

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 9TH DAY OF FEBRUARY, 2015**

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 Stoll, Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre, Mr. Scott Wallace, Mr. Gregory F. Werd and Mr. Timothy Kollar. Mrs. Betsy Moerschel was absent.

Also in attendance was:

Dr. Kelley M. Kalinich, Superintendent

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

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

Mr. Greg Werd moved, seconded by Mr. Scott Wallace, to go into Closed Session at 6:31 p.m. to consider Information Regarding Specific Employee Matters, Pending or Probable Litigation and Purchase or Lease of Real Property for use of the Public Body.

Roll Call:

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

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

The Board returned to Open Session at 7:31 p.m.

Upon Roll Call at 7:36 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 Werd and Mr. Timothy Kollar.

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: Mrs. Allison Lopuszynski, Mrs. Toula Sideris, Ms. Caryn Friedman, Mrs. Cathleen Sheridan, Ms. Justyna Kalinowska, Ms. Jennifer Peterson, Mrs. Anne Trueman, Mrs. Blythe Szafoni, Mr. Jeff Gerdin, Mrs. Michelle Harradine, Mrs. Kathy Lowell and Mr. R.J. Bialk (videographer); Community Members: Mrs. Shari Kvam, Mr. Tom Nahrwold and Mrs. Katie Nahrwold, Mrs. Paula Zimmerman, Mrs. Beth Britton, Mrs. Melissa Ross, Mrs. Lois Stanley, Mrs. Julie Garrison, Mrs. Eileen Madigan, Mrs. Laurel Lien, Mrs. Danielle Boros, Mr. George Kocalis and Mrs. Claudia Kocalis, Mrs. Maura O'Connor and Mrs. Lisa Mathias.

PUBLIC COMMENT

Mr. Tim Kollar invited public comment. The Board heard from various community members, and parents on topics including: concerns regarding the possible changes to the Master/Bell Schedule with the potential impact on a shorten lunch period; concerns about insuring that changes made be equitable, so all subject areas benefit; and concerns about potential changes in the delivery of World Language instruction. Mr. Kollar thanked the visitors for their comments, stating that there would be additional opportunity for Public Comment after the Master/Bell Schedule presentation.

STRATEGIC PLAN PRESENTATION

Presentation and Discussion of the Master/Bell Schedule Recommendations - Dr. Kelley Kalinich introduced the Master/Bell Schedule work as facilitated by Principal, Mrs. Kendra Wallace. She highlighted a brief historical background on the development of the Master/Bell Schedule noting that there has been continuous work and tweaking of the schedule for the last nine years. While some needs to have been addressed over this time period, there are issues which remain, specifically at the Junior High grades. The Committee work has always been sensitive to some of The Joseph Sears School traditions, including a 55 minute lunch period, and the value of World Language instruction. The prospect of using some of the lunch hour minutes for instruction was first explored in sincerity two years ago when a consultant worked with the Committee and asked everyone to “think outside of the box”.

Mrs. Wallace introduced the Committee members and highlighted the process used for development of the Master/Bell Schedule to date. She noted that some of the key considerations for the work included: the need for more instructional time for core subjects, the need to dedicate adequate time for social emotional learning instruction, the need for extended science lab time in the Junior High, as well as the integration of Response to Intervention/Enrichment time to support instructional differentiation. The Committee, representative of a cross section of members from various grade levels and subject areas, undertook the task of examining the schedule with a lens on what we value as a learning community. She then invited the Committee members present to give their presentations.

The Committee highlighted:

- ✓ How the added instructional minutes will benefit students;
- ✓ The importance of focusing on the core curriculum including 21st Century skill development; and
- ✓ The ability for students to integrate their performing arts instruction into the regular school day.

The rationale for the proposed schedule changes shared included:

- ✓ Fostering a smooth transition for students when moving from 5th Grade to 6th Grade;
- ✓ Fostering a smooth transition from Junior High to High School;
- ✓ Providing adequate instructional time allowing for attention to individual student needs
(Response to Intervention – RtI)

The Committee members then entertained questions from the Board members regarding topics such as an explanation of what is meant by the Mandated Core (what we have to teach) vs. 21st Century Core (what we value), as well as questions about insuring that the added minutes will be used effectively, and gave assurances that the proposed changes enjoy general support by most faculty.

Mr. Kollar thanked the Committee members for their time and effort and he inquired if any of the Committee members had any concerns about the proposed changes. Mrs. Harradine stated her concern that World Language at the elementary grade levels would be disproportionately impacted with the recommendations as they currently stand.

PUBLIC COMMENT

Mr. Kollar once more invited Public Comment. Parents and community members commented on topics ranging from concerns about the shortened lunch period and how it might affect the time needed for children to “decompress” from a social and emotional perspective; areas which might be negatively impacted by the recommendations (i.e. elementary World language study); assurance that additional, time if obtained, will be utilized effectively and be well structured; and gratitude to the dedicated and skilled faculty in the District. One parent specifically inquired about seeing an actual schedule, noting he is still having a hard time understanding what the new schedule would look like and cannot support what he doesn’t fully understand. Public Comment closed with a reading of a letter from a former Sears School student supporting the value of leaving the lunch period at 55 minutes.

ADMINISTRATIVE REPORTS

Freedom of Information Act Requests – Dr. Kalinich referenced the three requests and one continued response to a request since the last Board of Education meeting to include: an inquiry from a special interest group regarding the Teachers’ Association collective bargaining agreement regarding professional time off for union officials while performing union-related activities and associated pay records; a request for copies of printer and copier lease Agreements for the District from a vendor; documents related to legal counsel retention from the Chicago Tribune; and the continued response from a previous request for employment information for non-certified employees.

Report from the Superintendent – Dr. Kalinich noted two items related to student assessment. First, it was announced that parent information session was scheduled for Thursday, February 26, 2015 regarding the Partnership for Assessment of Readiness for College and Careers (PARCC) testing schedule to begin the week of March 9, 2015. Second, it was shared that the Kindergarten Individual Developmental Survey (KIDS) previously planned to be implemented in the fall of 2015, will be postponed with full implementation scheduled for the fall of 2017. As such, Dr. Kalinich referenced that it would no longer be necessary for the Board to approve a waiver as previously discussed with the Education Committee.

Mrs. Nelson expressed some concern about the upcoming PARCC testing. Dr. Kalinich acknowledged that there were parents who have expressed concern, as well as some teachers. With our District having participated in the piloting of the PARCC in March and May 2014, we have an idea of the types of questions to be presented to students, as well as the technology needs for implementation. That being said, there is still some uncertainty and she expects that the assessment this year will serve as baseline data. There was a brief discussion about various ideas that have been floated through the community regarding the possibility to “opt out”. Dr. Kalinich noted that, in fact, there is not an “opt out” option, but rather a student refusal option. She added that she recognizes the parental and faculty anxiety

surrounding the initial assessment, and recalled that similar concerns were shared with the initial implementation of the Illinois Goals Assessment Program (IGAP) and Illinois Standards Assessment Program (ISAT). She will include information about these items at the parent information sessions and noted she was looking forward to the opportunity to further clarify for parents the implementation of the PARCC assessment for our District.

Dr. Kalinich reported that the District recently was awarded a State Library Grant in the amount of \$750 due to the annual submittal of the grant by Library Technology Center (LTC) Director, Ms. Elisabeth LeBris. She complimented and thanked Ms. LeBris for pursuing this grant each year, as the funds went directly towards adding to the LTC collection.

Presentation of School Climate Survey Action Plan - Dr. Kalinich reviewed the recent historical background regarding the "Culture" section of the Strategic Plan for the 2013-2014 (Year 1) and 2014-2015 (Year 2) school years. She noted that one of many specific action items identified was to implement a systematic school climate survey for all faculty and staff. This survey has now been implemented three times, most recently in December 2014. She highlighted the key areas of the survey information noting areas of strength and concern. She shared the five target areas for improvement identified by the Administrative Team, in consultation with the Team Coordinators and Communication Committee. These five areas include:

- ✓ The principal explores multiple sides of topics and recognizes that other options exist.
- ✓ Select citizens groups are influential with the Board.
- ✓ Teachers feel pressure from the community.
- ✓ Students try hard to improve on previous work.
- ✓ Academic achievement is recognized and acknowledged by the School.

Dr. Kalinich presented the data for each item, as well as the support actions identified to improve in each area. The full [presentation and plan](#) is posted on the Board website.

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 added that she is continuing to rework reports that show operating expense/pupil ratio and anticipated she would have these next month to present to the Building & Finance Committee. She acknowledged that the expenses are rising as the enrollment is declining and work will need to be done to reduce spending in order to maintain fund balances. She also answered questions about NSSSED payments and an anticipated credit and legal expenses related to the Joseph Sears School Foundation being paid out of District funds. Mr. Wallace noted that this had been a temporary measure and the funds would be reimbursed by the Foundation.

ISBE Annual Financial Profile Report - Dr. LeRoy referenced the posted document from the Illinois State Board of Education (ISBE) in the packet regarding the 2015 Financial Profile designation for the District, based on 2013-2014 financial data. She noted that the District was awarded the designation, "Financial Recognition", for demonstrating fiscal responsibility based on 5 categories. This is the highest rating a school district can receive from the state.

Report from Principal – Mrs. Kendra Wallace highlighted areas of her posted memo to the Board to include: a change in the February 6, 2015, Parent Visitation Day, as developed in partnership with the Team Coordinators; recent transition planning for our 8th Grade students as they prepare to attend New Trier Township High School; the on-going curriculum renewal work in English Language Arts; and the winter implementation of the Measures of Academic Progress (MAP) testing.

Several Board members referenced that they liked the new format for Parent Visitation Day, noting it was less disruptive to students, and more meaningful from a parent perspective. Mrs. Wallace closed her sharing, by noting that the next steps recommended for the Master/Bell Schedule would be formally presented for Board consideration at the March Board meeting. She pointed out that an aspect of the new schedule, was the possibility of having some early release days to allow for professional development. Mrs. Wallace noted that the final look of the schedule would be dependent upon a shortened lunch period to allow for added instructional minutes. She reinforced that she welcomed any input from the Board or community in the over the next month. The Board encouraged additional opportunities be provided for parent dialogue.

Report from the Director of Student Services - Ms. Julia Jones reviewed her report with highlights to include: Accommodations for students with Individual Education Plans (IEPs) or Section 504 Plans when taking the PARCC assessment; the recently complete Ability Awareness Month of activities for students in grades K-5; the Academic Assistance Center for Junior High Students to provide differentiated instruction for students.

Ms. Jones expanded on the pilot year of the Junior High Academic Assistance Center, outlining that the purpose is to provide additional support to students of enrichment (gifted), remedial, as well as extended learning for students who want to know more about a particular area of study. She considered the pilot so far to be successful based on attendance data and student learning demonstrated in the classroom. She noted that this model supports observations of the increased use of the Math Center and Literacy assistance already being offered during lunch, as noted during the Master/Bell Schedule presentation and indicates additional instructional support is needed and valued.

CONSENT AGENDA

Mr. Tim Kollar asked if there were any questions regarding the Consent Agenda. Mr. Werd noted that Board Policy 3:10 *Goals and Objectives*, had a typo. There being no further questions or discussion, Mr. Kollar asked for a motion to approve the Consent Agenda as presented.

Mrs. Stacey VanMetre moved to approve the Consent Agenda to include approval of: Minutes of the December 15, 2014, Regular Meeting and Closed Session; Investment Reports for December 2014; Accounts Payable for December 16, 2014 to January 20, 2015 and January 21, 2015 to February 9, 2015; Destruction of Closed Session Recordings for July and August 2013; Requests for Family Medical Leave; Request for Retirement; Acceptance of Employee Resignation; Board Policy Revisions: 2:140 Communications To and From the Board, 3:10 Goals and Objectives, 3:40 Superintendent, 3:60 Administrative Responsibility of Principal, 4:110 Transportation, 5:10 Equal Employment Opportunity and Minority Recruitment, 5:185 Family and Medical Leave, 5:220 Substitute Teachers, 6:280 Grading and Promotion, 6:340 Student Testing and Assessment Program, 7:50 School Admissions and Student Transfers To and From Non-District Schools, 7:70 Attendance and Truancy, 7:100 Health, Eye and Dental Examinations: Immunizations; and Exclusion of Students, 7:270 Administering Medicines to Students, 7:300 Extracurricular Athletics, 8:80 Gifts to the District. 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.

OLD BUSINESS

Discussion of and Potential Action to Authorize Posting of the Instructional Facilitator Position for the 2015-2016 School Year - Mr. Kollar began the discussion by asking Mrs. Wallace for an explanation of the difference between an assistant principal and the proposed Instructional Facilitator position. Mrs. Wallace outlined that the Instructional Facilitator would focus on curriculum without responsibilities for teacher evaluation or student discipline. Their duties would include facilitating curriculum renewals, development of scope and sequence, professional development and identifying best practices in each academic area. They would not be required to hold an administrator license. She added that Ms. Jones enhanced role would require that she be a co-principal, splitting some of the traditional principal roles.

A Board member inquired as to whether a similar position is utilized effectively in other school districts, Ms. Wallace stated that she has seen such a position implemented effectively in other districts. The rationale for the Instructional Facilitator position is to provide a non-administrative resource for teachers. Without evaluator responsibilities, teachers will feel more comfortable coming to the Instructional Facilitator for guidance and additional training. It was suggested by a Board member there might be an advantage to hiring an assistant principal with administrative credentials instead, but still have the option to design the job description as we see fit. Mr. Kollar said there was consensus by the Board to authorize the posting of the job description after input from Mrs. Moerschel and Mrs. Nelson, as well as the Administrative team.

Discussion of Board, District and The Joseph Sears School Communications with the Community - Mr. Kollar outlined the forms of communication currently employed by the District; *Sears to Home*, the Annual Report, *Board Briefs*, targeted emails and press releases, as well as liaison positions with the Joseph Sears School Parents' Volunteer Association (JSPVA) and the Joseph Sears School Booster Club. He invited the members to suggest other ways to communicate that we do not currently employ. Dr. Stoll commented that we need to continue to reach out to all community members and be mindful in our communications that a large number of the community members do not have children of school age. Dr. Kalinich noted that efforts are underway to provide an "opt in" sign up on the District website for community members to be added to a list for general distribution information. It was agreed that the current communication models would be include in the Annual Parent Survey to ensure that the options were of value and meaningful.

NEW BUSINESS

Discussion of and Potential Action to Hire Communication Coordinator - Mr. Kollar asked Dr. LeRoy to update the Board on the status of a recommendation to fill the new Communication Coordinator position. Dr. LeRoy stated that they are still in the process of conducting final interviews. They have narrowed the field down to two very strong candidates. She anticipated that a formal hire recommendation will be ready for the March Board of Education Meeting.

Discussion of and Potential Action to Approve Contract for Dr. Crystal LeRoy as Superintendent/Chief School Business Official - Mr. Kollar stated on behalf of the Board, he was delighted to have Dr. LeRoy filling this new position and is confident in her ability to perform well in this role upon approval

of the contract. He then invited questions or comments from the Board. Mr. Werd noted that as discussed in Closed Session the contract would need to be amended by adding verbiage to Appendix A, item 4. with regard to fiscal responsibility being demonstrated by an added indicator regarding a modified opinion without any identified material deficiencies.

Dr. Christine Stoll moved to approve the contract for Dr. Crystal LeRoy as Superintendent/Chief School Business Official as amended. The motion was seconded by Mr. Scott Wallace.

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 of Board Policies for Consideration: 4:30 Revenue and Investments and 8:30 Community Relations - Visitors to and Conduct on School Property – Dr. Kalinich noted the policies were only being presented for a first reading and that no formal action was required at this time. She asked that the Board members review the policies and send suggested edits to her before the next Board meeting. Mr. Werd noted that there is a need for the addition of a maximum maturity clause to policy 4:30. Dr. LeRoy noted that she found some other edits and would continue updating the policy to reflect the District’s goals. Dr. Kalinich noted that the policies would be presented for revised adoption at the March Board meeting.

Discussion of and Potential Action to Streamline the Board of Education Committees – Mr. Kollar stated he would like to see the streamlining of the current Board committee structure to include the possible dissolution of the Personnel and Communication Committees. It was noted that the Personnel Committee agenda items often overlap with the Closed Session items for the Regular Board meeting. He added that with the hiring of a Communication Coordinator it negates the need for the Communication Committee. Discussion included a monitoring of the new Communication Coordinator position to see if there will still be a need for the Communication Committee to remain in place. Annual tasks include projects such as the annual report and the annual surveys, which typically get underway at this time of year. Upon further discussion, the Board determined to keep the current committees in place until the reorganization meeting in May when new Board members are seated. It was also suggested that the Board may want to consider going through the Illinois Association of School Board’s self-evaluation process.

OTHER BUSINESS

There was none.

PUBLIC COMMENT

Mr. Kollar invited Public Comment. There was none.

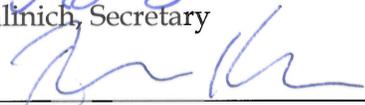
ADJOURNMENT

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 10:55 p.m.

The motion carried with all yeases.

Attest for Distribution: 
Kelley M. Kalinich, Secretary

Approved: 
Timothy Kollar, President

ATTEST: 
Kelley M. Kalinich, Secretary