

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 18TH DAY OF NOVEMBER, 2013**

The meeting was called to order by President, Mr. Timothy Kollar at 6:02 p.m. Upon Roll Call, the following Board members answered as being present: Dr. Christine L. Stoll, Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre, Mr. Scott Wallace and Mr. Timothy Kollar. Mrs. Betsy Moerschel and Mr. Gregory F. Werd were absent.

Also in attendance was:

Dr. Kelley M. Kalinich, Superintendent and
Mr. Howard Metz, Attorney with Robbins Schwartz

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

**CLOSED SESSION TO CONSIDER INFORMATION REGARDING SPECIFIC EMPLOYEE MATTERS,
AND PENDING OR PROBABLE LITIGATION, AND PURCHASE**

Mrs. Stacey Van Metre moved, seconded by Dr. Christine Stoll to go into Closed Session at 6:03 p.m. to consider information regarding Specific Employee Matters and Pending or Probable Litigation.

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 5 to 0, with two members absent.

The Board returned to Open Session at 7:30 p.m.

Upon Roll Call at 7:39 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, Mr. Gregory F. Werd, and Mr. Timothy Kollar.

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
Faculty Members: Mrs. Toula Sideris and Mrs. Tracey McDowell

PUBLIC COMMENT

Prior to Public Mr. Tim Kollar thanked Dr. Matthews for her service to the School and wished her well in her future ventures.

Mr. Kollar invited public comment. There was none.

FINANCIAL

Mr. Kollar invited Business Services Manager, Dr. Crystal LeRoy to begin the [Public Hearing](#) for the 2013 Levy at 7:41 p.m.

Dr. Leroy reviewed the Levy process, highlighting the proposed levy for 2013. She noted that the proposed levy was identical to the estimate of levy presented at the October 21, 2013, Board meeting. The levy includes an overall increase over last year’s revenues of 2.82%. She added that while this was well within the allowable 5% increase before a Public Hearing would be required, the Board decided to hold a Public Hearing consistent with the practice from prior years. Highlights reviewed by Dr. LeRoy included:

- ✓ Kenilworth School District Tax Levy History
- ✓ Total aggregate of the Levy - \$11,060,619 with a breakdown by fund
- ✓ Reviewed the Levy calendar, noting that after approval by the Board of Education, the Business Office will file the Levy with the Cook County Assessor’s office by the deadline of December 30, 2013.

Dr. LeRoy entertained questions. There were none. The Public Hearing closed at 7:44 p.m.

There being no further discussion, Mr. Kollar entertained a motion.

Mrs. Stacey Van Metre moved that the 2013 Tax Levy be adopted as presented. Mr. Greg Werd seconded the motion.

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 7 to 0.

ADMINISTRATIVE REPORTS

Freedom of Information Act (FOIA) Requests – There were none to report though Dr. Kalinich acknowledged that two had been received since the posting of the Board packet and were being processed for presentation at the December Board meeting. She highlighted that the requests included a request for

copies of KEA Contracts for the last ten years and a copy of any employment candidate information for pending litigation in another school district. Mr. Kollar reminded Dr. Kalinich to keep track of the costs in responding to these requests.

Report from the Superintendent including Review of Data from the Township – Dr. Kalinich referenced the monthly enrollment report, noting that there were no any significant changes from the October report. She also added that she anticipates receiving a report from Dr. Tony Frontier, who conducted the data review workshops in October with each grade level, as well as he held an after school Institute session. She noted that his report will include three summaries: a review by grade level of the topics covered in their meeting, a review of the themes from the focus group held with selected New Trier sophomores and a general summary of strengths and areas of opportunity for The Joseph Sears School regarding general instruction.

Dr. Kalinich presented a summary of the Township data for the spring [2013 Illinois Standards Achievement Test \(ISAT\)](#). The presentation included the following highlights:

- ✓ Kenilworth School District had the highest number of total “meets and exceeds” in 6 of the 14 (42%) assessments on the ISAT
- ✓ Kenilworth School District had the lowest number of total “academic warning and below” in the Township in Reading and Science, as well as overall
- ✓ Next steps involve the faculty examining the Individual Student Profiles to identify strategies to move students from “meets” to “exceeds”

Dr. Kalinich expanded on the work that will entail review of the Individual Student Profiles by the teachers within each grade level. Teachers will examine the ISAT, as well as Iowa Assessment results for each student as summarized on the Individual Student Profiles. She added that the same information will be shared with parents of students in grades 3-8 at the November Parent/Teacher Conferences. She added that between November and March, teachers will identify how to tailor instruction to enhance student academic performance to enhancing the percentage of students who place in the “exceeds” category. She added that our 4th and 5th grade students have been invited to take the new Partnership for Assessment of Readiness for College and Careers (PARCC) assessment during the spring of 2014. This technology-based format is the new assessment that will replace the ISAT beginning in the spring of 2015.

The Board discussed the ISAT assessment and reviewed the following:

- ✓ Kenilworth and Glencoe School Districts were the only two districts in the Township to make Adequate Yearly Progress (AYP). Dr. Kalinich noted that the other Township districts made AYP overall, but had subgroups that did not meet the benchmarks.
- ✓ It was noted that there were areas in which the District could be proud, but there was also room for improvement. The Administration was encouraged to look to those districts that did well in areas where we did not lead and to use the other districts as a benchmark.
- ✓ It was asked if New Trier Township High School would share the student data from the other elementary districts and Dr. Kalinich noted that the information was specifically presented to allow each elementary district to view their own information and its comparison to the total Township. It was also noted that New Trier is not as concerned with the grade data comparison, as they are with the student perception survey data. The data is intended to complement other data used in each district.

- ✓ Principal, Dr. Janice Matthews reviewed how students and teachers use the data, along with the AIMSweb data to help students set goals. It was suggested that teachers might harness the students' natural competitiveness to really challenge themselves.
- ✓ Goals for improvement included the focus on individual student performance and professional development to support teacher instruction towards the goals. It was also suggested that a goal be considered so that Sears School is viewed as the premier school in the Township.

Report from the Business Services and Human Resources Manager – Dr. LeRoy drew the Board's attention to the new format of her report which includes highlighting items from the Accounts Payable which are unique to that particular month. Mr. Kollar asked if this could be expanded to include financial information by prominent categories, allowing the Board members to develop an idea on how much is spent in these categories. Discussion also occurred regarding the process for approval of expenditures noting that with the approval of the annual budget, it is the responsibility of the Administration to work within the budget parameters and prioritize expenditures as such. There were questions about the debt service parameters and it was determined that the Building and Finance Committee would discuss debt service and potential capital funding at a future committee meeting.

Report from Principal – Dr. Matthews discussed ongoing work on the Mathematics and Science curricular renewals, as well as work being done to align the Language Arts and Literature assessments to the Common Core State Standards. She noted receiving positive feedback from parents who attended the *Math in Focus* overview and teacher presentation on October 23, 2013.

She reviewed highlights of the past month which included; an article in *Wilmette Life* highlighting the Outdoor Classroom, as well as our Junior High Science teachers, our meaningful Veterans Day ceremony, the Turkey Trot and the extraordinarily inspirational speaker, Mr. Gilbert Tuhabonye, a survivor of genocide and founder of the Gazelle Foundation. Dr. Matthews noted the funds collected from this year's Turkey Trot will go to the Gazelle Foundation which provides clean water for remote communities in Burundi, Africa. Additionally she highlighted the two open houses that were held for the Junior Kindergarten with interested parents (14 of 22 known families) attending. She also noted that the Time Study, as outlined in the Strategic Plan was in process. This information will also be used as part of the discussion of the Master Schedule Committee. Lastly, she noted the First Trimester Awards Breakfast to be held on Monday, December 9th at 7:30 a.m. to honor the *Panther Pride* recipients, Geography Bee winners and Superintendent's Art Award recipients.

Report from the Acting Director of Student Services - Ms. Julia Jones noted she had the pleasure of joining the 8th grade students on their just completed trip to Washington D.C. She noted that rescheduling the trip to coincide with Veterans Day, turned out to be a wonderful opportunity for our students to experience the war memorials the 100th anniversary of the Gettysburg address and most importantly, to interact with veterans, thanking them for their service. She added that the students' engagement and behavior was also outstanding.

CONSENT AGENDA

Mr. Kollar asked if there were any questions regarding the Consent Agenda. It was noted that there were edits to the October 21, 2013, Closed Session minutes included in the Board members' folders; and policy 2:120 *Board Member Development* was removed for additional editing. It was determined that a hyperlink to

the *Habits of Mind* or a foot note of where to find the information on the website would be added to Board policy, 1:30 Kenilworth School District Mission, Standards and Values.

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

Mr. Greg Werd moved to approve the Consent Agenda to include Approval of Minutes of the October 21, 2013, Regular Meeting and Closed Session as amended; Financial Report for October 2013, Accounts Payable for October 22, 2013 to November 18, 2013, Revisions for Board Policies: 1:30 Kenilworth School District Mission, Standards and Values as amended, 2:105 Ethics and Gift Ban, 2:110 Qualifications, Term, and Duties of Board Officers, 2:200 Types of School Board Meetings, 3:30 Chain of Command, 3:40 Superintendent, 3:70 Succession of Authority and 6:30 Organization of Instruction, Authorization to Post Fiscal Year 2013 Employee Salary and Benefits Report, and Acceptance of Resignation from Dr. Janice Matthews Effective at the End of the 2013-2014 School Year. 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 7 to 0.

OLD BUSINESS

Review of Strategic Plan Progress and Community Forum – Mr. Kollar offered congratulations to the Board members, Mrs. Betsy Moerschel, Mrs. Suzanne Nelson and Dr. Christine Stoll, who lead the November 11, 2013, community forums on the Strategic Plan. He noted their remarks were succinct, targeted and well thought out and he thought, extremely well received. He felt the community members who attended came away with a clearer picture of the Plan, as well as an attitude of support for the Plan. While it was agreed the evening session might have been better attended, both sessions were equally informative and the afternoon session enjoyed great engagement with the audience. Mrs. Moerschel invited the Board members to read two different articles published in an Illinois Association of School Board (IASB) publication, with one addressing the use of surveys and another about getting stories about district successes out to the community. Some Board members noted that they were not receiving the publications from IASB. Mrs. Campanaro noted she would investigate to ensure all Board members receive this publication. Mr. Kollar noted that the Strategic Plan would be a monthly item on the Board agenda as we progress through the year.

Review and Discussion of Master Facilities Plan Next Steps – There was a brief discussion about the Facility Master Plan and how to sequence and plan the improvement so that it would be implemented within the existing budget. It was noted the Master Facility Plan is only a guideline and that decisions will be made on individual aspects of the plan, as appropriate. The Building and Finance Committee will

continue to review the facility needs, determine an implementation plan within the scope of the existing financial resources.

Discussion of and Potential Action to Approve School Maintenance Grant – Dr. Crystal LeRoy led the discussion, directing the Board’s attention to a second School Maintenance grant application. This project would provide new safety considerations at the main building and Auditorium entrances. There being no further discussion, Mr. Kollar entertained a motion.

Mr. Scott Wallace moved to approve the School Maintenance Grant as presented. The motion was seconded by Mrs. Stacey VanMetre.

Upon a roll call vote the motion passed with all ayes.

NEW BUSINESS

Discussion of and Potential Action to Approve 2014-2015 Junior Kindergarten Tuition and Program Hours – Dr. Kalinich introduced the discussion regarding the suggested change to the Junior Kindergarten Program for the 2014-2015 school year, as well as setting the tuition. She began by discussing the rationale for the suggested modification to the Junior Kindergarten program. This includes implementing the following daily schedule:

August through December 2014: 9:30 a.m. to 12:00 p.m.
January through June 2015: 8:25 a.m. to 12:00 p.m.

The proposed tuition for the program is \$5,750. The new tuition amount represents an increase of \$750 from the current tuition to cover the additional personnel hours for the program.

Mrs. Tracey McDowell, the Junior Kindergarten teacher, offered further insight into the advantages of the proposed model. She noted that such a model will ease the transition from a play based program to a curriculum based program. The children at the beginning of the year will continue to arrive at a different time to provide safety and security, and to build a community. The children will also find the shorter day less tiring. She noted that the children at this age will find that during the second half of the year they are ready to transition into a longer school day, and one that will give them experience in transitional issues such as separation anxiety. She advocated that this model was developmentally sound and felt the model would be well received by parents once they understand the rationale.

There being no further discussion, Mr. Kollar entertained a motion.

Mrs. Stacey VanMetre moved to approve the 2014-2015 Junior Kindergarten Tuition and Program Hours as presented. The motion was seconded by Mrs. Suzanne Nelson.

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 7 to 0.

Presentation and Discussion of Revisions to Board Policies: 2:130 Board-Superintendent Relationship, 2:150 Committees, 2:210 Organizational School Board Meeting, 2:220 School Board Meeting Procedure and 2:240 Board Policy Development – The Board chose to change the order of the agenda and addressed this item next. Mrs. Nelson inquired about the inclusion of the Discipline and Ethics Committee being included in the revisions to policy 2:150. Dr. Kalinich said that it was mandated by school code that a Committee be put in place that is a parent advisory committee to review discipline related policies on a minimum of an annual basis. She added that the Discipline and Ethics Committee has served this role in past years. Dr. Kalinich will provide the School Code reference mandating this type of committee as part of the Board background information at the December Board meeting.

Discussion of District, Board of Education and School Website Renewal and Roll Out – Dr. Kalinich provided a brief overview of the new websites. This included the migration of our current website to a format of three separate websites to include: a District homepage, a School homepage and a Board of Education homepage. The goals, as outlined in the Strategic Plan are to provide: a logical and intuitive posting of information to the websites, a responsive web design which also allows access from various technologies including mobile devices, as well as a template for the posting of information to the website in a consistent manner. Dr. Kalinich reviewed the plan timeline for the rollout of the new website to include:

- ✓ The initial roll out will be completed over the Thanksgiving break;
- ✓ The “clean up” editing will occur in December.
- ✓ The new websites will be in functioning order by our return from Winter Break in January.

It was acknowledged that the live migration, while possibly at times may present the website with missing information, it will ultimately make for a positive transition.

Discussion of Process to Fill Principal Vacancy – Mr. Kollar referenced the Board’s desire to conduct a robust search with the goal to identify the Sears School Principal by early spring. The Board is considering the use of a search firm to assist in the process and has identified the interviewing of firms as their next step in the process. Dr. Kalinich referenced the three main search firms who could be considered, also noting that candidates would need to have the proper licensing in place as an Illinois principal. The Board scheduled a meeting of the Personnel Committee for Monday, December 2, 2013 at 7:00 p.m. to review and discuss the administrative job descriptions, followed by a meeting of the Personnel Committee on Thursday, December 4, 2013 at 6:00 p.m. to interview selected search firms.

OTHER BUSINESS

Mr. Kollar noted he would like the Board to consider the following items:

- ✓ Building and Grounds Signage – He noted that Dr. Kalinich was already in the process of adding signage to the building to aid in the navigation from one section to another. He also noted the addition of outdoor signage, which will include the indication of signage for safety outdoors.

- ✓ Recognition of Dr. Janice Matthews – He thanked Dr. Matthews, once again, for her leadership and work for Sears School.
- ✓ Faculty and Staff Appreciation Breakfast – He reminded the Board members that they were hosting the breakfast to honor faculty and staff at 7:30 a.m. on Wednesday, November 20, 2013.
- ✓ Committee Structure and Meetings – He asked the Board members to consider ways to reduce the number of committee meetings, as well as the length of the meetings. He asked that they look at ways to be more efficient, consider combining committees or meeting less often.
- ✓ Recognition for Retired Board Members Party – He noted that he will look for a date in January or February to honor the recently retired Board members. It was suggested that a Thursday or Friday date would be best for everyone’s schedules. It was agreed that a date will be set at the December Board meeting.

PUBLIC COMMENT

Mr. Kollar invited public comment. There was none.

ADJOURNMENT

There being no further business, Mr. Greg Werd moved, seconded by Dr. Christine Stoll to adjourn the meeting at 9:55 p.m.

The motion carried with a voice vote of all yeases.

Attest for Distribution: 
Kelley M. Kalinich, Secretary

Approved: 
Timothy Kollar, President

ATTEST: 
Kelley M. Kalinich, Secretary