

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 16TH DAY OF DECEMBER, 2013**

The meeting was called to order by President, Mr. Timothy Kollar at 6:00 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 and Mr. Scott Wallace. Mrs. Betsy Moerschel and Mr. Greg Werd were absent.

Also in attendance was:

Dr. Kelley M. Kalinich, Superintendent and
Mr. Phil Gerner, Attorney with Robbins Schwartz Legal Firm

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**

Mrs. Betsy Moerschel arrived.

Mr. Scott Wallace moved, seconded by Dr. Christine Stoll to go into Closed Session at 6:01 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 6 to 0 with one member absent.

The Board returned to Open Session at 7:32 p.m.

Upon Roll Call at 7:38 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;
Faculty/Staff Members: Mr. Patrick Dawson, Mrs. Toula Sideris, and Mr. R. J. Bialk (videographer); and
Mr. Jeffrey Rollefson, CPA, and Mr. Joe Troyer, Senior Manager, Auditing Firm, Evans, Marshall & Pease

PUBLIC COMMENT

Mr. Kollar invited public comment. There was none.

FINANCIAL

Mr. Kollar invited Business Services and Human Resources Manager, Dr. Crystal LeRoy, to introduce the representatives of the District's auditing firm to present the findings of the 2013 Fiscal Year audit. Dr. LeRoy introduced Mr. Jeffrey Rollefson, CPA, and Mr. Joe Troyer, Senior Manager of the auditing firm Evans, Marshall & Pease.

Mr. Jeff Rollefson categorized the audit as an "unmodified opinion", which refers to an audit without concerns. He referenced the Management and Discussion letter which utilizes the Governmental Standards Accounting Board (GASB) 34 formatted reports. He noted that the District uses a cash basis for accounting practices, which is appropriate for a budget that involves two calendar years.

The District did receive a "significant deficiency" for the reconciliation of bank and investments not being completed consistently throughout the fiscal year. He noted this process is important as it helps identify incorrect entries, math errors, and verifies the balancing of cash to bank accounts. He noted that though overall the accounts were correct, it appeared that some items were posted incorrectly. He stated that it appeared as if the previous bookkeeper had started out reconciling accounts on a regular basis, but that as the bookkeeper's tenure began to expire, the process was inconsistent in its completion. Mr. Rollefson, at the request of a Board member, clarified the difference between a "material weakness" and a "significant deficiency", noting the "material weakness" is the more serious concern of the two. The Board discussed this concern, inquiring as to when and why the reconciliations did not occur. Business Services and Human Resources Manager, Dr. Crystal LeRoy, noted that she has addressed this concern for the current fiscal year (FY14) and will continue to monitor the reconciliations in conjunction with the auditors on a regular basis. Mr. Kollar inquired if the auditors were comfortable with the oversight and new procedures now in place. He stated he felt that it had been adequately addressed by Dr. LeRoy but added they would be returning in January and February of the New Year to follow up.

In addition, it was agreed that Dr. LeRoy will include a update in her monthly reports to the Board regarding:

- ✓ Payroll reconciliation - payroll reconciliation needs to be performed quarterly with the completion of the payroll tax forms.
- ✓ Employee Computer Buy Program - documentation and management of this program needs to be consistent to ensure appropriate authorization, accuracy of contracts and storage of records for employee purchases.
- ✓ General Financial Operations - improve the efficiency of the Business Office operations. This would include implementing required procedures and ensuring all employees receive the appropriate training.

The Board inquired as to the status of the payroll process corrections. Dr. LeRoy noted that she is still working to clean up a few items, but all areas identified should be resolved by January 2014. Mr. Kollar inquired if the appropriate training for Business Office personnel was in place. Dr. LeRoy stated that training has been on-going and opportunities will continue to take place on a monthly basis. Mr. Rollefson also suggested the Business Office Personnel consider some of the training opportunities offered by the Illinois Association of School Business Officials (IASBO). Dr. Kalinich noted that she has asked if the auditors could meet with the Business Office in February to review the four areas of improvement after the mid-year. It was noted that Mr. Troyer would be coming out in January to verify the accuracy of the final 2013 payroll, W-2s etc. and then the auditors are scheduled to come out again in February.

Dr. LeRoy noted that she felt that the processes now in place will assist in the Business Office's maintaining accurate accounts and payroll without the need of regular oversight by the auditors. Dr. Stoll asked if the previous Business Office administrator would be notified regarding the Board's dissatisfaction with their performance. Dr. Kalinich acknowledged that this could be done.

Discussion and Potential Acceptance of Fiscal Year 2013 Audit Report - There being no further discussion, Mr. Kollar entertained a motion.

Mr. Greg Werd moved that the 2013 Fiscal Year Audit Report, as presented inclusive of the management letters, be accepted. Dr. Christine Stoll 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 – Dr. Kalinich acknowledged that there had been three FOIA requests that were processed since the November Board meeting. The requests include a review of current employment contracts, budgets, confidentiality agreements, employee fiscal year 2014 salaries and applicant information from 2011. She noted that one of the three responses had not been completed, but an extension had been requested due to the depth of information requested. She noted that legal fees will be incurred for this last FOIA request and that the information would be noted in the final report. She noted that no other costs were incurred in responding to the other two requests.

Report from the Superintendent including Review of Data from the Township – Dr. Kalinich referenced the monthly enrollment report, noting that there were no significant changes from the November report. She anticipated the addition of six new students after the New Year.

Dr. Kalinich reported on recent Bright A+ Award received by the District from the *SchoolSearch* organization. The award is based on being in the top 5% in student performance of all districts in the state of Illinois. She noted that this is an award that the District has received multiple years. Mr. Kollar congratulated the administrators on this recognition, noting that our district was only one of 60 out of 866 school districts in the state of Illinois to be so recognized.

Mrs. Suzanne Nelson asked to return to the FOIA requests. She inquired about a missing Kenilworth Education Association contract from the 2000-2001 school year requested in the FOIA memo. Dr. Kalinich responded that we were unable to locate in the District files this contract prior to her or Mrs. Campanaro's tenure.

Dr. Kalinich directed the Board's attention to a thank you letter received from Mrs. Alison Gilchrist in gratitude for recognition of her ten years of service to the District at the November Faculty and Staff Appreciation Breakfast held in November.

Dr. Kalinich referenced the recent report from professor, author and psychometrist, Dr. Tony Frontier, who conducted the data review workshops in October 2013 with each team of grade level teachers. She noted that his report included three summaries which were reviewed at the recent Education Committee meeting. The three areas include: a general review of the strengths and areas for opportunity for the District overall, a review by grade level of the topics covered in each grade level/team meeting, and a summary of the themes from the focus group held with selected alumni who are currently sophomores at New Trier Township High School. Discussion occurred regarding the value of such discussions with the faculty and how the information will be used in moving forward. Dr. Kalinich noted that time will be spent after the first of the year for teachers to consider the specific suggestions related to their grade level and cohort of students for the remainder of the school year.

Mrs. Suzanne Nelson noted that the Education Committee was currently looking into the possibility of the Junior High faculty gradually increasing the rigor of tests as the school years progress. Another take away from Dr. Frontier's report was the stressed importance of collaborating between grade levels. The Master Schedule Committee is considering this as they continue their work. Dr. Kalinich also noted that it was expressed that the faculty particularly liked the tools and rubrics Dr. Frontier provided in his report as they could be adapted and used at Sears. Additionally, Dr. Kalinich noted that this was Dr. Frontier's third meeting with our faculty and staff. She noted that items previously recommended have been addressed. Dr. Stoll noted that there was a need for a unified instructional approach from grade level to grade level and wondered how approaches to grading could be more standardized. Dr. Kalinich noted that meaningful assessments are a big topic in all grade levels. She also noted a focus on assessment was a topic that the Professional Growth Committee will be examining for future training.

Mr. Wallace agreed that consultants, in general, are helpful in making great observations, but that there is big difference between observations and progress. He inquired if our faculty should not already own these competencies, and as such, they should be proactive in making the observations themselves and determining their own progress. They should know the best way to address our students' needs. He asked if we are overusing consultants for data examination. Dr. Kalinich did not feel that was the case. She noted that the faculty and staff are being proactive in many areas and referenced work being done previously and currently by faculty in aligning the recently renewed Language Arts/Literature curriculum to the Common Core State Standards, but she felt the added outside perspective of an expert consultant provides additional ideas and insights. Mrs. Betsy Moerschel added that one of the roles of Dr. Frontier is that he reviews our

student data as an outside observer for perspective. She argued the combination of his and our faculty observations are the best indicators of what can be done. In reference to that point, Dr. Kalinich noted that Dr. Frontier is recognized nationally as one of the foremost experts of the Common Core State Standards and the evaluations by our faculty of his professional development support has been very positive.

Lastly, Dr. Kalinich referred to a communication received from North Shore School District 112 stating their intent to withdraw from the Northern Suburban Special Education District (NSSSED). Mr. Kollar further elaborated stating the Board will be asked to vote if it is in the best interests of the students of the North Shore School District to withdraw. There are possible financial repercussions to Kenilworth School District No. 38 should they withdraw, but it appears that the impact would be minimal.

Mrs. Suzanne Nelson asked Dr. Kalinich to address the enrollment report in regards to the withdrawal of a student in 2nd grade. She inquired if an exit interview had been conducted and the reason for the un-enrollment. Dr. Kalinich said having not done the exit interview herself she would not be comfortable giving a reason. It was determined that an informal conversation had been held between the parents and the Acting Director of Student Services, Mrs. Julia Jones, in addition to an electronic exit survey that had been sent to the family. Dr. Matthews or Ms. Jones will follow up with a complete exit interview.

Report from the Business Services and Human Resources Manager – Dr. LeRoy asked if anyone had questions about the Accounts Payable and Investment Reports. She responded to questions about several entries in the Accounts payable report. Mrs. Stacey Van Metre raised concerns over the billable hours of consultants. Specifically, she inquired about the charges of Public Relations consultant, Wendy Cullitan. Mrs. Van Metre inquired if perhaps this should be more closely monitored and reviewed to be sure she is working on necessary projects to assist the District. Mr. Werd asked for more detail as to what she does with regard to Public Relations and noted that concerns over consultant hours had been discussed when last he served as a Board member. Dr. Kalinich explained that Mrs. Cullitan provides services in professional development and media outreach as well as recently working extensively on the website restructure and has been raising the Districts visibility in the community and the surrounding Township in the media.

Dr. Kalinich referenced the proposals and summary of work completed by Mrs. Cullitan that was reviewed every three months with the Communication Committee. Mrs. Betsy Moerschel added that the Communication Committee can review this further and make changes as needed. Dr. Christine Stoll noted that this has been discussed extensively by the Communication Committee. She stated that Mrs. Cullitan has been doing professional communications that in some cases were previously done by Board of Education members and administrators. Dr. Stoll noted that the Communication Committee determined that her product has been of high quality and has added value to the District. She added that the consensus had been that it was not cost effective to hire someone as a District employee so the decision was made to outsource the services. The Committee did not see how this role could be filled by internal personnel without impacting their ability to fulfill their necessary District and School responsibilities. The question was posed that if the work needs to be outsourced, do we have the right person in place. Additionally, their role and responsibilities should be clearly outlined and the consultants be held to the agreed upon hours and held accountable for over runs. The question was posed as to whether the Board thinks it is important to have our school in the media. Dr. Stoll said that to be aligned with the Strategic Plan we need to reach out to all stakeholders and the media is one of the most efficient ways to do this. It was noted that the idea had been to utilize these outside services until we had built and established a template and put it in place and then less time would be required moving forward as our District personnel and administrators became

familiarized with the templates and could proceed on their own or with minimal support. Dr. Kalinich cited the *Sears to Home* redesign as an example of how Mrs. Cullitan was involved a great deal in initially and now has minimal involvement. It was asked if the Communications Committee felt they were getting value for the resources spent and the Committee responded in the affirmative. The Board discussed measures to control future overruns and since it was determined that this work is integral to the communication goals of the Strategic Plan, charged the Communications Committee to review and maintain control in this area.

Report from Principal – Dr. Matthews discussed on-going work by the Master Schedule Committee in regards to the Strategic Plan action item of conducting a time audit. This is in process and she acknowledged the efforts of Mr. Patrick Dawson and Mrs. Toula Sideris who have led the effort as part of their Administrative Certification internships. The faculty and staff have been engaged in doing these inventories of time spent on every aspect of their day including initiatives and curriculum renewal work. These statistics will then be charted for clear delineation of how faculty and staff’s time is being spent and then analyzed.

Dr. Matthews also reviewed the continued work being done in accordance with the Strategic Plan action items for curriculum renewal in Science and Mathematics. Mrs. Suzanne Nelson who is the chair of the Education Committee, noted that a recent presentation from the Science Committee provided insight to the work being done in both the Junior High and grades K-5. The Committee recognized the overlapping emphasis in Science and Math regarding themes and processes being used such as, deeper thinking, student explanation of their work and student discovery.

Next, Dr. Matthews discussed the new format used for student recognition for the first trimester by holding a Student Recognition Breakfast on December 9, 2013, for students and their families. She noted that parents and faculty both commented that they were pleased with the new format. Dr. Kalinich commented on the participation of younger siblings and the value of role modeling by the Junior High students. A question was asked if there had been any feedback, positive or negative, on the removal of the Honor Roll. Dr. Matthews stated that she would have expected to receive more feedback once the report cards had gone out, but had not heard anything negative.

Dr. Matthews also reviewed the 8th Grade Service Project for Bethel New Life which students had recently participated in providing and helping set up a “store” for holiday gifts to families in need. She noted it had been extraordinarily inspiring and highlighted for 8th graders the great need for support in other communities.

Report from the Acting Director of Student Services - Ms. Julia Jones spoke of the plans for the upcoming Diversity Awareness month in January. She highlighted the kick-off assembly planned for January 13th. Guest speaker, composer Chris Errera, will present to our students in the assemblies and then follow up with the band ensembles. Ms. Jones additionally reported on the Response to Intervention (RtI) Building Leadership meeting noting that the Committee has been examining the Strategic Plan and began to determine how their efforts can best support the implementation of the plan. They are currently identifying more instructional alternatives for “Gifted” students, utilizing the services and expertise of recently hired, Junior High Enrichment teacher, Ms. Liz Gordon. Ms. Jones noted that she has been meeting with the teams in every subject area to create opportunities for enrichment for our students. Ms. Jones also highlighted that the AIMSWeb, mid-year testing will take place in January. Upon completion of the assessment, meetings with grade level teachers will be held to review the results. She also responded to

Board members' questions regarding the outcomes of Individual Education Plan (IEP) meetings and how students are identified for services. It was noted that it would be helpful to provide the Board with a better understanding of the whole IEP process, how students are identified and how these meetings are conducted, as well as how student progress is measured.

CONSENT AGENDA

Mr. Kollar asked if there were any questions regarding the Consent Agenda. It was noted that there were recommended edits for a few of the policy revisions being proposed. It was requested that in policies 2:210 *Organizational School Board Meeting* and 2:220 *School Board Meeting Procedure* to substitute the words "may" and in place of the words "will" and "shall". Additionally, there was a question about the need for policy 2:240 *Board Policy Development*. Dr. Kalinich recommended the adoption to provide guidance for policy development since the Board Policy Committee had been disbanded. She added that it was not a requirement to have this policy in place. It was agreed that policies 2:210 *Organizational School Board Meeting* and 2:220 *School Board Meeting Procedure* would be amended, as noted and 2:240 *Board Policy Development* would be removed from the Consent Agenda to be revisited, if deemed necessary at a later time.

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

Mr. Scott Wallace moved to approve the Consent Agenda to include Approval of Minutes of the November 18, 2013, Regular Meeting and Closed Session; Financial Report for November 2013, Accounts Payable for November 19, 2013 to December 16, 2013, Acceptance of Resignation for Teacher, Mr. David Hawk, and New Policy and Revisions for Board Policies: 2:120 Board Member Development, 2:130 Board-Superintendent Relationship, 2:150 Committees, 2:210 Organizational School Board Meeting, and 2:220 School Board Meeting Procedure, as amended. 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 Work Plan Tracking – Dr. Kalinich reported that the Communication and Education Committees had been monitoring the Plan at each monthly meeting, for the sections for which they were responsible. She noted that a website link in the Work Plan is being designed to link it with full documents of the comment column. Mrs. Nelson commented on the proposed design of the link, noting she would like to see the most current comments at the top of the linked document.

Mrs. Moerschel complimented the Administrators, Dr. Kalinich and Dr. Matthews on the good job done in creating the work plan. She was pleased the Committee was bringing in skills and observations from faculty and staff. Dr. Kalinich noted she had been meeting with the teachers by grade level or subject teams, noting that the teachers were very engaged in the work plan process.

Dr. Stoll noted there was one issue from the committee discussion regarding the Culture Goals. It had come to the Committees attention that some parents were being inappropriate in their comments to teachers during conferences or phone conversations regarding issues not pertinent to conferences or the teachers' responsibilities. She asked that the Board consider this issue and how best to address it. There is an interest in promoting civility among students, so she advocated that we insist on this same good behavior from parents. The question was raised if this were just a minor few parents behaving inappropriately or a more meaningful percentage. Dr. Kalinich noted that it had been reported to her from teachers as being more prevalent and noted that some teachers had reported they had felt bullied. Mr. Kollar emphasized that the Board can start through their leadership by publicly supporting the efforts and approaches being promoted by the Administration, as well as the Faculty and Staff. It was hoped that the issue would be adequately measured and addressed in the school culture survey from the Strategic Plan. The Committee will review the survey data and decided on how best to address such interactions in going forward.

Review and Discussion of Master Facilities Plan Next Steps – Mrs. Van Metre started this discussion by reporting that the Building and Finance Committee was reassessing finances and would outline a plan of prioritizing work that needs to be done in a sequence that is logical, most economical and within our ability to fund. It was noted that the Joseph Sears School Parents' Volunteer Association (JSSPVA) would be sending out a letter about the earmarked funds for the gym to all donors towards this fund. Mr. Wallace was hopeful the Committee would be able to consider the fiscal year calendar, as well as the school calendar to best assess what needs to be done none now in the short term. It was determined during the discussion that planning for the summer 2015 should begin this spring, as recommended by the District's architect. A Board member also inquired that despite the fact that the plan is only a guideline, if the faculty and staff had been consulted and given an opportunity to provide feedback on the proposed changes and if so were they supportive. Dr. Kalinich noted that initially there was a committee with large teacher representation which had an opportunity to review the Master Facilities Plan, but the consideration of any specific details would be reviewed with the teachers when the work was ready to be completed.

Mr. Kollar moved the discussion regarding the new website to this section of the agenda.

Review and Discussion of Website Renewal – Mr. Kollar asked for an updated regarding the changes to the website configuration. Dr. Kalinich noted that Mr. R.J. Bialk and Mrs. Cullitan were working on making corrections to each site and hoped to have the work completed in early January. She encouraged the Board members to provide feedback and noted that she would be doing the same. One Board member asked if the "buttons" linking each site could be more prominent. Dr. Kalinich noted that she would add this to the edit list. The Board congratulated Mr. Bialk for his work and contributions on this project.

Review and Discussion of Principal Search Process – Dr. Kalinich reviewed her memo and highlighted the December 18th meeting scheduled with Dr. LeRoy, herself and representatives from the search firm Hazard, Young and Attea to establish a timeline and procedures. She noted that this work would be the basis for the discussion with Dr. Hank Gmitro at the January 13, 2014, Board meeting. Additionally, the vacancy will be posted in some major publications, such as *Education Week* on January 8 2014. Dr. Kalinich referenced the desire of the Board to be involved in the selection process and will make sure that Dr. Gmitro considers

the Board's role. Dr. Kalinich also referenced the proposed revised job description and asked for the Board's feedback. Suggestions included the listing of responsibilities to be ranked as well as to group similar types of work together. Also, it was noted as being important to highlight the Principal's chief driving responsibility as being the instructional leader.

Mr. Scott Wallace inquired about the timeline in January and February and hoped to have a broader group (including Board members) involved in initial screenings. Additionally, a Board member inquired if the full Board would meet all of the final candidates when they are identified. Dr. Kalinich noted that this could be a part of the process. Finally, Mr. Werd inquired as to whether the last search firm that had been considered but had not responded in a timely fashion with a proposal had contacted the District. It was reported that they had contacted Dr. LeRoy and expressed they could not provide the same level of service as the other firms and declined to provide a proposal.

NEW BUSINESS

Mr. Kollar moved the discussion and possible action regarding new personnel hires to this point in the agenda.

Discussion and Potential Action to Hire Recommended Physical Education Teacher, Mr. Tyler Heidtke and Long Term Substitute Mrs. Cathy Quigley – Mr. Kollar asked if there were any comments or further discussion aside from what had been done in Closed Session regarding these recommendations.

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

Mr. Gregory Werd moved to hire the Physical Education Teacher, Mr. Tyler Heidtke and Long Term Substitute, Mrs. Cathy Quigley as recommended. 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 7 to 0.

Discussion of and Potential Action to Approve 2014-2015 School Year Calendar – Dr. Kalinich referred the Board to the memorandum regarding the proposed 2014-2015 calendar. She reported that during the last four years, absences the week of Thanksgiving was 16%-20% of the student population. This is an increase in the average daily absences of 3-5% of the student body. Additionally, 75% of the teachers reported having to make out at least one Parent Teacher Conference outside of the conference week. There was discussion regarding the proposed time off for Thanksgiving from the Friday prior to Thanksgiving week through the Thanksgiving week. The general consensus of many of the Board members was that this was too much time off from school in light of the winter break three weeks later. Mrs. Betsy Moerschel noted

that while discussing the calendar during the Education Committee meeting, it was suggested that specific guidelines be developed, limiting the ability of parents to make up their missed Parent/Teacher Conference in person. In response to the demonstrated need to discuss this further, the Board tabled a vote on the calendar until the January Board meeting. Dr. Kalinich was asked to have the Calendar Committee review the proposed calendar once again in light of the feedback and concerns shared.

OTHER BUSINESS

Dr. Kalinich alerted the Board that she had been interviewed by the *Wilmette Beacon* regarding an article being written on the Principal vacancy. Additionally, she noted she was working on a submission to the *Wilmette Beacon* highlighting the 2013 year at a glance for publication in late December or early January.

Mrs. Betsy Moerschel brought two recent articles about the Sears School's *Apple Museum* and the New Trier Township High School profiles of graduates. She noted that the article regarding New Trier has more detailed information on the New Trier website.

Mr. Kollar asked that the Board schedule a recognition event for the most recently retired Board members. The Board selected Thursday, February 20, 2014. Mr. Kollar will confirm the date with those being honored.

PUBLIC COMMENT

Mr. Kollar invited public comment. There was none.

ADJOURNMENT

There being no further business, Mr. Greg Werd moved, seconded by Mrs. Stacey Van Metre to adjourn the meeting at 10:25 p.m.

The motion carried with a voice vote of all yeses.

Attest for Distribution: _____
Kelley M. Kalinich, Secretary

Approved: _____
Timothy Kollar, President

ATTEST: _____
Kelley M. Kalinich, Secretary