

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 15TH DAY OF DECEMBER, 2014**

The meeting was called to order by President, Mr. Timothy Kollar, at 6:31 p.m. Upon Roll Call, the following Board members answered as being present: Dr. Christine Stoll, Mrs. Betsy Moerschel, Mrs. Stacey M. Van Metre, and Mr. Timothy Kollar. Mrs. Suzanne S. Nelson, Mr. Scott Wallace and Mr. Gregory F. Werd were 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, AND PENDING OR PROBABLE LITIGATION.

Dr. Christine Stoll moved, seconded by Mrs. Stacey Van Metre, to go into Closed Session at 6:32 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. Stacey M. Van Metre		Mrs. Suzanne S. Nelson	
		Mr. Scott Wallace	
		Mr. Gregory F. Werd	

The motion carried with a vote of 4 to 0 with three members absent.

The Board returned to Open Session at 7:36 p.m.

Upon Roll Call at 7:41 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. Gregory Werd and Mr. Timothy Kollar. Mr. Scott Wallace was absent.

Also in attendance were:

Dr. Kelley M. Kalinich, Superintendent;

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

Mrs. Kendra Wallace, Principal;

Ms. Julia Jones, Director of Student Services;

Mrs. Julie Campanaro, Executive Assistant to the Superintendent;

Faculty/Staff Members: Ms. Elisabeth LeBris, Mrs. Allison Lopuszynski, Mrs. Anne Trueman (Recognition Honoree) and her family members, Mr. John Trueman, Master Graham Trueman, Master Ryan Trueman and Miss Courtney Trueman, and Mrs. Alison Drew (videographer);

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Community Members: Mrs. Katie Nahrwold, Mrs. Laurel Lien, Mrs. M'Liz Simonds and Master Nick Simonds.

PUBLIC COMMENT

Mr. Tim Kollar invited public comment. There was none.

RECOGNITION OF EXCELLENCE

National Board Certification Recipient, Mrs. Anne Trueman - Dr. Kalinich invited Mrs. Anne Trueman to be recognized. She reviewed the requirements for one to achieve National Board Certification, outlining the various components of the process. Dr. Kalinich stated that less than 4% of all teachers in the United States achieve this prestigious certification. She noted Mrs. Trueman joins three other Sears' teachers who also hold the certification: Ms. Jennifer Peterson, Ms. Elisabeth LeBris and Mrs. Linda Tiesse. Dr. Kalinich also acknowledged Mrs. Trueman's family in attendance, as well and thanked them for the sacrifices the family had made to support Mrs. Trueman in achieving this certification.

On behalf of the Board, Mr. Tim Kollar congratulated Mrs. Trueman on her achievement.

FINANCIAL

Presentation of 2014 Levy Hearing - Mr. Kollar invited Business Services and Human Resources Manager, Dr. Crystal LeRoy to begin the Public Hearing for the 2014 Levy at 7:43 p.m.

Dr. Leroy reviewed the Levy process, highlighting the proposed levy for 2014. She noted that the proposed levy reflected the same information as the estimate of levy presented at the November 17, 2014, Board meeting. The levy includes an overall increase over last year's revenues of 1.9%. 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 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 - \$11,251,934 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, 2014.

Dr. LeRoy invited comments and questions. Dr. Christine Stoll stated her opposition to the levy noting the healthy fund balance at above 100%. She noted that in her estimation, the money was not needed. Dr. LeRoy stated that in event the increase was not approved, the District would have a deficit budget. She added that while changes to investments may allow us to make up the loss of levy revenue, low interest rates provided a level of uncertainty as to any additional investment revenues. Mr. Greg Werd spoke in support of the levy, expressing concern about the stability of the economy and the impact on our investments. He also noted the anticipated building needs and the desire of the Board not to seek a referendum for such work. He asked Dr. LeRoy what the average impact per household would be with passage of the levy, which she estimated to be approximately \$50-\$100 per household. Mrs. VanMetre stated she did not want the Board to rely on the uncertainty of possible returns on investments. Dr. LeRoy agreed noting that investment interest earned annually was included in our budget but if things run flat, and we do not levy, the levy money is lost and cannot be accessed in prior years.

The Public Hearing closed at 7:55 p.m.

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

Discussion of and Potential Action to Adopt 2014 Levy

Mr. Greg Werd moved that the 2014 Tax Levy be adopted as presented. Mrs. Stacey Van Metre 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 5 to 1, with one member absent.

Discussion and Potential Acceptance of Fiscal Year 2013 Audit – Dr. Crystal LeRoy presented the Fiscal Year 2014 Audit, noting that it was a clean “unmodified” (“unqualified”) opinion audit with no deficiencies noted. Recommendations from the auditor included the continuation of payroll reconciliation on a regular basis and providing professional development opportunities for Business Office personnel. Mr. Werd stated that he was pleased with the audit overall. He recognizes that the issues with payroll are difficult to avoid. The Board echoed their appreciation for Dr. LeRoy’s work and that of the Business Office. Additionally it was noted that the auditors had reviewed the proposed separation of control included in the new proposed administrative structure. The Board inquired when it would be appropriate to review the relationship with the current auditing firm. Dr. LeRoy noted that it is generally desired to have some history, at least 5 years minimally and noted the Board may want to issue a Request for Proposal in preparation for the 2014 audit.

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

Mrs. Stacey Van Metre moved that the 2013 Audit be accepted 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 6 to 0, with one member absent.

ADMINISTRATIVE REPORTS

Freedom of Information Act Requests – Dr. Kalinich referenced the four requests that had been received since the last Board meeting: One from the Chicago Tribune that requested copies of all legal invoices from January 1, 2012 to present. (This request had been received by several of the Township districts); one from a downstate individual sent to all Township districts, requesting closing records for each debt issuance of the public body since January 1, 1984 through the present; another from an individual requesting employment information and job descriptions for non-certified employees; and finally a request from an individual seeking information for their higher education thesis on job descriptions and related evaluation formats. The Board discussed the requests as well as the unusually large amount of information that had been requested. They inquired if the requests could be considered excessive. Dr. Kalinich informed the Board that the District provides only those documents that are available and does not create or reformat documents to accommodate a request. In many cases information that is requested in a FOIA is posted on our website and sharing a simple link to that information, often satisfies requests. Additionally, she noted that there are new laws protecting institutions from what are deemed “voluminous” requests, which offers the District some protection from such requests. Depending upon the nature of the request the institution may be allowed to refuse or invite the requestor to further limit their scope. As is our practice, when a more complicated request is received, the response is coordinated with our legal counsel. Additionally, a summary of the request and response, as well as any related costs to the District is posted on the website.

Report from the Superintendent – Dr. Kalinich led a discussion on the Strategic Plan School Climate Survey from December 2014. She stated that the Climate Survey was first implemented in December 2013, offered again in June 2014 (as part of the annual faculty/staff survey) and again this December 2014. The Strategic Plan goal was to have Administration analyze the data gathered from the responses and develop any appropriate action plans. The concern was raised if perhaps we are surveying too much and not getting quality responses. Dr. Kalinich noted that the Communication Committee had discussed the frequency of surveying and the consensus was it was good to have a consistent point of reference each year when faculty and staff know their input will be sought. It was noted it was the Board’s desire to maintain open lines of communication and trust, so whenever issues arise they are addressed immediately and do not wait until the survey to be addressed in anonymity.

Report from the Business Services and Human Resources Manager – Dr. LeRoy highlighted key items included in the Accounts Payable report, as well as, answered various Board member questions. She outlined current practices with regard to investment policies and responded to Board inquiries and comments noting that a review of the District’s revenue and investment policy is scheduled for the February Building and Finance Committee meeting, as outlined in the Strategic Plan. Also in response to Board member inquiry, Dr. LeRoy noted that she will prepare and review with the Building and Finance Committee, a report showing the District’s expenditures without the larger one time charges reflected on the recent Annual School Report Card issued by the Illinois State Board of Education. to be subsequently shared with the full Board, in response to a Board member’s request.

Dr. LeRoy also reviewed the Consent Agenda item related to modifying the current 403(b) Plan and the adoption of a 457(b) Plan.

Report from Principal – Mrs. Wallace began with a report on the Master Schedule Committee work, similar to the presentation recently shared at the Education Committee meeting. She reported that this Committee’s work has been examined for over nine years with the similar goals. While many positive

changes had been previously made to the master schedule, there are additional needs to be addressed. This task presents unique challenges due to our Junior Kindergarten through Junior High school setting. As part of this effort, the Committee took into consideration and examined the educational and cultural values we hold as a community.

With the addition of so many rich opportunities to our students' educational experience, the current school day (educational minutes) schedule cannot accommodate all of the curriculum. The Committee recommendation is to develop two separate schedules for the elementary grades (JK-4) and the Junior High grades (including the 5th-6th grade transition years). After considering many parameters, the Committee is examining the priorities for 21st Century learning to include a balance between the core curricular subjects, World Language, Fine Arts, Social/Emotional Learning, use of new technology etc., while still providing opportunity for study, and possible addition of student selected electives.

Mrs. Wallace noted that the next steps in the process involve conducting information forums for parents, as well as continue the meetings with students to get their input. The Committee would meet again in January to develop the schedule drafts, which will then be shared with the full faculty to consider. She emphasized the significant effort that has been made to be very inclusive, so everyone has a voice in the outcome.

The Board was encouraged by the thoughtful progress made to date and expressed the desire that the rationale for any changes be clearly defined in the final recommendation.

Report from the Director of Student Services - Ms. Julia Jones reviewed her report regarding the withdrawal notice of District 109 from the special education cooperative, Northern Suburban Special Education District (NSSSED). It was noted that withdrawal notice was a formality to provide time for the District in question to consider its options. Mr. Kollar noted that at the recent NSSSED meeting a new billing structure was presented, which may address some of the other member districts' issues or concerns. While any changes would only minimally impact our District, the Board asked to be kept apprised of any further developments.

Ms. Jones continued her report highlighting several activities in January to include: AIMSWeb testing and the annual Ability Awareness curriculum (formerly referenced as Diversity Awareness). She highlighted the important role of parent volunteers for implementation of the Ability Awareness curriculum.

In response to a Board member's inquiry about progress in examining the services provide to students considered as Gifted Learners. Ms. Jones noted that options are still being reviewed, and more research needs to be done to present recommendations for services to such students in the future. She noted that some of the challenges of this examination are related to identifying the best way to use student data and including social emotional student needs.

CONSENT AGENDA

Mr. Tim Kollar asked if there were any questions regarding the Consent Agenda. It was requested that the revisions proposed to policy 7:300 *Extracurricular Athletics*, be removed from the Consent Agenda for further consideration. There being no questions or 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 November 17, 2014, Regular Meeting and Closed Session; Investment Reports for November 2014; Accounts Payable for November 18, 2014 to December 15, 2014; Authorization for Bill Reviewer to Approve Payment of Accounts Payable for January 2015; Destruction of Closed Session Recordings for June 2013; 2015-2016 School Year Fees; Resolutions to Revised 403(b) and Adoption of the 457(b) Plans; Recommendation to Hire Instructional Assistant, Ms. Challen Stadler; Non-Certified Support Staff Handbook; Board Policy Revisions: 7:15 Student and Family Privacy Rights, 7:20 Harassment of Students Prohibited, 7:30 Student Assignment and Intra-District Transfer, 7:140 Search and Seizure, 7:180 Prevention of and Response to Bullying, Intimidation and Harassment, 7:190 Student Discipline, 7:200 Suspension Procedures, 7:210 Expulsion Procedures, 7:230 Misconduct by Students with Disabilities, 7:240 Code of Conduct for Participants in Extracurricular Activities, 7:250 Student Support Services, and 7:340 Student Records; and New Board Policies: 4:150 Facility Management and Building Programs, 4:160 Environmental Quality of Buildings and Grounds, 4:175 Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications. 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.

OLD BUSINESS

Discussion of and Potential Action to Approve Job Descriptions Related to the District

Organizational Structure – The Board discussed the posted job descriptions related to the District Organizational Structure as reviewed by Dr. LeRoy. Dr. Kalinich noted that the Board had targeted the December Board meeting to decide upon the new structure and as such, the December School Climate Survey completed by faculty and staff was completed in early December, to allow for Board member review of the data.

There was some discussion about the projected work load for the newly defined positions. The administration was encouraged to monitor where concerns might arise as the positions roll out, however, the Board emphasized their confidence in the administrative team to make the new structure work. In regards to the new Communication Coordinator position, Dr. Kalinich added that the position would be posted locally, statewide and nationally. The administrators emphasized the benefit of hiring a highly qualified candidate as soon as possible to assist with the transition.

Mr. Tim Kollar entertained a motion to approve the Communication Coordinator job description as posted.

Mr. Greg Werd moved to approve the Communication Coordinator Job Description as presented. Dr. Christine Stoll seconded the motion.

The motion passed with all Ayes.

Mr. Kollar asked for a motion to approve the revised job descriptions for the three administrative positions related to the new organizational structure.

Dr. Christine Stoll moved to approve the job descriptions of the Superintendent/Business Manager, Principal and Director of Student Services as presented. Mr. Greg Werd seconded the motion.

The motion passed with all Ayes.

Discussion of Board Communication Plan Announcing New Administrative Organizational Structure

- The Board discussed how to best communicate the changes to the administrative organizational structure, specifically, with regard to the new job descriptions. It was noted that the proposed position of an Instructional Facilitator would be a teacher level position of a peer coaching a peer and would not involve evaluation of personnel. This individual would work closely with Mrs. Wallace to manage the curriculum, including curricular renewals. Mrs. Wallace stated that the administrators were satisfied with the current draft of the job description for the Instructional Facilitator and were eager for the Board's approval so that the most qualified candidates could be identified and interviewed. The Board inquired if the teachers were supportive of this new position. Mrs. Wallace stated they were. Dr. Kalinich added that the job description for the Instructional Facilitator would still need to be reviewed by legal counsel. She noted that the position could be posted with approval of the job description at the time of hiring an individual to fill the role.

Mr. Kollar invited discussion to determine how the new job descriptions should be communicated to all constituencies. He presented a draft of talking points and invited the Board members to review. It was determined that the information will be rolled out via forums, website, newsletters, one on one communications, etc. It was noted that the information would also be included in the *Board Briefs* with potential letters to parents and the greater community from the Board of Education. The Board discussed utilizing their liaisons to the JSSPVA, KEA Booster Club to present the new descriptions. It was agreed a draft of a press release would be prepared for consideration at the February Board meeting. Consideration will also be given to include discussion on the new organizational structure when a session is held to roll out an anticipated new master schedule.

NEW BUSINESS

Discussion of and Potential Action to Approve the 2015-2016 School Year Calendar - Dr. Kalinich introduced the proposed 2015-2016 school year calendar. She reported that the calendar was developed with consideration of the New Trier Township High School calendar. The draft was also reviewed with the Team Coordinators and it had been presented to the Education Committee. She reported that the Township Superintendents have agreed to have a common Winter and Spring Breaks. However, she noted that our District's calendar would include some of the state, legal or local school holidays, yet New Trier will not have the same school holidays due to their planned construction project. She noted that the calendar maintains our typical beginning of school year days with 8th Grade Graduation scheduled for June 2, 2016. The calendar also includes five emergency days designated from June 3, 2016 to June 7, 2016.

Dr. Kalinich noted that one of the changes that may be proposed after consideration of the master schedule recommendations would be to replace "late start" days with "early dismissal" days. There was discussion regarding the timing of the winter Parent/Teacher Conferences being planned again near the Presidents' Day holiday with concern that this model might create some early absentee issues during the conference week. Dr. Kalinich stated that the conference attendance planned for February 13, 2015, also

adjunct to the holiday weekend this school year, will be monitored to ensure that student attendance is not significantly impacted.

There being no further discussion, Mr. Kollar entertained a motion to approve the 2015-2016 School Calendar.

Mrs. Stacey VanMetre moved to approve the 2015-2016 School Calendar 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 6 to 0, with one member absent.

OTHER BUSINESS

Mr. Kollar commented that there was no Board of Education meeting in January and left it up to the Board Committees if they choose to hold meetings.

PUBLIC COMMENT

Mr. Kollar invited Public Comment. There was none.

ADJOURNMENT

There being no further business Mr. Kollar entertained a motion to adjourn.

Mr. Greg Werd moved, seconded by Dr. Christine Stoll, to adjourn the meeting at 9:44 p.m.

The motion carried with all yeses.

Attest for Distribution: 
Kelley M. Kalinich, Secretary

Approved: 
Timothy Kollar, President

ATTEST: 
Kelley M. Kalinich, Secretary