



The information below summarizes highlights from the District 38 Board of Education (BOE) meetings. Agendas are posted 48 hours in advance of meetings to the website and [board packets](#) before each meeting and [board minutes](#) once approved. Regular meetings are recorded and posted to the school website within 48 hours for viewing.

NOTE: Due to Phase 4 space restrictions in a single space, in-person participation for a BOE meeting is limited to the Board of Education Members and Administration. The BOE will be conducting virtual meetings via Zoom. Information to virtually attend a meeting or to provide public comment during the meeting is posted on each meeting agenda on our website under [Meeting Documents](#) 48 hours prior to the meeting.

Kenilworth District 38 Board Briefs

Regular Meeting of August 17, 2020

Highlights

Back to School: All faculty and staff are working diligently to prepare for both in-person and remote learning to begin on August 24, 2020. To support our planning's effectiveness, we have developed new committees and leadership positions aligned to the Bubble implementation per Phase 4 of Restore Illinois Plan. Many steps have taken place to ensure the safety and well-being of the students and staff. Details on the activities necessary to prepare for our Return to Learn plan are outlined in the administrative reports in this Board Brief.

The Budget: Business Manager Dr. Bailey reviewed the tentative FY21 budget. Public Hearing for the FY21 Budget Approval is scheduled for September 21, 2020, at the Regular BOE Meeting. See the [FY21 Budget presentation here](#), and the [Draft FY21 Budget here](#).

Master Facilities Plan: The next version of the Master Facilities Plan is scheduled to be presented at the September 16, 2020, Building & Finance Committee Meeting. A follow-up Community Visioning Session will be held sometime in late September, and the Board expects to approve the full Master Facilities Plan in the late autumn.

Sustainability: Congratulations to Katie Nahrwold and the Sustainability Committee on The Joseph Sears School's recognition from the U.S. Department of Education as a Green Ribbon School for the 2020 school year. During the first week of August, the U.S. Department of Education recognized this honor with a virtual ceremony and guest speakers, posted a [video on social media](#), and sent out awards made of Richlite biocomposite (paper) to hang in the schoolhouse. The recognition is well deserved as our Sustainability Committee has worked diligently to reduce environmental impact and costs; improve the health and wellness of schools, students, and staff; and provide significant environmental and sustainability education. Congratulations to all!



The Board approved the revised [2020-2021 School Calendar](#).

The Board approved the Resolution Affirming Transition to Return to Learn School Plan for 2020-2021.

The Board reviewed current grade-level enrollment numbers for the 2020-2021 school year.

Superintendent's Report

Below is a summary of the activities that occurred during July and the beginning of August.

- The district has been working diligently on our Return to Learning Plan. The administrative team, faculty, and staff have been working together towards welcoming our students back. We are thankful to our families as we continue to provide detail on our plans and their willingness to support our procedures. The Superintendent is also working closely with the other New Trier Township superintendents to coordinate efforts during this unprecedented year.
- The Board of Education and Superintendent met on July 13 to engage in a Board self-evaluation, including creating a new governance team.
- The Principal and Superintendent have continued to partner with the Diversity, Equity, and Belonging committee throughout the summer. A special thanks to the co-chairs, Kathleen Lyman and Rebecca Quigley, and board representative Mia Casey-Sachs for their continued leadership.
- The Building and Finance Committee has continued to meet to discuss the Master Facilities Plan. We are working closely with our architects and other community partners to ensure the best uses of our resources.
- The Name Change Advisory held its first meeting on August 10. The petitioner and the Kenilworth Historical Society presented information to the group. After a thoughtful discussion, the committee will reconvene to hear presentations from additional sources when they are available.
- The Board Policy Committee met on August 13 to begin work on a policy manual audit. This audit will review all district policies and make recommendations for updates. After the audit is complete, the district's policy manual will be current and ready for PressPlus policy updates as appropriate.

Principal's Report

We have expanded our Team Coordinator leadership role to include a representative for each grade level Bubble. We have initiated a Curriculum Committee for each curricular



area offered at The Joseph Sears School. Each of these leadership teams has been meeting regularly via Zoom, as have the groups each leader oversees, to prepare for school to reopen.

Since announcing our plans to reopen the school on July 15, 2020, we have:

- Reorganized faculty and staff assignments to support the Bubble grade-level teams.
- Reorganized committees and leadership roles.
- Developed a new master schedule.
- Revisited all class lists.
- Managed official remote and in-person registration.
- Developed a [Volunteer Handbook](#) and solicited volunteers.
- Re-wrote the [Parent/Student Handbook 2020-2021 per Phase 4](#) of the Restore Illinois Plan for schools.
- Adjusted the school calendar, including assessment dates.
- Worked with our building cleaning company to develop deep cleaning and daily cleaning checklists.
- Worked on developing a variety of forms, policies, and procedures to reflect the new learning and working environment.
- Facilitated faculty and staff moving classrooms and belongings out of their old classrooms and workspaces and into their new classrooms and workspaces.
- Sourced and ordered PPE materials.
- Sourced and ordered items such as signage, posters/signs, keys, furniture, class supplies, etc., necessary for a safe return to school.
- Collaborated with our Joint-Committee to develop a plan for faculty evaluations for the 2020-2021 school year.
- Facilitated interview committees to fill various vacancies including the LTC Director, LBS1, and IA positions, and are working to fill a Long-Term Substitute position.
- Coordinated efforts with the Park District to offer Cubs Care and to align our virtual extra-curricular programming.
- Coordinated efforts with the JSSPVA to offer Marla's Lunch, a celebratory start to the school year, and to align their virtual enrichment program with the virtual extra-curricular program of the Park District and School District.
- Responded to hundreds of questions and concerns raised by various stakeholders in an effort to be transparent and clear through our communication, and to alleviate any anxiety people may have about returning to in-person or remote learning.

A special "Thank you!" goes out to our faculty and staff, Buildings & Grounds Department, Technology Department, and 12-month support staff for all of the work they have done preparing to reopen the school next week.



Director of Student Services' Report

Below are some Student Services-specific updates for August:

- Some students with IEP's participated in Extended School Year Services that were conducted remotely.
- Teams have begun planning and scheduling the delivery of IEP supports and services, whether students are in-person or remote.
- The newly hired Social Emotional Learning (SEL) Facilitator has been working with the SEL committee to plan back to school wellness assessments and programming for staff and students.
- Over the summer, many faculty members have participated in virtual professional development activities on topics such as co-teaching, inclusion, best practices for teaching in a socially distanced classroom, and remote.

Committee Reports

Building and Finance

For School Year 2020-2021, the full BOE is encouraged to join the B&F Committee Meetings, given the Master Facilities Plan work and the Teacher Contract Negotiations. The next meeting will be held on September 16, 2020 at 9:00 a.m.

Communications

Results of the 2019-2020 Parent Survey will be presented at the September Board Meeting. Mrs. Keegan and Ms. Donegan will be reviving an Annual Report and/or Quarterly Communications to update the community and stakeholders on school activities and accomplishments.

Diversity, Equity, and Belonging Committee (DEB)

Here's an update on Diversity Equity and Belonging (DEB) recommendations for action items for the coming year:

Administration

- Ms. Donegan secured an equity audit for the school to take place in the 2021/2022 school year (high demand for this).
- Ms. Donegan is working with the Superintendent of Avoca to create a SEED Group (Seeking Educational Equity and Diversity) to work together across both Districts.
- One Book One School Initiative where the entire school reads one book (or age-appropriate versions of it) and discusses. The focus of the book will be equity and inclusion to begin to have a dialog about diversity and equity on in classrooms



JSSPVA

- The PVA will use its DEB budget to look to engage speakers for students as well as parent forums.

School Board

- Develop a policy that addresses diversity, equity, and inclusion that: Strengthens our hiring, recruitment, and retention procedures to ensure diversity of staff and board positions; Prioritizes ongoing work to incorporate diverse curriculum in our classrooms; Ensures JSS incorporates diversity practices into procurement efforts.
- Commit as a Board to undergo Diversity and Inclusion training.
- Ensure diversity, equity and inclusion are a focus of our annual and ongoing strategic plans
- Continue to make diversity and inclusion at Joseph Sears a strategic priority

New Hires and Appointments

- Appointment of Julie M. Campanaro as the Board of Education Secretary
- Appointment of Julie M. Campanaro and Trish Culhane, FOIA Officers
- Appointment of Dr. Joseph Bailey as the Treasurer of the Board of Education
- The Board recognized that Retired LTC Director Elisabeth LeBris is joining us this school year, one day a week, as a mentor to Kristin Rydholm, who is serving as the LTC Director for the 2020-2021 school year and to assist the remote learning team.
- The Board reviewed the new Committee Structure and Appointment of Committee Members and Liaisons.

Policy Updates

- The Board approved the Policy [7:285 A Face Mask Covering Requirement - Students, Employees, and Visitors.](#)
- The Board approved the revisions to Board Policy [2:150 School Board - Board Committees.](#)

Please direct your questions or comments to the Kenilworth School District No. 38 by sending an email to listen@kenilworth38.org. All messages are sent to the Board of Education members, Superintendent, and the Board of Education Secretary, and are subject to the Freedom of Information Act. Thank you!