staff member shall acquire CCS if employed in a D/WC LIP by any OE at the commencement of the following school year.~~
- ~~3. The DuPage/West Cook Governing Board may, in its sole discretion, consider a request for transfer by a certificated staff member with CCS from one OE to another OE.~~
- ~~4. An OE shall not transfer a staff member without CCS to another OE. If a staff member who has not entered upon CCS resigns from his/her position in a D/WC LIP operated by an OE, such resignation shall be considered a break in CCS. If such staff member is thereafter employed by another OE in a D/WC LIP for the following school year, such employment shall be considered the staff member's first probationary year by the OE, with salary schedule placement determined under the policies and/or collective bargaining agreement, if any, of the new OE of employment.~~
- ~~5. A certificated staff member with CCS may be transferred under Section 10-21.12 of the Code from one OE to another only when approved by a majority of the members of the DuPage/West Cook Governing Board.~~

~~{Note: In considering such request for transfer, the DuPage/West Cook Governing Board shall review the financial consequences of the requesting staff member's placement on the receiving OE's salary schedule, based upon the staff member's current step and lane placement, and the staff member's willingness to accept the consequences thereof.}~~

- ~~6. A certificated staff member with CCS who is involuntarily transferred from one OE to another shall suffer no loss of salary or accumulated sick leave. The transferring and receiving OE shall meet with their respective exclusive employee representatives, if any, in order to resolve issues that arise incident to the involuntary transfer.~~

- ~~7. A certificated staff member with CCS who is employed by an OE in a D/WC LIP is eligible, prior to his/her reduction in force (RIF), for any D/WC LIP position for which he/she is legally qualified. Prior to his/her RIF, such staff member shall be assigned to a position for which he/she is legally qualified, if any, which is held by a staff member who has not entered upon CCS or held by a staff member who has entered upon CCS with a shorter length of CCS.~~
- ~~8. In the event that a certificated staff member with CCS who is employed by an OE in a D/WC LIP is subjected to a RIF, such certificated staff member's rights, if any, to positions in D/WC member districts shall be determined in accordance with his/her date of hire for purposes of determining length of CCS in D/WC, as follows:~~
- ~~a. (Pre July 1, 1987). The certificated staff member shall be assigned to a position for which he/she is legally qualified in a D/WC member school district which is currently held by a member district staff member who has not entered upon CCS or held by a member district staff member who has entered upon CCS with shorter length of CCS.~~
 - ~~b. (Post September 23, 1987). In the event of the dissolution of D/WC, such staff member shall be assigned to a comparable member district position, if any, currently held by a member district staff member who has not entered upon CCS or held by a staff member who has entered upon CCS with shorter length of CCS.~~
 - ~~c. [Note: Either a pre or post 1987 hire may also have rights to a non D/WC position in the OE based upon his/her inclusion/ exclusion on the seniority list for non-D/WC programs operated or managed by the OE and the OE's collective bargaining agreement.]~~

ADDENDUM C

- SASED** Deaf and Hard of Hearing Programs (PreK - 8) in DuPage County
Visually Impaired Programs (PreK - Transition) in all D/WC
Diagnostics and Audiological Services for all D/WC
- LADSE** Deaf and Hard of Hearing Program (9 - Transition) in Cook
County
- SASED** Fiscal Trustee/Manager for all of D/WC

ADDENDUM C

(Sample Resolution)

RESOLUTION OF BOARD OF EDUCATION OF
SCHOOL DISTRICT
AUTHORIZING AND APPROVING JOINT REPRESENTATION TO
THE DUPAGE/WEST COOK REGIONAL SPECIAL EDUCATION ASSOCIATION

WHEREAS, the Board of Education ("the Board") is a member of the DuPage/West Cook Regional Special Education Association (hereinafter "D/WC") which operates under an Intergovernmental Cooperation Agreement (hereinafter "D/WC Agreement"); and

WHEREAS, the D/WC Agreement states that the D/WC Board shall consist of either Superintendents or State Approved Directors of Special Education, and provides for representation as follows:

1. Each Special Education Cooperative appoints one representative and one alternate to the D/WC Board.
2. Each independent Member School District ("ISD") that has a district enrollment of at least 5,000 students (based on the most recent ISBE Enrollment and Housing Report) and its own comprehensive plan for special education is eligible to appoint one representative and one alternate to the D/WC Board.
3. An ISD that appointed one representative and one alternate to the D/WC Board under the Articles of Agreement Amended and Adopted July 1, 2006 ("Pre-July 1, 2006 ISD"), remains eligible to appoint one representative and one alternate without regard to district enrollment.
4. If more than one ISD (i.e., which is not a Pre-July 1, 2006 ISD) is ineligible to appoint one representative and one alternate to the D/WC Board based on the most recent Enrollment and Housing Report, those districts may together appoint one representative and one alternate.
5. An ISD which is ineligible to appoint one representative and one alternate to the D/WC Board may enter into an agreement with one or more other such ISDs to appoint one representative and one alternate provided that such districts have a combined aggregate enrollment of at least 5,000 students based on the most recent Enrollment and Housing Report.

WHEREAS, the D/WC Agreement further states that the election described in #5 (above) shall be made on a fiscal year basis (July 1 - June 30), and that each ISD entering into such agreement shall, prior to July 1 every three (3) years, provide the D/WC Board with a resolution approved by its Board of Education which authorizes such representation; and

WHEREAS, pursuant to the D/WC Agreement provision described in #5, above, the Board wishes to enter into an agreement with the other ISD(s) identified herein to appoint one representative and one alternate to the D/WC Board; and

WHEREAS, the Board and the other ISD(s) identified herein have a combined aggregate enrollment of at least 5,000 students based on the most recent ISBE Enrollment and Housing Report; and

WHEREAS, the Board has determined that the joint representation provided for herein would be in the best interests of the Board;

NOW, THEREFORE, be it, and the same is hereby resolved by the Board as follows:

1. The Board hereby agrees to join with the following ISD(s) to appoint a representative and alternate to the D/WC Board: *[list the school district(s) with which the Board is joining]*

2. The Board hereby authorizes and approves the appointment of the following representative and alternate to the D/WC Board, to represent the Board and the ISD(s) identified in Section 1:

Name and title of representative: _____

Name and title of alternate: _____

3. The appointment of the representative and alternate (identified in Section 2) to the D/WC Board shall be effective after approval by all ISDs identified in Section 1.

4. The appointment of the representative and alternate (identified in Section 2) to the D/WC Board shall be effective on a fiscal year basis (July 1 to June 30) for the following school years: *[list all school years, not to exceed three]*

5. The President and Secretary of the Board are hereby authorized to execute this Resolution and cause a copy to be submitted to the D/WC Board Chairperson and Secretary.

6. This Resolution shall take effect upon its passage.

Member _____ moved that the foregoing Resolution be adopted and
Member _____ seconded the motion. Upon a roll call vote being taken, the
members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

The President declared the motion carried and the Resolution duly adopted.

BOARD OF EDUCATION OF _____

SCHOOL DISTRICT _____ COUNTY,
ILLINOIS

By: _____
President

Attest: _____
Secretary

Date: _____

STATE OF ILLINOIS)
) SS
COUNTY OF)

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of _____ School District _____ County, Illinois ("the Board"), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of the Resolution adopted by the Board at its meeting held on the _____ day of _____ 20____, said Resolution entitled:

**RESOLUTION OF BOARD OF EDUCATION OF
SCHOOL DISTRICT
AUTHORIZING AND APPROVING JOINT REPRESENTATION TO
THE DUPAGE/WEST COOK REGIONAL SPECIAL EDUCATION ASSOCIATION**

a true, correct and complete copy of which said Resolution as adopted at said meeting appears in the minutes of said meeting.

I do further certify that the roll call vote taken adopting said Resolution was conducted openly, that said meeting was called and held at a specified time and place convenient to the public, that said meeting was called and held in strict compliance with the applicable provisions of the *Open Meetings Act* of the State of Illinois, as amended, and that the Board of Education has complied with all of the applicable provisions of said *Act* and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this _____ day of _____, 20____.

Secretary, Board of Education of

School District

County, Illinois

Secretary

ADDENDUM D

Coordinator of DuPage West Cook

Critical Functions Job Description

The Coordinator reports is accountable to the Operating Entities (“OEs”) and the D/WC Governing Board.

The following is a list of ~~important~~ critical job functions. These can be expanded or limited based upon the recommendations of the D/WC ~~Governing Board~~. The Coordinator is responsible for providing administrative services for the D/WC Governing Board including preparing agendas and materials for all meetings.

The Coordinator is responsible for providing a coordinated delivery system for students who are served by D/WC programs which included diagnostics, educational services, technical assistance, and case management. The Coordinator will work with OEs to ensure that there is cooperation and ongoing communication among and between D/WC programs and services.

Programmatic

Consults and assists with development of programming. ~~Oversee the continuum of educational services for eligible children who are served in D/WC programs including but not limited to instruction, assessment, and evaluation monitoring, consultation and direct services.~~

Consults and assists with ~~Oversee~~ the development of annual staffing plans for instructional programs and diagnostic services in cooperation with the OEs.

Consults and assists with ~~Oversee~~ the extended school year program in cooperation with the OEs.

Provides and informs staff of professional development opportunities. ~~programs and activities for classified staff and certified staff~~

Provides parent education services including, but not limited to, communication classes, and parent education programs, ~~and parent newsletter.~~

Administrative

Facilitate the work of the D/WC ~~Governing Board~~ including agendas and maintaining its records.

~~Serve as liaison to the Special Education Parent Teacher Association (SEPTA).~~

Serve as D/WC's representative, as required, on inter-agency committees, professional committees, and state and local meetings.

Fiscal

~~Assists with the development of the Develop~~ annual budgets in cooperation with OEs.
~~operating entities~~

Monitor all D/WC contracts.

Prepare state and federal grants when appropriate.

~~Establish tuitions in cooperation with operating entities~~

~~Consults and collaborates~~ ~~Oversee and assist~~ with the business services provided by the Fiscal ~~Trustee.~~ Agent

Monitor D/WC's fiscal and legal compliance with all state and federal rules and regulations.

ADDENDUM E

FISCAL TRUSTEE

Critical Functions

The Trustee is the custodian of the working cash fund. As directed by the D/WC Board, the Trustee shall be charged with the duty to manage and disburse the working cash funds.

The D/WC Board shall appoint a Fiscal Trustee/Manager and authorize purchases and expenditures to be made by the Fiscal Trustee/Manager on behalf of the D/WC Board.

The D/WC Board shall maintain such funds, and Reserve Fund, as may be necessary to secure the operations of the D/WC Board.

Fiscal Trustee/Manager, hereinafter the "Trustee", shall be designated, fulfilling the role and having those responsibilities set forth below. Through these Articles of Agreement, the participating ISD's and SEC's give their consent for the establishment of the Trustee position and to the authority to act on behalf of the member districts in this regard.

When directed by the D/WC Board, the Trustee shall have the following responsibilities:

- a) To make all purchases and expenditures required to fulfill its responsibilities as Trustee or as authorized by the D/WC Governing Board.
- b) To contract with the necessary attorneys, auditors, consultants and agencies to carry out the Trustee's functions.
- c) To remove funds from accounts.
- d) To pay from D/WC funds any outstanding liabilities of D/WC, as formerly organized under prior existing Articles of Agreement including, but not limited to retirement benefits/incentives.
- e) To monitor, collect and pay assessments and tuition surcharges as directed by the D/WC Board.
- f) Maintain separate accounts related to the D/WC Board operations. The Trustee shall be charged with keeping records of all D/WC Board fiscal transactions, which are undertaken by the Trustee on behalf of D/WC and prepare such statements and reports as may be required by state and federal law and regulations as well as the D/WC Board. An annual audit of the Trustee's books and records shall be conducted in conjunction with the approved LEA acting as the Trustee.
- g) Have the authority to seek an increase in the Reserve Fund from the D/WC member districts upon the direction of the D/WC Board.

- h) Use ordinary care and reasonable diligence in the performance of its duties under these Articles. The SEC's and the ISD's, and each of them individually, agree to indemnify and hold harmless the Trustee, its Board of Education and Board members, and its employees, agents and representatives, from any and all claims, judgments, liabilities, costs, penalties, taxes, interest or expenses of whatever nature which may be imposed upon, incurred by, or asserted against the Trustee at any time by reason of its services under this Agreement, or for any act or omission by the Trustee in carrying out its duties under these articles, except to the extent that it is determined by a court of competent jurisdiction that the liability therefore was a direct consequence of willful and fraudulent actions on the part of the Trustee or its agents, servants or employees; provided, however, that in the latter event, the Trustee's unindemnified exposure shall be limited to the amount of the Reserve Fund. The duty of the SECs and independent school districts to indemnify and hold the Trustee harmless shall specifically include and extend to attorneys' fees and other costs and expenses incurred in the defense of legal proceedings, both judicial and administrative. The Trustees may defend any claim with counsel of its choice, if the indemnitors consent to such counsel (which consent shall not be unreasonably withheld).
- i) If requested, the Trustee shall name each SEC, on behalf of the Boards of Education of their respective member school districts, and the Boards of Education of the ISD's, as additional insureds, on a primary and non-contributory basis, under its liability policy for services provided under these Articles. The Trustee shall provide each above referenced entity with a certificate of insurance to this effect prior to the effective date of these Articles. The Trustee shall be named by each SEC and ISD as an additional insured under their liability policies for services provided by the Trustee under these articles. The SEC's and ISD's shall provide the Trustee with certificates of insurance to this effect prior to the effective date of these articles.
- j) Upon termination of the existing Trustee, all Trustee obligations shall be paid, if possible, from available funds. Any assets held will be transferred to a new Trustee or distributed as directed by the D/WC Board.

**RESOLUTION OF BOARD OF EDUCATION OF
_____ SCHOOL DISTRICT _____
APPROVING PROPOSED AMENDMENTS TO
THE DUPAGE/WEST COOK REGIONAL SPECIAL EDUCATION ASSOCIATION
INTERGOVERNMENTAL AGREEMENT**

WHEREAS, the Board of Education (“the Board”) is a member of the DuPage/West Cook Regional Special Education Association (hereinafter "D/WC") which operates under an intergovernmental agreement, currently entitled “Low Incidence Service Agreement/Articles of Agreement” and proposed to be entitled “Intergovernmental Cooperation Agreement” (hereinafter “D/WC Agreement”), last revised and adopted on September 18, 2014; and

WHEREAS, the D/WC Agreement provides that proposed amendments may be recommended to the D/WC Governing Board at any regularly scheduled or special meeting of the Board and that any proposed amendment which receives the vote of two-thirds (2/3) of the Members of the D/WC Governing Board shall be forwarded for adoption to the Boards of Education of the member districts; and

WHEREAS, at its regularly scheduled meeting on May 16, 2019, the proposed amendments to the D/WC Agreement attached to this Resolution in redacted form (additions; ~~deletions~~) as Exhibit A were recommended to and approved by a two-thirds (2/3) vote of the Members of the D/WC Governing Board; and

WHEREAS, the D/WC Agreement requires that any proposed amendments to the D/WC Agreement which receive the approval of the Members of the D/WC Governing Board by a vote of two-thirds (2/3) shall be forwarded for adoption to the Boards of Education of the member districts; and

WHEREAS, the D/WC Agreement further provides that any amendment receiving a majority vote of the member Boards of Education shall become effective on the date that a majority of the member Boards of Education have approved the amendments; and

WHEREAS, this Board has received and reviewed the proposed amendments to the D/WC Agreement attached to this Resolution in redacted form (additions; ~~deletions~~) as Exhibit A and has determined that approval of the proposed amendments would be in the best interests of the Board.

NOW, THEREFORE, be it, and the same is hereby resolved by the Board as follows:

1. That the proposed amendments to the D/WC Agreement attached to this Resolution in redacted form (additions; ~~deletions~~) as Exhibit A, are hereby approved.
2. That the President and Secretary of the Board are hereby authorized to execute two (2) duplicate originals of this Resolution and cause one (1) original to be returned to the D/WC Governing Board Chairperson and Secretary.
3. That this Resolution shall take effect upon its passage.

Member _____ moved that the foregoing Resolution be adopted and Member _____ seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

The President declared the motion carried and the Resolution duly adopted.

BOARD OF EDUCATION OF _____

SCHOOL DISTRICT _____, _____ COUNTY,
ILLINOIS

By: _____
President

Attest: _____
Secretary

Date: _____

STATE OF ILLINOIS)
)
COUNTY OF _____) SS

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of _____ School District _____, _____ County, Illinois (“the Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of the Resolution adopted by the Board at its meeting held on the ___ day of _____ 2019, said Resolution entitled:

**RESOLUTION OF BOARD OF EDUCATION OF
_____ SCHOOL DISTRICT _____
APPROVING PROPOSED AMENDMENTS TO
THE DUPAGE/WEST COOK REGIONAL SPECIAL EDUCATION ASSOCIATION
INTERGOVERNMENTAL AGREEMENT**

a true, correct and complete copy of which said Resolution as adopted at said meeting appears in the minutes of said meeting.

I do further certify that the roll call vote taken adopting said Resolution was conducted openly, that said meeting was called and held at a specified time and place convenient to the public, that said meeting was called and held in strict compliance with the applicable provisions of the *Open Meetings Act* of the State of Illinois, as amended, and that the Board of Education has complied with all of the applicable provisions of said *Act* and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this ___ day of _____, 2019.

Secretary, Board of Education of
_____ School District
_____, _____ County, Illinois

Secretary