

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 21<sup>ST</sup> DAY OF OCTOBER, 2013**

The meeting was called to order by President, Mr. Timothy Kollar at 6:10 p.m. Upon Roll Call, the following Board members answered as being present: Dr. Christine L. Stoll, Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre, Mr. Scott Wallace and Mr. Timothy Kollar. Mr. Gregory F. Werd was absent.

Also in attendance was:

Dr. Kelley M. Kalinich, Superintendent;

Mr. Timothy Kollar entertained a motion to go into Closed Session.

**CLOSED SESSION TO CONSIDER INFORMATION REGARDING SPECIFIC EMPLOYEE MATTERS,  
PENDING OR PROBABLE LITIGATION, AND PURCHASE OR LEASE OF REAL PROPERTY FOR  
USE OF THE PUBLIC BODY**

*Dr. Christine Stoll moved, seconded by Mr. Scott Wallace to go into Closed Session at 6:11 p.m. to consider information regarding Specific Employee Matters, Pending or Probable Litigation and Purchase or Lease of Real Property for Use of the Public Body*

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Timothy Kollar			
Dr. Christine L. Stoll			
Mrs. Betsy Moerschel			
Mrs. Suzanne S. Nelson			
Mrs. Stacey M. Van Metre			
Mr. Scott Wallace			
		Mr. Gregory F. Werd	

The Board returned to Open Session at 7:00 p.m.

Upon Roll Call at 7:30 p.m., the following Board members answered as being present: Dr. Christine L. Stoll, Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre, Mr. Scott Wallace and Mr. Timothy Kollar. Mr. Gregory F. Werd was absent.

Also in attendance were:

Dr. Kelley M. Kalinich, Superintendent;

Dr. Janice Matthews, Principal;

Dr. Crystal LeRoy, Business Services and Human Resources Manager;

Ms. Julia Jones, Acting Director of Student Services;

Mrs. Julie Campanaro, Executive Assistant to the Superintendent; and

Community member: Mrs. Mindy Douthit, Joseph Sears School Parents' Volunteer Association (JSSPVA) Community Liaison.

## PUBLIC COMMENT

Mr. Kollar invited public comment. There was none.

## ADMINISTRATIVE REPORTS

**Freedom of Information Act (FOIA) Requests** – There were none to report.

**Report from the Superintendent including Review of Annual School Report Cards** - Dr. Kalinich reviewed the enrollment report noting that there were no significant changes. She also reminded the Board members of the upcoming IASB/IASA/IASBO Joint Annual Conference, November 22-24, 2013 in Chicago. She noted that any Board members who were interested in attending should notify Mrs. Julie Campanaro by November 1, 2013, in order to process the registration at the regular registration cost. She directed the Board members to the online links to view the full workshop offerings.

Dr. Kalinich provided a summary of the School and District Report Cards. Highlights of the presentation include the following:

- ✓ While there was an expectation for the prior three years that there would be a change in the Annual Report Card format, overall it is the same as in prior years.
- ✓ There is an addition of “Value Table Metric” intended to demonstrate the individual student growth from 2011-2012 school year to 2012-2013 school year, however the explanation to interpret this information is still in the process of being developed by the State.
- ✓ The primary difference between the School and District report cards, is that the District report card includes the reporting of the 4<sup>th</sup> and 8<sup>th</sup> grade state results, as required at the federal level.
- ✓ The School and District made Adequate Yearly Progress (AYP).
- ✓ The information is scheduled to be released to the public on October 31<sup>st</sup>.

Reviewing of “School at a Glance”, a new report was highlighted to include:

- ✓ There is a new website where the raw data from the 5Essentials survey will be completed. Our District had the required minimum participation by students and faculty/staff to report the survey results. The information will be released on October 31<sup>st</sup> at the following site: [illinoisreportcard.com](http://illinoisreportcard.com)
- ✓ The new document is intended to focus on student readiness for the next level of instruction
- ✓ The new document had been scheduled to include perception data from winter 2013 from students and faculty, however, the information is only going to be reported as raw data this year. Only 70% of Districts completed the survey.

The Board members discussed the reports, inquiring as to how the Illinois State Board of Education would educate the populace about the migration to the “School at a Glance” report card format. Dr. Kalinich noted that it was her understanding there would be sample letters provided to each school for distribution to their community as deemed appropriate. The Board also asked about any identified trends in the report or information gleaned that was unexpected. Dr. Kalinich noted that there was anticipation to see how the students would perform on the Illinois Standards Achievement Test (ISAT) given the new cut scores and 20% of the questions tied to the Common Core State Standards. She commented that overall the data was favorable, however, there continues to be a focus on increasing the number of students who perform in the “exceeds” category. She noted that in the subject area of Science, the student performance was strong, as reported in the recent years, as well.

The Board members also discussed the number of instructional minutes and the subject areas where Sears School was above, at or below the state averages. Dr. Kalinich commented on the various factors that influence the calculations of the time dedicated to each subject, as well as consideration of class size sections. It was also noted that part of the Strategic Plan includes a time study of how minutes in the school day are dedicated to various subjects and activities. There was also an inquiry as to whether there was any concern about the differences in performance by gender. Dr. Kalinich offered that an analysis of gender performance had been completed several years ago and did not document any specific differences of a statistical nature. It was further added that there are developmental differences between males and females at different age levels.

In conclusion, Dr. Kalinich noted that the School and District Report Cards would be included in the Consent Agenda to authorize the posting of each document to the website.

Mr. Kollar referred to a letter received from the KEA about suggestions for addressing plans for days with excessive heat in the District. Mr. Kollar asked that the Board and the Administration be mindful with regard to ways to address the situation when we get into the warmer months again in the spring. Mrs. Stacey Van Metre noted that the Building and Finance Committee will also be examining this topic.

**Report from the Business Services and Human Resources Manager** – Dr. LeRoy gave a brief presentation on the Estimate of Tax Levy. The information included a review of the breakdown of the different funds to equal the Total Aggregate Levy, a review of the Kenilworth School District No. 38 levy history, an estimated levy of 3.6% and a review of the calendar for the adoption of the levy. Dr. LeRoy added that while the proposed levy amount is below the 5% increase threshold which requires a formal levy hearing, the Building and Finance Committee has recommended proceeding with a levy hearing at the November 18, 2013, Board meeting. As such, the hearing date and time will be published in the local newspapers to invite all interested community members to attend.

Dr. LeRoy also noted that the auditors had been in the District to complete the Fiscal Year 2013 audit. She noted the audit should be received by the December Building and Finance, as well as Regular Board meeting for review.

**Report from Principal** – Dr. Matthews reported that training and implementation of the *Math in Focus* program for grades K-5 continues. She reported that the K-5 faculty, along with the *Math in Focus*, trainer, Ms. Carrie Robeson and mathematics consultant, Mrs. Faye Tatel, would be holding a parent forum on Wednesday, October 23, 2013 at 1:30 p.m. and 7:00 p.m. The JSSPVA is cosponsoring the forums.

Dr. Matthews further noted that the Science teachers are continuing their training in transitioning to the IQWST Science curriculum and implementation. Dr. Matthews also spoke about an upcoming Language Arts/Literature meeting with Mrs. Cathy Fansher (Grades K-4) and Mrs. Anne Trueman (Grades 5-8), leading the effort to look at our Language Arts continuity between grade levels to be sure there are no gaps from the perspective of the Common Core State Standards.

Due to the federal government shutdown in early October, the annual 8<sup>th</sup> Grade trip to Washington, D. C. was postponed. The new dates have been rescheduled for November 11-14, 2013. The 8<sup>th</sup> Graders will also have a late start when they return to school on November 15<sup>th</sup> due to the late return on the evening of November 14<sup>th</sup>. Also, on November 15<sup>th</sup>, the School will participate in the Bi-annual Turkey Trot.

Dr. Matthews also reviewed, the new *Student of the Week* (K-5<sup>th</sup> Grade) recognition, noting it was extremely well received by the students. Each teacher selects one student and their photos are posted to a recognition bulletin board. They are given ribbons to wear all week, noting their recognition. The week culminates in lunch with Dr. Matthews each Friday.

It was further noted that the student reports for the Iowa Assessment administered in September, should be delivered to Sears School in the near future and will be mailed to parents upon receipt. The information will also be discussed with parents during Parent/Teacher Conferences. She noted that she and the teachers now have access to online tools to sort and analyze this data in a variety of ways.

Dr. Matthews closed in mentioning the upcoming Halloween parade and parties scheduled for October 31<sup>st</sup>. Dr. Kalinich offered an anecdote comment regarding a picture of The Joseph Sears School Halloween parade from 1933 that she recently observed at the Kenilworth Historical Society.

Mr. Kollar took the opportunity to pass on some very favorable feedback about our new Junior High Science Teachers who had completed their student teaching at New Trier Township High School from a Science Teacher at New Trier. He complimented Dr. Matthews on the successful hiring of these promising teachers.

**Report from the Acting Director of Student Services** - Ms. Julia Jones referred the Board to her report in which she reviewed the Early Childhood meetings she has recently attended. She noted that she has begun meeting with New Trier to make sure our students with IEPs are well adapted into the high school environment. Ms. Jones also referred to information regarding our English Language Learner (ELL) case load being instructed by a retired ELL Teacher, Mrs. Nancy Haynor. She added that NSSED has begun conducting tours of their facilities for the year. Mrs. Nelson and Mrs. Van Metre reported they had taken such a tour earlier in the day and were greatly impressed by the resources made available to us through NSSED. Ms. Jones in answer to a Board Members question, explaining that a "Domain Meeting" is a meeting to review data that exists on a student and to determine what additional information is needed to best support a student's academic success.

## CONSENT AGENDA

Mr. Kollar asked if there were any questions regarding the Consent Agenda. It was noted that there were edits to the September 23, 2013 Minutes; and item K. *Approval of Amendment to Employment Contract Regarding 2013-2014 Performance Goals for Superintendent, Dr. Kelley Kalinich* would be amended as discussed during Closed Session. It was noted that in addition to a few edits, the minutes from September 23, 2013, had indicated the Executive Summaries of the Parent and the Faculty Staff Annual Surveys were to be published in the *Sears to Home* and that had not yet occurred. Dr. Kalinich noted that this could be included in the next *Sears to Home*.

There being no further comments, Mr. Kollar asked for a motion to approve the Consent Agenda as amended.

*Dr. Christine Stoll moved to approve the Consent Agenda to include the meeting minutes from the September 23, 2013, Regular Board meeting as amended and Closed Session, October 7, 2013 Special Board meeting and Closed Session, October 9, 2013 Special Board Meeting and Closed Session; Financial Report for September 2013; Accounts Payable for September 2013; Accounts Payable Report from September 24, 2013 to October 21, 2013; Authorization to*

*Publish Annual School Report Cards; Annual State Library Grant; Adoption of Resolution for 2013 Estimate of Tax Levy; Resolution to Appoint Dr. Crystal LeRoy as District Treasurer; Authorization for Dr. Crystal LeRoy to be Added as Signatory on District Financial Accounts; Authorization for Dr. Crystal LeRoy to Serve as District Agent for Financial and Insurance Representation; Amendment to Employment Contract Regarding 2013-2014 Performance Goals for Superintendent, Dr. Kelley Kalinich; and Salary Adjustment for Certified Employee. The motion was seconded by Mrs. Stacey Van Metre.*

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Timothy Kollar			
Dr. Christine L. Stoll			
Mrs. Betsy Moerschel			
Mrs. Suzanne S. Nelson			
Mrs. Stacey M. Van Metre			
Mr. Scott Wallace			
		Mr. Gregory F. Werd	

The motion carried with a vote of 6 to 0, with one member absent.

### OLD BUSINESS

**Review of Strategic Plan Progress and Setting of Community Forum** – Communication Committee Chairperson, Mrs. Betsy Moerschel, noted that the Committee had identified the date of Monday, November 11, 2013, for the Community Forum featuring an overview of the Strategic Plan. It was noted that there will be a 1:30 p.m. and 7:30 p.m. sessions offered to accommodate varying parent and community schedules. Mrs. Moerschel also alerted the Board to an article about “resilience” she felt was pertinent to the *Habits of Mind* referenced in the Strategic Plan. It was also noted that fifteen of the Sears School Faculty were honored in the recent publication from the Winnetka Alliance. The recognition is submitted by parents throughout the school year, as part of a recognition fundraiser for the Winnetka Alliance. Dr. Matthews noted that she would let the faculty members who were honored know about the recognition.

**Review and Discussion of Master Facilities Plan Next Steps** – Mrs. Stacey Van Metre reported that the Building and Finance Committee still needed to review the Master Facilities plan and begin the work of prioritizing needs, as well as determining what order the projects should be done. She noted that some of the items being considered included the addition of air-conditioning throughout the building, identifying additional classroom space; and examining a permanent solution for the Administrative Offices.

### NEW BUSINESS

**Discussion of and Potential Approval of Hiring Instructional Assistants** – Dr. Kalinich reviewed the qualifications of the candidates being presented for hire and entertained any questions. There were none.

Mr. Kollar asked for a voice vote for the hiring Instructional Assistant, Mrs. Vicki Petrolina, at the prorated annual salary of \$18,000.

The motion carried with a voice vote of all yeses, with one member absent.

**Discussion of and Potential Approval of Low Bid for Hardware Replacement and Security**

**Improvements** – Dr. Kalinich relayed that during this year’s Emergency Preparedness review it had been established that uniform door hardware for all classrooms needed to be in place, allowing for greater ease of use. Upon review of the bids received, the architects recommend awarding the project to Edwin Anderson Construction Company of Schiller Park, Illinois, for a total of \$144,700. The Board asked that the reference checks be verified by Healy, Bender and Associate architects before the contract for work is signed.

Mr. Kollar entertained a motion to approve the Low Bid for Hardware Replacement and Security Improvements.

*Mr. Scott Wallace moved to approve the Low Bid for Hardware Replacement and Security Improvements of Edwin Anderson Construction Company for \$144 700. The motion was seconded by Dr. Christine Stoll*

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Timothy Kollar			
Dr. Christine L. Stoll			
Mrs. Betsy Moerschel			
Mrs. Suzanne S. Nelson			
Mrs. Stacey M. Van Metre			
Mr. Scott Wallace			

Mr. Gregory F. Werd

The motion carried with a vote of 6 to 0, with one member absent.

**Discussion of and Potential Approval of School Energy and Maintenance Grant Applications -**

Dr. Kalinich outlined the current proposed projects for consideration of the Illinois State Board of Education grants. The grants required Board approval, but are not binding for the District to complete the projects. The proposal is as follows:

- ✓ Energy Maintenance Grant application to replace the gymnasium heating system and to add air-conditioning to this space. The estimated cost for the project is \$131,000.
- ✓ School Maintenance Grant application to install the gymnasium vestibule and install a second staircase in the Baker Building (estimate of \$776,000), as well as consider the door hardware replacement and key card system previously approved at this Board meeting.

It was noted that each grant is required to have matching funds up to \$50,000. The Board discussed that there will not be any additional architectural fees to submit the grants.

There being no further discussion, Mr. Kollar asked for a motion to approve the grant applications.

*Mr. Scott Wallace moved to approve the School Energy and Maintenance Grant Applications. The motion was seconded by Mrs. Stacey Van Metre.*

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Timothy Kollar			

Dr. Christine L. Stoll  
Mrs. Betsy Moerschel  
Mrs. Suzanne S. Nelson  
Mrs. Stacey M. Van Metre  
Mr. Scott Wallace

Mr. Gregory F. Werd

The motion carried with a vote of 6 to 0, with one member absent.

**Setting of Faculty and Staff Recognition Breakfast** - The Board discussed the setting of the date for the 2013 Board of Education Faculty and Staff Appreciation Breakfast. Dr. Kalinich noted that typically the date has been set during American Education Week in November. In keeping with this tradition, the Board determined the date would be November 20, 2013. Breakfast will begin being served at 7:30 a.m. and service presentations would begin at approximately 7:50 a.m. In addition to honoring all faculty and staff, special recognition will be provided for those celebrating 10, 20 or 25 years of service.

**OTHER BUSINESS**

Mr. Tim Kollar urged the Board members to keep thinking about how they can best support the faculty and staff to increase our children's success. Dr. Kalinich commented on the recent work with our faculty and Dr. Tony Frontier to examine student data, classroom assessments and instructional strategies to support the Common Core State Standards. She noted that a report from Dr. Frontier is forthcoming and she is hopeful to share the information at the November Board meeting.

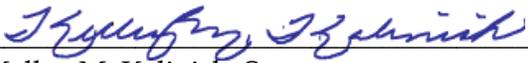
**PUBLIC COMMENT**

There was none.

**ADJOURNMENT**

*There being no further business, Mr. Scott Wallace moved, seconded by Dr. Christine Stoll to adjourn the meeting at 8:50 p.m.*

The motion carried with a voice vote of all yeases, with one member absent.

Attest for Distribution:   
Kelley M. Kalinich, Secretary

Approved:   
Timothy Kollar, President

ATTEST:   
Kelley M. Kalinich, Secretary

