



District 38 “Board Briefs” for the Regular Meeting of December 16, 2013

The information below summarizes highlights from the District 38 Board of Education meeting held on Monday, December 16, 2013. As always, the community is welcome and encouraged to attend Board Meetings or, for your convenience, watch them streaming live. In addition, the meetings are taped and posted to the website within 24 hours for viewing at a later date. Finally, the Board posts to the website its Agendas 48 hours in advance of meetings, Board packets prior to each meeting and Board Minutes once approved.

Presentation and Acceptance of Fiscal Year 2013 Audit

- Mr. Jeff Rollefson and Mr. Joe Troyer, Auditors from Evans, Marshall & Pease, presented their findings regarding the FY13 Audit. The Audit was categorized as an “unmodified opinion”, which refers to an audit without concerns. The District did receive a “significant deficiency” for the reconciliation of bank and investments not being completed consistently throughout the fiscal year. Business Services and Human Resources Manager, Dr. Crystal LeRoy, has already addressed this concern for the current fiscal year (FY14) and will continue to monitor the reconciliations on a regular basis. Other areas that will be monitored include: Payroll reconciliation – payroll reconciliation needs to be performed quarterly with the completion of the payroll tax forms. Computer Buy Program – improved program management to ensure appropriate authorization, accuracy of contracts and storage of records for employee purchases. General Financial Operations – improved efficiency of the business office operations. This would include implementing required procedures and ensuring all employees receive the appropriate training.

Administrative Reports

- **Superintendent’s Report** - Dr. Kalinich presented the following:
 - ✓ Recent notification of Kenilworth School District receiving the *SchoolSearch* Bright A+ Award. This award is bestowed on the top school districts in Illinois based on student performance. There were 60 school districts out of a total of 866 who received this year-end recognition.
 - ✓ Report from Dr. Tony Frontier which included a summary of District strengths, areas for improvement, identify grade level work and Class of 2012 focus group discussion on readiness for New Trier Township High School.
 - ✓ Notification from Northern Suburban Special Education District (NSSSED) regarding the potential withdraw of a member district.
- **Principal’s Report** - Dr. Matthews provided updates on the Mathematics and Science curriculum work, noting that the Science Committee recently provided an update to the Education Committee and the Math Committee will be presenting to the Education Committee on Wednesday, January 8, 2014, at 7:30



a.m. She also reviewed the Strategic Plan components of the Time Audit being conducted by the Master Schedule Committee, as well as the curriculum renewal and initiatives work implemented since the 2008-2009 school year.

- **Acting Director of Student Services** – Ms. Jones commented on the Student Services meetings held over the last two months, as well as the pending Diversity Awareness education planned for January 2014 in grades K-5. She also highlighted the Response to Intervention work, related data collection for students planned with the implementation of the AIMSweb in January 2014, and the reconvening of the Gifted Committee to examine the current program guidelines.

Board Action

- The Board unanimously moved to approve the Consent Agenda that included Regular Meeting amended minutes from the November 18, 2013, financial reports, revisions to specific Board policies to align with the Strategic Plan and changes in the laws governing school districts and acceptance of the resignation from Physical Education Teacher, Mr. David Hawk, effective December 20, 2013.
- The Board unanimously approved the hiring of Physical Education Teacher, Mr. Tyler Heidtke and Long Term Mathematics Substitute, Mrs. Cathy Quigley.

Highlights from Board Discussion

- **Strategic Plan Progress and Work Plan Tracking** – Dr. Kalinich reviewed the [Work Plan](#) progress, noting that the document would be posted at the Strategic Plan link on the District website. This will be updated a minimum of once a month.
- **Master Facilities Plan** – Committee Chairperson, Mrs. Stacey Van Metre noted that the Building and Finance Committee has determined that more time is needed to review the potential facility projects and related costs. As such, the work to provide additional instructional space within the existing building footprint, providing air-conditioning in the non-air-conditioned building spaces and creating a gymnasium vestibule with an added staircase for traffic flow in the Baker Building will be targeted for implementation in summer 2015. The replacement of the gymnasium heating unit and addition of air-conditioning to this space is still under consideration for summer 2014 work.
- **Principal Search Process** – Mr. Kollar noted that the Board has identified the Search Firm of Hazard, Young and Attea to conduct the Principal search. Dr. Kalinich noted that the specific timeline and process will be discussed in greater detail with the Search firm at the January 13, 2014, Board meeting. There will be the opportunity for community and faculty/staff focus groups, as well as a survey for all stakeholders.



- **Website Renewal** – Dr. Kalinich noted that the migration is still in progress with a targeted 90% completion by the first full week of January 2014.
- **2014-2015 School Year Calendar** – The Board discussed the [proposed draft calendar](#) noting concerns about a change which would provide a ten day non-student attendance over the Thanksgiving Break. Dr. Kalinich will work with the Calendar Committee to review alternative options for consideration by the Board at the January 13, 2014, Board meeting.

Questions --Please direct your questions or comments to the Kenilworth School District No. 38 **Sounding Board** that was created to provide community members the chance to share comments, questions, compliments and concerns. All messages are sent to the Superintendent and the Board of Education Members. We are listening and you can communicate with us by sending an email to listen@kenilworth38.org. We ask that you do not reply directly to this email because such replies cannot be answered. Thank you!