

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 24TH DAY OF FEBRUARY, 2014**

The meeting was called to order by President, Mr. Timothy Kollar, at 6:30 p.m. Upon Roll Call, the following Board members answered as being present: Dr. Christine L. Stoll, Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, Mr. Scott Wallace and Mr. Greg Werd. Mrs. Stacey M. Van Metre was absent.

Also in attendance was:

Dr. Kelley M. Kalinich, Superintendent
Mr. Chuck Freiberger, Administrator for Teacher Evaluations

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**

Mr. Greg Werd moved, seconded by Dr. Christine Stoll to go into Closed Session at 6:31 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 7:34 p.m.

Upon Roll Call at 7:37 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. Greg 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;
Dr. Linda Yonke, Superintendent of New Trier Township High School

Faculty/Staff Members: Mrs. Toula Sideris, and Mrs. Allison Drew (videographer);
Community Members: Mrs. Susan Rooney, Mrs. Kathy Garvey and Mrs. Jennifer Ellerman; and
Dr. Hank Gmitro, President of Hazard, Young, Attea and Associates (HYA)

PUBLIC COMMENT

Mr. Kollar invited public comment. There was none.

NEW TRIER TOWNSHIP HIGH SHOOOL SUPERINTENDENT LINDA YONKE TO DISCUSS FACILITIES PROJECT MANAGEMENT

Mr. Tim Kollar welcomed Dr. Linda Yonke, Superintendent of New Trier Township High School, noting that the Board was looking forward to developing an understanding of the potential New Trier facility project, as well as to gather ideas for any potential facility work as identified via the Master Facilities Plan for our District. Dr. Yonke outlined the projected project goals as follows:

- Focus on student spaces, including academic classrooms, labs, arts, library, and the cafeteria.
- Make efficient use of space over the footprint currently covered by the Music/Performing Arts Building, Cafeteria, and Tech Arts Building.
- Honor the historical look of the Village of Winnetka, connecting to the Gaffney Auditorium on the south and extending no further north than the North Building.
- Include an access road on the north side of campus between Essex and Woodland, creating a new drop-off/pick-up area.
- Not exceed \$100 million, including all costs associated with the project: demolition, new construction, soft costs, storm-water retention, technology, renovation, temporary classrooms/cafeeteria, and all fees.

Dr. Yonke noted that this not-to-exceed total cost is approximately 42 percent less than the original proposal, and the Board's Finance Committee continues to consider financing options. She explained that three architectural firms have been identified as finalists in a design competition with the final selection for the architectural firm who will design the project to be determined in March 2014.

Mr. Kollar thanked Dr. Yonke for her presentation and for reaching out to our District to provide the overview of the potential facilities project at New Trier Township High School.

ADMINISTRATIVE REPORTS

Report from the Business Services and Human Resources Manager – Dr. LeRoy highlighted key items included in the Accounts Payable and Investment Reports. She addressed some questions about legal fees. In response, she will prepare a detailed analysis of legal fees over the last three years outlining the general costs incurred by category and compare the costs against the amount budgeted. She responded to another inquiry regarding the payroll reconciliation and noted that the payroll and general financial records have been reconciled through January 2014, on a monthly basis, as planned. Dr. LeRoy outlined the project she is currently working on regarding the review of liabilities such as insurance to ensure that the proper reports have been filed and properly credited for all eligible employees.

Report from Principal – Dr. Matthews reported that Illinois Standards Achievement Test (ISAT) implementation would begin the week of March 3, 2014, noting that it was the last year for this assessment. The Partnership for Assessment of Readiness for College and Careers (PARCC) assessment will replace the ISAT during the 2014-2015 school year. The PARCC assessment has been designed to be aligned to the Common Core State Standards (CCSS). In addition, Dr. Matthews reported that Sears has been selected to take a pilot PARCC assessment in March (two 4th and 5th grade sections) and May (two sections of 4th grade) for the Reading and Language Arts assessment. Mr. Werd inquired if the new PARCC scores will be comparable to the old ISAT scores. Dr. Kalinich noted that they will not be comparable based on the information that has been shared with schools as of this date. She added that no specific student performance data will be shared with the pilot PARCC assessment.

Dr. Matthews discussed the Master Schedule Committee recent site visit to the East Prairie School District in Skokie which is a Kindergarten - 8th grade school like Sears. The purpose of the visit was to examine how this K-8 school structures their schedule. The Committee will also conduct additional site visits and then use the gathered information to consider for the Sears School master schedule.

She reported that The Social and Emotional (SEL) Institute Day for New Trier Township held on February 18th was very well received and productive. She commented that the key note speakers were excellent. Additionally, she noted that having faculty presenting to others was by far the most amazing aspect of the day. Mrs. Betsy Moerschel noted that while attending a recent New Trier High School event one of the administrators complimented Sears School students noting that they were extremely polite and completely at ease speaking with adults, which he attributed to strong practices in our School. At this event, lead by a University of Chicago recruiter, it was noted that students today can be arrogant and more entrenched in having the “right” answer, not examining how they arrived at an answer. She said she felt our students are getting the message it is important to understand the process, not just getting it right. Dr. Matthews concluded by noting that our faculty continues to participate in the Kindergarten – 8th grade articulation in the Township. Mr. Wallace asked if the materials and presentations made at the SEL Institute Day were available online. Dr. Kalinich said they are currently present on the New Trier Township High School website which is the portal for the Township. It was agreed that the information would be shared with parents in the *Sears to Home*, so that they could get an appreciation for the presentations and the role of our faculty/staff.

Report from the Acting Director of Student Services – Ms. Julia Jones noted that our faculty and students with Individual Education Plans (IEPs) participated at New Trier Township High School for their 8th Grade transition meetings. She noted this allowed them to be an active part of the process and gave them input into their own education plan. New Trier faculty framed this opportunity as a “student experience”, giving them an opportunity to see what their schedule and supports at New Trier will include. Ms. Jones noted that on the Professional Development front, our student services faculty attended a session given by leading expert, George Batsche. Additionally, a team from our District attended the Illinois Association for Gifted Children (IAGC) annual conference. Ms. Jones noted these conferences were also great networking opportunities, and provided some new ideas for the teachers to discuss with the Gifted Education Committee in our District.

Freedom of Information Act (FOIA) Requests – Dr. Kalinich reported that there had been no new requests.

Report from the Superintendent - Dr. Kalinich noted that Mrs. Drew alerted her that the live streaming was not working properly, but the video recording was working. She also noted that there was unexpected work done on the black top today, related to a water main leak. She noted our engineering firm would be engaged

at our expense, to work with the Village to insure that the blacktop would be restored (at the Village's expense) to the original state. She noted that precautions were being taken by the workers to protect the area from a safety perspective until the area is restored later in the spring.

Dr. Kalinich also stated that starting next month, after Kindergarten registration, she will begin providing enrollment projections for the 2014-2015 school year. She also addressed a change in the Family Exit survey process, noting it would be an interview held in person or by phone would occur with the Principal and parent in place of an electronic survey to understand any feedback each parent may have about Kenilworth School District. The Communication Committee discussed the topic, deciding that it would be a more desirable way to gather meaningful information. It was thought this would provide the most benefit and gather more useful information from the process. This process will be implemented immediately.

Dr. Kalinich noted that since the last Board meeting, two more emergency closing days had occurred. The Calendar Committee is reviewing the make-up of these days, however the Board will not be presented with a revised calendar until after Spring Break. At the present, Dr. Kalinich noted that Thursday, June 12, 2014, will most probably be the last day of school. She added that 8th Grade Graduation will remain on Thursday, May 29, 2014.

CONSENT AGENDA

Mr. Kollar asked if there were any questions regarding the Consent Agenda. There being no questions or 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 Approval of Minutes of the January 13, 2014, Regular Meeting and Closed Session, Financial Report for January 2014, Accounts Payable for January 14, 2014 to February 24, 2014, Authorization to Destroy Closed Session Recording for September 2012, Move Board Meeting Date from March 17 to March 24, 2014, Family Medical Leave Request, Acceptance of Instructional Assistant Resignations and Acceptance of Resignation for Mrs. Julie Glunz at end of the 2013-2014 School Year. The motion was seconded by Mr. Greg Werd.

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

Discussion of Principal Search Process and Potential Action to Approve Job Description – Dr. Hank Gmitro of Hazard, Young, Attea and Associates (HYA) reviewed the Leadership Profile Report that had been presented and discussed with the Personnel Committee. It was noted that the report was also posted on the

District website. He reported on the number of applications completed, noting others were started but not yet completed. He will interview approximately 15 applicants and individuals recruited by his firm. Approximately, the top six candidates will be interviewed by the initial screening committee. He noted that among those he has interviewed, so far, some expressed an interest in being the Principal, but others wanted to consider leadership beyond the principalship. The consensus of the Board discussion that followed was that an excellent applicant should not be dismissed simply because they were interested in leadership beyond being the principalship. However, it was noted that it could be difficult to interview a candidate for a job that has not been defined or constructed.

Dr. Gmitro then outlined the next steps in the process. The Board determined that planning for the initial interviews would take place on Monday, March 3rd followed by interviews of candidates on Tuesday and Wednesday, March 4th and 5th. After each interview, the panel members would have an opportunity to provide the positives and areas of concerns for each candidate. The target for the outcome after the interviews was that three final candidates be identified. On March 17th an orientation led by Dr. Gmitro will be held with the finalists Interview Panel, prior to beginning the final interviews. It was agreed that the confidentiality of the applicants was of paramount importance so resumes and applications will not be shared with the two committees in advance.

The Board discussed the proposed revised Principal Job Description, as reviewed by the Personnel Committee. It was agreed that no action would be taken to approve the proposed Job Description until the March Board meeting. The Board also discussed the responses the Board members would provide to questions asked by the applicants. It was agreed the Personnel Committee would be sent any anticipated "tough" questions by the Board members to assist in crafting a unified response to such questions.

Review and Discussion of Public Relations Work - Mrs. Moerschel reported that the Communication Committee had discussed the consultant work of Mrs. Wendy Cullitan and the consensus was the body of work she has done for the District has been excellent. However, based on the desire of the Board to better budget the costs of her services, the Committee has recommended working with Mrs. Cullitan on a retainer basis for the next six months (April through September). Dr. Kalinich will put together an agreement noting the priority projects for this work. If there are any unexpected projects, the Committee will negotiate those with Mrs. Cullitan at the time. As a point of reference to the importance of the work being done by Mrs. Cullitan, Dr. Christine Stoll recalled the comment from Dr. Yonke during her presentation that they have learned that most of the information obtained by non-school families is through print media and Mrs. Cullitan's work has given our District that presence.

NEW BUSINESS - There was none.

OTHER BUSINESS

Mrs. Betsy Moerschel presented an article from *The Wilmette Beacon* in which the Alliance for Early Childhood published acknowledgement/recognition of local educational professionals that are nominated by parents (at a cost to the nominating parent) for exemplary work. She noted that 18 of the 35 names published are faculty members from The Joseph Sears School. Mr. Tim Kollar read the names aloud and expressed the pride the Board felt at so many of our faculty being so honored.

There being no further business, Mr. Kollar entertained a motion to return to Closed Session to continue discussing Specific Employee Matters.

Dr. Christine Stoll moved, seconded by Mr. Scott Wallace, to return to Closed Session to discuss Specific Employee Matters at 9:58 p.m.

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.

The Board returned to Open Session at 10:19 p.m.

Upon Roll Call at 10:20 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. Greg Werd and Mr. Timothy Kollar.

Also in attendance were:

Dr. Kelley M. Kalinich, Superintendent;
Mrs. Julie Campanaro, Executive Assistant to the Superintendent; and
Faculty/Staff Members: Mrs. Allison Drew (videographer);

PUBLIC COMMENT

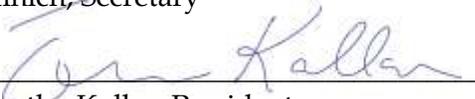
Mr. Kollar invited public comment. There was none.

ADJOURNMENT

There being no further business, Dr. Christine Stoll moved, seconded by Mrs. Betsy Moerschel, to adjourn the meeting at 10:21 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