

**NOTICE OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 8TH DAY OF FEBRUARY, 2016**

PUBLIC NOTICE IS HEREBY GIVEN the Board of Education of Kenilworth School District Number 38, Cook County, Illinois, will hold a Regular Meeting on the 8th day of February, 2016 at 6:00 o'clock p.m., for the Closed Session meeting in Room 252 and at 7:30 o'clock p.m. for the Open Session in the Library Technology Center of The Joseph Sears School, 542 Abbotsford Road, Kenilworth, Illinois.

AGENDA

Room 252 (Closed Session – 6:00 p.m.)

I. CALL TO ORDER AND ROLL CALL

	Present	Absent		Present	Absent
Scott Wallace	_____	_____	Melinda Kelly	_____	_____
Suzanne Nelson	_____	_____	Timothy Kollar	_____	_____
Danielle Boros	_____	_____	Stacey Van Metre	_____	_____
Donna Keller	_____	_____			

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

Library Technology Center (Open Session – 7:30 p.m.)

III. CALL TO ORDER AND ROLL CALL

	Present	Absent		Present	Absent
Scott Wallace	_____	_____	Melinda Kelly	_____	_____
Suzanne Nelson	_____	_____	Timothy Kollar	_____	_____
Danielle Boros	_____	_____	Stacey Van Metre	_____	_____
Donna Keller	_____	_____			

IV. PUBLIC COMMENT (See posted Rules of Public Comment)

V. ADMINISTRATIVE REPORTS

- A. Freedom of Information Act Requests
- B. Report from the Superintendent
 - > Spring Community Forum Update
- B. Report from the Chief School Business Officer
 - > Accounts Payable Review
 - > Introduction of DLA Architects
- C. Report from the Principal
 - > Enrollment Report
 - > Education Committee Meeting Update
 - > Curriculum Update
- D. Report from the Director of Student Services
 - > No Report

VI. CONSENT AGENDA

- A. Approval of Minutes of the January 19, 2016, Regular Meeting and Closed Session
- B. Approval of Accounts Payable for January 20, 2016 to February 8, 2016
- C. Destruction of Closed Session Recordings from July 2014 and August 2014
- D. Acceptance of Certified Employee(s) Resignation

VII. OLD BUSINESS

- A. Discussion of the 2015-2016 School Climate Survey
- B. Board Committee Reports including Comments and Questions

VIII. NEW BUSINESS

IX. OTHER BUSINESS

X. PUBLIC COMMENT (See attached Rules of Public Comment)

XI. ADJOURNMENT

Dated the 5th day of February, 2016.



Chike Erokwu
Secretary, Board of Education
Kenilworth School District No. 38

THE JOSEPH SEARS SCHOOL
KENILWORTH SCHOOL DISTRICT NO. 38

To: Kenilworth School District No. 38 Board of Education

From: Dr. Crystal LeRoy, Superintendent/Chief School Business Official/FOIA Officer

Date: February 8, 2016

Re: Freedom of Information Act Requests



The following Freedom of Information Act Request has been received and responded to since the last Regular Board of Education meeting:

From Ms. Donna McShea on January 19, 2016

The request was for the following on behalf of Ms. Donna McShea:

1. A copy of the Administrator's Summary reports for the 2015 ERB/CTP4 student testing. The tests were administered by New Trier in November/December 2015 and subsequently reported to District 38.

The response was provided on January 26, 2016. There were no legal fees incurred. It required time on the part of myself to research all appropriate documents requested.

DR. CRYSTAL S. LEROY, SUPERINTENDENT / CHIEF SCHOOL BUSINESS OFFICIAL
MRS. KENDRA N. WALLACE, PRINCIPAL MS. JULIA R. JONES, DIRECTOR OF STUDENT SERVICES

THE JOSEPH SEARS SCHOOL
KENILWORTH SCHOOL DISTRICT NO. 38

To: Kenilworth School District No. 38 Board of Education
 From: Dr. Crystal LeRoy, Superintendent/Chief School Business Official
 Date: February 8, 2016
 Re: Chief School Business Official Report



Accounts Payable Review

The following section will highlight any bills that are beyond the regular monthly bills list or require an explanation:

Explanation: Data Consultant

Advantage Analytics					
Check Group:					
Consultant Fees	1 0	1113	10.0000.2210.300.00.000		\$3,000.00
		1/28/2016	Consultant Fees		
			Check #: 133454		
				PO/InvoiceTotal:	\$3,000.00
				Vendor Total:	\$3,000.00

Explanation: Annual Equipment Maintenance

Illinois Pump, Inc					
ILPUMP					
Check Group:					
Repair and Maint Service	1 0	C-1066	20.0000.2540.323.00.000		\$2,375.00
		1/28/2016	Repair and Maint Service		
Repair and Maint Service	1 0	C-1067	20.0000.2540.323.00.000		\$1,250.00
		1/28/2016	Repair and Maint Service		
Repair and Maint Service	1 0	C-1072	20.0000.2540.323.00.000		\$1,500.00
		1/28/2016	Repair and Maint Service		
			Check #: 133425		
				PO/InvoiceTotal:	\$5,125.00
				Vendor Total:	\$5,125.00

Introduction to DLA Architects

Carrie Matlock and Steve Wright with DLA Architects will introduce their firm and proposed long-range plan to the Board of Education. The following is a tentative outline of the project schedule:

- Kick Off Meeting – Jan. 27, 2016
- Survey work – Around School District Schedule – February 11, 2016
- Intro Board Meeting and approval of proposal – February 8, 2016
- Meet with Staff to discuss curriculum needs – TBD, - End of February
- Survey to staff and community – Beginning of March 2016
- Operations and Maintenance/Life Safety Draft Review, - End of March 2016
- Conceptual Design Review- End of April

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- Cost estimating – Beginning of May
- Complete Draft Review by administration – Mid June
- Revisions and meeting with committee – End of May
- Board Presentation – June 20, 2016

Should you have any questions or concerns regarding this report, please do not hesitate to contact me.



DR. CRYSTAL S. LEROY, SUPERINTENDENT / CHIEF SCHOOL BUSINESS OFFICIAL
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ENROLLMENT REPORT 2015-2016

February 2, 2016

Grade	Historical Comparison		Enrollment Close of School Year (2014-2015)	Enrollment for 2015-2016 as of 02-02-16	Kasarda December 2014 Projections 2015-2016	Fall 2015 Census Numbers
	Beginning 2013-2014 School Year (08-28-13)	Beginning 2014-2015 School Year (08-18-14)				
JK	7	12	13	10	NA	21
K	43	43	44	39	41/46/50	24
1	50	46	45 (46)*	46	43/45/47	27
2	49	51	51	52 (53)*	45/47/49	39
3	66	50	52	53	48/50/52	45
4	47	67	65 (66)*	58	47/49/51	43
5	67	42	42	67	63/65/67	62
6	60	67	68	44(45)*	40/42/44	52
7	75	56	56	72	66/68/70	56
8	51	74*	71 (73)*	57 (58)*	55/55/57	69
Total	518	508	507 (511)*	498 (501)*	448/467/487	438

2015-2016 ENROLLMENT SUMMARY WITH CLASS SECTIONS

School	JK	K	1	2	3	4	5	6	7	8	Total
The Joseph Sears School	10	39	46	52	53	58	67	44	72	57	498
No. of Current Sections	1	2	3	3	3	3	4				19
No. Advisory Sections								4	5	5	14

* Includes alternate student placement

THE JOSEPH SEARS SCHOOL
KENILWORTH SCHOOL DISTRICT NO. 38

To: Kenilworth School District No. 38 Board of Education
Dr. Crystal LeRoy, Superintendent/CSBO

From: Kendra Wallace, Principal

Date: February 8, 2016

Re: Principal's Update



1. **Update on Curriculum Renewal:**

Background Common Core State Standards: The Common Core State Standards (CCSS) were adopted officially in June 2011. These standards outline the content and applicable thinking for National Standards in English Language Arts (Reading and Writing) and Mathematics. Both of these sets of standards introduced a paradigm shift from previous standards that involves rigor, a shift in content presented at various grade levels and outlines expectations around thinking in the respective fields. The Joseph Sears School adopted them in 2011.

Overview Math: In the Summer of 2014, teachers working instructing students in mathematics meet to look at scope and sequence and curriculum to make sure that it was aligned with the Common Core. These standards require different skills to be taught at different grade levels. This work session also began the dialogue of looking at the curriculum and reviewing our materials, Math in Focus, to look for alignment and to ensure that skills were all covered or aligned with materials. Through this process, various grade levels noted that some critical standards were not covered in Math in Focus, but could be covered the supplemental material of Calendar Math.

As we are firmly in the implementation phase K-5, the scope and sequence is currently aligned with the CCSS. Further analysis led these cohorts to request support in shifting pre and post assessments so that they align with CCSS and demonstrate familiarity with and then master of the content and concepts in the unit. The assessments presented in Math in Focus were not serving this purpose. Elementary teams will continue to reflect on the primary materials this year and make recommendations for supplemental material to ensure that we are giving all students opportunity and access to math concepts.

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In Junior High, they spent last summer reviewing the course offerings, the scope and sequence and CCSS alignment. Through this process they ensured that course offerings support vertical alignment through the course offerings in Junior High. In addition, the courses that are taught across grade levels were reviewed and aligned in both content and assessments. They continue to collaborate closely.

A math subcommittee of Junior High representatives 5th-8th grade met and drafted a math philosophy and outcomes as well as the continuum of math course offerings. This draft includes the process and/or data that will be used to determine pre-requisite qualifications for certain courses. Our student, with common core state standards, are exposed to geometry and algebra as young as Kindergarten and 1st grade and this aligns with some of the [research](#) in the field. ([Article #2](#), [Article #3](#)) Our math philosophy looks to align with these best practices in the field and the desire to create mathematical thinkers.

Future steps for math:

We have shared the draft of the math philosophy and the continuum. We will continue to work as a team and include stakeholders at each grade level. We will test our benchmarking against classes past and present to ensure there is validity. Then we will communicate the expectations and process to families.

In addition, Junior High will begin to research materials. The desire is to have the best materials in hand to assist students in embracing and excelling not only in practice, but in thinking. Township schools are at different phases of this process, and most have not found a single textbook to meet their desired goals. In addition, New Trier is going through a materials review and our Algebra I program tends to reflect their Freshman course.

Background for English:

From historical sharing, the school began to research reading and writing programs in 2008. Some programs went through a research, pilot, start progression and some were rolled out with different variations of this. Professional development was offered with some of the reading and writing programs. Different grade levels have worked with these research-based strategies with different implementation models at different grade levels. In 2014-15, it was expressed that we needed to revisit our programs and there was sentiment that it did not feel fully aligned and teachers did not feel fully resourced

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to tackle all of the CCSS. Additionally, the call to generate a scope and sequence that demonstrated vertical and horizontal alignment was made.

Chart of ELA program implementation.

ELA Program	2008-9	2009-10	2010-11	2011-12
K-5 -Handwriting without tears		Research	Start	
Being a writer		Research	Pilot	Start
Reading - Ellin Keene	Research	Pilot	Start	
Spelling 3-5	Research	Pilot	Start	
Vocabulary Study (text talk or wordly wise)		Pilot	Start	
6+1 Traits of Writing	Start			

Overview:

While we are in the process of updating our curriculum renewal process officially for the school, ELA has begun the research and writing phases of the work. Grade level teams are working together to review and unpack standards, look at and identify the shifts, create both vertical and horizontal alignment with rubrics, create checklists and common terms across the content, establish visual graphic organizers showing the progression of writing across grade levels and as visual organization tools as student learn to write using the different genres. The PowerPoint that outlines the progress, gives exemplars and outlines future steps can be found [here](#).

Future Steps:

ELA will continue to work with putting together the scope and sequence and develop the curriculum. Research will begin this spring to uncover options for writing material. In addition to our internal resources, we will utilize the expertise of [Carol Jago](#) to uncover resources as well as reach out to various networks in the township and in communities with similar demographics and performance. In the spring, a draft of

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rubrics and progress on Scope/Sequence and material pilot will be presented to the Board. We are on target to present a Scope and Sequence Spring of 2017.

Curriculum Renewal

Background:

A lot of work is currently occurring in various curricular areas and there was an ask to systematize and publish the process and calendar for curriculum renewal in respective content areas so that teachers teaching multiple content areas are not impacted negatively. This means slowing down some of our efforts.

Overview:

The Curriculum committee met and discussed the process and a sub committee was formed. This subcommittee reviewed the various modeled and established a draft process that aligns with ISBE requirements to review curriculum every 5 years. The draft was returned to the curriculum committee who reviewed and discussed the draft and next steps. The draft has been shared with the faculty.

Future Steps:

The draft will be presented at the last start session on February 16th and the identification of where various grades and departments are in the process. This document will be shared and reviewed to work on ensuring that we are mindfully pacing the renewals so no one department or grade level is overly impacted.

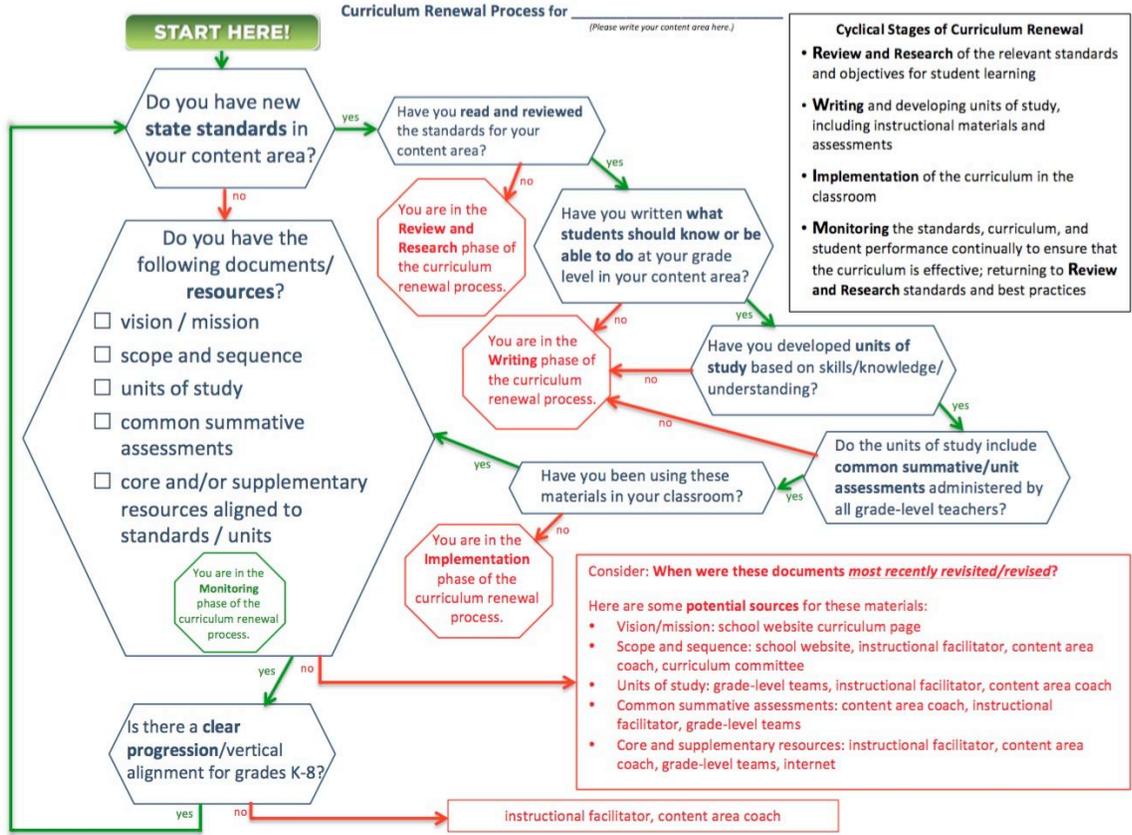


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THE JOSEPH SEARS SCHOOL

KENILWORTH SCHOOL DISTRICT NO. 38



2. Master Schedule

Background: The district has been reviewing the Master Schedule and possible options for 12-13 years. During the 2014-15 a revised schedule was developed and adopted. The schedule presented strengths and weaknesses in providing instruction and teaching experiences. A team of teachers collected feedback and we have made some revisions during the course of the year, but are looking to be responsive to feedback from the community of teachers and learners.

Overview:

Team Coordinators have reviewed and responded to feedback during the year. Two full planning days were held to look at models and make adjustments. Five potential drafts of the schedule for Junior High were generated and presented to the Junior High and the teachers and departments that support the Junior High students. The day was spent reviewing schedule, limitations, interests and barriers and opportunities. Junior High

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and Specials/tech team coordinators worked the remainder of the afternoon on refining a few of the versions to meet the asks of the various feedback. Teachers came in and out of the room all day with two big groups receiving a presentation in the early and then late morning. There is a combined draft of a schedule that will be presented the week of February 15th to gather feedback on the current draft version.

Future Steps:

Continue to build consensus around the schedule. The elective, potential creative arts and advisory periods will need to be revised and defined with governing documents that make the expectations and programs clear. Our goal is to have all teachers' individual schedules in hand by May 1, 2016.



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Curriculum Renewal Cycle - DRAFT
The Joseph Sears School
SY 2015-16 thru SY 2020-21

By statute, all districts are required to evaluate and, if necessary, revise all district curricula every 5 years. The Joseph Sears School intends to meet and exceed this standard. Additionally, changes in state and national standards, state and national assessment practices, available curriculum materials, district leadership, and trends in the field may cause more frequent modifications to district programs.

It is absolutely critical that teachers are provided the support, training, instructional resources and positive educational climate to successfully implement district programs in all content areas. This is why we have a systematic process in place to evaluate, develop, and implement all curricula in a manner that allocates resources wisely and effectively. The Joseph Sears School 5-Year Curriculum Renewal Cycle is a systematic process.

Overview

Curriculum renewal is a 4-step cyclical process by which all curricula is analyzed and designed in a systematic and collaborative manner. The process provides for a comprehensive evaluation of each program's content, and inclusive development process, a thoughtful and careful implementation, revision based on experience, and time for program effectiveness to be realized.

This model will assure that only one major content area is revised or developed in a given year. This has several benefits. The model will facilitate effective and fiscally responsible use of resources. Budget allocations for supplies and materials, textbooks and staff development can be focused on the successful implementation of the revisions or new program. Additionally, this phased approach to curriculum renewal will facilitate teachers' focus in implementing new programs by allowing them to concentrate on one major content area at a time rather than attempting to manage multiple initiatives. This model will be phased in according to the following table.

	15-16	16-17	17-18	18-19	19-20	20-21
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English - Writing - Elementary						
English - Writing - Junior High						
English- Reading - Elementary						
English - Reading - Junior High						
Math - Elementary						
Math - Junior High						
Science - Elementary						
Science - Junior High						
Social Studies						
World Language -Elementary						
World Language - Junior High						
Physical Education/ Health						
Music						
Visual Arts						
Practical Arts						
Technology Education						
Social Emotional						
Media Center/Library						
Student Services						
Rtl						

R – Review and Research - A committee representing all levels of education under review at The Joseph Sears School is formed. It meets to assess existing curriculum, research outstanding practices and national/state trends in the content area. It reviews the literature and may make visitations. This group decides on the extent of the revision needed. They may begin to write a Mission/Vision statement if one is needed.

W – Writing – The committee then writes the components of the curriculum with alignment to current Nationally State Standards, best practice in the field and our programmatic philosophy and vision. Writing will occur during the summer and continue into the next school year, as materials are matched to the curriculum. During the school year, sections of the curriculum will be piloted in grade levels.

I – Implementation - Full implementation at all grade levels will be expected in September of the indicated school year.

M – Monitor – The curriculum will continue to be monitored for its effectiveness. “Mid-course” adjustments will be recommended by staff and discussed by administration prior to any changes.

5-Year Curriculum Renewal Cycle

The renewal cycle includes five key stages.

1. **Review and Research (R)**- This is the process of comparing the actual current program to ideal programs that may exist in other districts, in the nation or new programs aligned to new standards or best practice in the field and supporting the elements of learning desired in our school.

The ideal program will be determined by conducting a comprehensive review of research and recommendations of best practice, reviewing state and national standards in the given field and conducting a complete scope and sequence of the standards. A variety of data is gathered and reviewed in determining what the actual, new program may look like. This data might include, but would not be limited to:

- Review of current curriculum documents
- Results of curriculum mapping/scope and sequence exercises
- Curriculum audits of materials
- Assessment of staff development
- Feedback from staff, parents and students
- Review of standardized assessment data
- Review of school assessment data
- Analysis of the interrelationship between the area and other content areas

The evaluation is the systematic comparison of the ideal program that has been identified through research and the actual program that has been described and assessed by collecting data. The evaluation reveals areas of strength in the current program as well as the deficiencies that need to be addressed during the curriculum development.

Budget Focus: During this phase, resources are budgeted for curriculum development during the following year. Thus, we work on the curriculum the year prior to program and material purchase and implementation of the new curriculum and provide professional development over the summer and throughout the school year.

2. **Curriculum Development (W)** – This process begins with establishing a shared vision for the program content, mission statements that will lead to the fulfillment of the vision and a completed scope and sequence/curriculum map. The vision/goal of the program describes the shared values the school community holds regarding the program as well as those areas our students need to know to be successful upon completion of their education in Kenilworth. The mission statements describe what needs to be accomplished on the path to fulfilling the vision/goal. While the vision/goal is simple, enduring and never fully attained, the mission statements provide a focal point of every effort, are clear and compelling, and provide more of a short-term focus. The vision/mission should exemplify what a 21st century learner in that field embodies.

During the curriculum development process, all program options are considered and investigated. Pilots may take place to determine the effectiveness of options. When pilots are used they are carefully evaluated and research-based decisions are made regarding content, scope, and sequence.

This is the stage in which actual curriculum is written. Involvement of staff and administration is absolutely critical at this stage. A curriculum format that details the components and requirements of curriculum documents will be identified and used by all stakeholders during the process. Curriculum will be written and completed before the end of June of the calendar school year before it is to be implemented to assure sufficient planning. This provides teachers with an opportunity to study the curriculum and plan over the summer.

This is also the time we plan for the program evaluation. The foundations of program evaluation should be established during this stage. Benchmarks for program success and student success indicators have to be established during the scope and sequence portion of this process and assist us in determining if the program is working.

Curriculum Review and Development Timeline:

Curriculum Review and Development Committee Established (The spring prior to in-depth curriculum review) – The composition and scope of the committee will be at the discretion of the Superintendent.

The Curriculum Committees may be composed as follows:

- ★ Principal or Director of Student Services
- ★ Curriculum Facilitator
- ★ Teacher(s) from target grade/subject levels
- ★ Technology support as needed
- ★ Student services representative(s), as needed

Major tasks of the Curriculum Review and Development Committee

- a) Establishes vision and missions of program
- b) Completes vision and missions of program
- c) Reviews evaluation data and conclusions
- d) Establishes guidelines for writing of curriculum
 - Scope and Sequence
 - Identifies content to be taught
 - Identifies units
 - Common summative assessments for each unit (rubrics, prompts, tests)
- e) Researches instructional materials/programs
- f) Identifies, pilots and selects instructional materials/programs
- g) Recommends implementation budget to the Principal
- h) Proposes and presents new course(s) to Board when necessary
- i) Reviews curriculum writing products
 - Reviews/revises curriculum
 - Coordinates sequence of material
 - Assures coverage of skills across curriculum and grades

- Establishes benchmarks for program evaluation (*example eQuip Rubric*)
- j) Assigns curriculum writing tasks
 - By units, themes
 - Identifies, pilots, and recommends materials to support units/curricula
 - Teams of teachers write units when appropriate
- h) Presents curriculum to staff

A plan for dissemination of the curriculum is critical to successful implementation. This includes training for the program. The actual initial training is part of the next stage (Initial Implementation). Systems for proper materials purchasing, distribution and support are established prior to implementation.

Budget Focus: Prior to the final budget being established by the Board of Education, materials acquisition and staff development is planned for program implementation. Early in this stage, planning and budgeting of resources is done for program implementation the following year.

3. Initial Curriculum and Program Implementation (I) – This is the stage when the curriculum is put into practice in classrooms.

Staff development is the major focus during this stage. Workshops are planned during the school year and/or summer to support the implementation. School staff development time, grade level meetings and/or department meetings will be used to provide staff training for successful implementation. Other support systems for teachers are put in place. These might include, but are not limited to, email support, a mentor system, a buddy system, or other innovative strategies. Time is allocated from department/team level meetings to articulate about the new curriculum and share strategies that work.

Checkpoints are established to gather feedback from teachers. Adjustments in implementation and staff development are made along the way. Program observations are conducted during this year. Observation of teacher performance in implementing the new curriculum is emphasized since teachers are teaching brand new material. Emphasis in observation is placed on the program by looking for correct implementation and interpretation of the curriculum, continuity

in delivery, and other important aspects of implementation. Lesson plans and unit plans are assessed to obtain understanding of program implementation. This information is used to impact the staff development program to provide continued support.

4. **Curriculum revisions (I)** – Based on input gathered during the school year and feedback from teachers and administrators some revisions to the curriculum may be necessary.

Budget Focus: Continued support of the successful program. Budgeting for replenishment of materials and purchase of materials to accommodate enrollment growth and new staff.

5. **Full implementation (M)** – At this point, the program is fully operational in all the target classrooms. Teachers are implementing curriculum and instruction in direct alignment with the newly established program. This full implementation continues throughout the curriculum evaluation and development years. This is a stage to continue to collect data for comprehensive program evaluation the following year. Staff development could be done in needed areas. Observation of teacher performance is appropriate during this stage.

Budget Focus: Continued support of the successful program. Budgeting for replenishment of materials and purchase of materials to accommodate enrollment growth and new staff.

Kenilworth School District No. 38

MINUTES FOR THE REGULAR BOARD MEETING OF THE BOARD OF EDUCATION OF KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS THE 19TH DAY OF JANUARY 2016

The meeting was called to order by President Scott Wallace at 5:32 p.m. Upon Roll Call, the following board members answered as being present: Mr. Scott Wallace, Mrs. Suzanne Nelson, Mrs. Melinda Kelly, Mrs. Donna Keller, Mrs. Danielle Boros and Mrs. Stacey Van Metre. Mr. Tim Kollar was absent.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO
Ms. Julia Jones, Director of Student Services
Mr. Chike Erokwu, Communication Coordinator

Mr. Scott Wallace 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

Mrs. Mindy Kelly moved, seconded by Mrs. Stacey Van Metre, to go into Closed Session at 5:33 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. Scott Wallace			
Mrs. Suzanne S. Nelson			
Mrs. Stacey M. Van Metre			
Mrs. Danielle Boros			
		Mr. Timothy Kollar	
Mrs. Donna Keller			
Mrs. Melinda Kelly			

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

The Board entered Closed Session at 5:33 p.m.

The Board returned to Open Session at 7:39 p.m.

Upon Roll Call, the following board members answered as being present: Mr. Scott Wallace, Mrs. Suzanne Nelson, Mrs. Danielle Boros, Mr. Timothy Kollar, Mrs. Melinda Kelly, Mrs. Donna Keller and Mrs. Stacey Van Metre.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO
Mrs. Kendra Wallace, Principal

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Kenilworth School District No. 38

Ms. Julia Jones, Director of Student Services;
Mr. Chike Erokwu, Communication Coordinator

Faculty: Mrs. Anne Trueman, Mrs. Jennifer Willis, Ms. Vicki Saxton, Mrs. Allison Lopuszynski, Mrs. Allison Drew, (Videographer) Mrs. Enza Fox (Videographer)

Community: Mrs. Katherine Radler, Mrs. Amy Van Gorp, Mrs. Michele Kane

PUBLIC COMMENT

Mr. Scott Wallace invited public comment. There was none.

ADMINISTRATIVE REPORTS

Freedom of Information Act (FOIA) Requests – Dr. LeRoy summarized the two FOIA requests made to the District since the most recent board meeting. Ms. Birk made a request for information related to insurance, risk management and human resources. Dr. Polikoff from the University of Southern California made a request related to District use of mathematics and science textbooks. Both requests were processed in a timely fashion.

Report from the Superintendent – Dr. LeRoy presented the most recent draft of the 2016-2017 school year calendar. Dr. LeRoy noted that the calendar has been finalized with the exception of parent/teacher conference dates. Those dates could be revised depending on how conferences are received this year.

Dr. LeRoy led a discussion on the spring community forum. Dr. LeRoy said the Administration is considering hosting the forum toward the end of April. Dr. LeRoy said she hopes to include the District's building and facilities initiatives into the forum. Mr. Wallace said he would like the Administration to think creatively about how to engage the population of Kenilworth residents who do not have children enrolled at Sears.

Dr. LeRoy gave a brief review of the revised board policies as presented in the Consent Agenda. The policies were first brought forth to the District by the Illinois Association of School Boards. District legal counsel and the Board's Personnel Committee vetted the policies.

Mr. Scott Wallace discussed the presentation of board packet materials. The computers used by the Board during meetings have become slow and outdated. Dr. LeRoy said the computers would be replaced with old student computers once student computers are next due for replacement.

Report from the Chief School Business Officer – Dr. LeRoy gave an explanation of changes to the format of District financial reports. Dr. LeRoy said that with the District's new financial software, Infinite Visions, the readability of District financial documents has greatly improved. The Business Office has some more data to import into the system, but the transition to the new system is almost complete.

Report from the Principal – Mrs. Wallace gave a recap of the January Education Committee meeting. Teachers presented committee members with updates on various curriculum. Mrs. Keller said she is pleased with the progress teachers have made with the current science curriculum.

Mrs. Wallace said teachers would have a draft of math curriculum materials to present in February.

Kenilworth School District No. 38

Mrs. Wallace said the Advisory Committee met recently to discuss ways to improve the enrichment/advisory block. Mrs. Wallace said she is putting together a communication to go out to families about enrichment, specifically for 8th grade parents.

Mrs. Boros asked about the weather guidelines for students playing outside. Mrs. Wallace said District and township practice has been to keep students indoors based on wind chill conditions and a temperature of zero degrees. Mr. Wallace said the Education Committee should discuss best practices for letting students go outside and report back to the Board in February.

Report from the Director of Student Services - No report.

CONSENT AGENDA

Mr. Wallace asked if there were any questions regarding the Consent Agenda. There being no questions, Mr. Wallace asked for a motion to approve the Consent Agenda:

Mrs. Stacey Van Metre moved to approve the Consent Agenda to include approval for: Minutes of the December 14, 2015 Regular Meeting and Closed Session; Approval of Investment Reports for December 2015; Approval of Accounts Payable for December 15, 2015 to January 19, 2016; Approval of a Certified Employee Request for Resignation; Approval of a Certified Employee Request for Retirement; Approval of Board Policy Revisions: 2:160 School Board - Board Attorney; 2:260 School Board Uniform Grievance Procedure; 4:50 Operational Services - Payment Procedures; 5:50 Personnel -Drug and Alcohol-Free Workplace; 5:170 General Personnel - Copyright Compliance; 5:270 Educational Support Personnel - Employment At-Will Compensation and Assignment; 5:290 Educational Support Personnel - Employment Termination and Suspensions; 7:10 Students - Equal Educational Opportunities; 7:40 Students - Non-Public School Students, Including Parochial and Home-Schooled Students; 7:260 Students - Exemption from Physical Activity; 7:310 Students -Restrictions on Publications; 7:325 Students - Student Fundraising Activities and 8:80 Community Relations - Gifts to the District; and Approval of New Board Policy Related Administrative Procedure: 5:170 AP4 Administrative Procedure - Designation of Digital Millennium Copyright Act (DMCA) Agent Registration Process Facility Management and Building Programs.

The motion was seconded by Mrs. Suzanne Nelson.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne Nelson			
Mrs. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

OLD BUSINESS

Kenilworth School District No. 38

Potential Action to Approve the 2016-2017 School Year Calendar

Mr. Tim Kollar moved, seconded by Mrs. Stacey Van Metre, to approve the 2016-2017 School Calendar.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne Nelson			
Mrs. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

Discussion of the 2015-2016 School Climate Survey – The Board discussed the 2015-2016 School Climate Survey. The Board received responses from about 70 percent of faculty and staff. Mrs. Keller will work with the Administration to create an executive summary analyzing survey results for distribution in February.

Board Committee Reports including Comments and Questions – Mr. Kollar informed the board that NSSED has selected a new superintendent. Dr. LeRoy noted that the District’s architect firm, DLA Architects, is scheduled to present to the Board in February.

NEW BUSINESS

Discussion of the Administrative Restructure – Mr. Wallace gave a historical overview of the Administrative structure. Mr. Wallace said that the Board would review the current administrative structure and continue to refine it heading into the 2016-2017 school year.

OTHER BUSINESS

There was none.

PUBLIC COMMENT

Mr. Wallace invited public comment. There was none.

ADJOURNMENT

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

Mrs. Stacey Van Metre moved, seconded by Mrs. Suzanne Nelson, to adjourn the meeting at 8:30 p.m.

The motion carried with all yeases.

Kenilworth School District No. 38

Attest for Distribution: _____
Chike Erokwu, Secretary

Approved: _____
Scott Wallace, President

ATTEST: _____
Chike Erokwu, Secretary

Summary Accounts Payable January 19th to February 4th 2016

Dates: 01/19/2016 - 02/04/2016

10. Educational Fund	Accounts Payable	\$39,711.01
20. Operations & Maint Fund	Accounts Payable	\$22,297.90
30. Bond & Interest Fund	Accounts Payable	
40. Transportation Fund	Accounts Payable	\$4,523.88
50. Municipal Retirement Fund		\$0.00
60. Site & Construction	Accounts Payable	\$0.00
70. Working Cash Fund	Transfer of Interest	\$0.00
80. Tort Fund	Accounts Payable	
90. Life Safety Fund	Accounts Payable	\$0.00
Total A/P Disbursements		\$66,532.79

A/P Check Numbers	133305-133457
Void Check Numbers	133306-133381

Dates: 01/14/2016 - 02/04/2016

10. Educational Fund	Payroll	\$652,874.05
20. Operations & Maint Fund	Payroll	\$9,768.17
50. Municipal Retirement Fund	Payroll	\$10,595.67
Total Payroll Disbursements		\$673,237.89

Total Cash Disbursements **\$739,770.68**

Submitted by: Trish Culhane
Approved by:

Date:2/4/16

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024 01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
303 Transportation	THREE					
Check Group:						
Student Transportation		1 0		2000201030 1/14/2016	40.0000.2550.331.00.000 Student Transportation	\$470.84
					Check #: 133305	
						PO/InvoiceTotal: \$470.84
						Vendor Total: \$470.84
A & B Photo Print						
Check Group:						
Printing Envelopes		1 0		11570 1/28/2016	10.0000.2570.360.00.000 Printing	\$485.00
					Check #: 133457	
						PO/InvoiceTotal: \$485.00
						Vendor Total: \$485.00
ABM Janitorial Midwest	ABM					
Check Group:						
ABM-Custodial Labor		1 0		8981005 1/26/2016	20.0000.2540.322.00.000 ABM-Custodial Labor	\$6,123.28
Cash - Main Account		1 0		8981013 1/26/2016	20.0000.2540.322.00.000 ABM-Custodial Labor	\$7,057.00
					Check #: 133456	
						PO/InvoiceTotal: \$13,180.28
						Vendor Total: \$13,180.28
AC Landscape Contractor Inc	ACLANDS CAP					
Check Group:						
Outdoor Classroom Circular Wall for Flag Pole and to Maintain Soil		1 0		152 1/28/2016	20.0000.2540.490.00.000 JSSPVA Outdoor Classroom	\$750.00
					Check #: 133455	
						PO/InvoiceTotal: \$750.00

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024

01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$750.00
Advantage Analytics						
Check Group:						
Consultant Fees		1 0		1113 1/28/2016	10.0000.2210.300.00.000 Consultant Fees	\$3,000.00
						Check #: 133454
						PO/InvoiceTotal: \$3,000.00
						Vendor Total: \$3,000.00
Alan Levine	LEVINE					
Check Group:						
Basketball		1 0		01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$260.00
						Check #: 133453
						PO/InvoiceTotal: \$260.00
						Vendor Total: \$260.00
All Covered	ALLCOVER ED					
Check Group:						
Back Up replacement Batteries		1 0		706413 1/28/2016	20.0000.2540.410.00.000 Oper and Maint Supplies	\$116.00
						Check #: 133452
						PO/InvoiceTotal: \$116.00
						Vendor Total: \$116.00
Alliance for Early Childhood	ALLIANCE FO					
Check Group:						
Dues and Fees/Alliance for Early Childhood 2015-2016 Dues		1 0		01/01/16 1/28/2016	10.0000.2330.640.00.000 Dues and Fees	\$75.00
						Check #: 133451
						PO/InvoiceTotal: \$75.00

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024

01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total:
Amazon/GE Money Bank	AMAZONC OM					\$75.00
Check Group:						
JSSPVA Purchased ServicesMaker Space		1 0		134673679178 1/28/2016	10.0000.1110.300.01.000 JSSPVA Purchased Services	\$65.94
JSSPVA Purchased Services Maker Space		1 0		153565114265 1/28/2016	10.0000.1110.300.01.000 JSSPVA Purchased Services	\$318.72
						Check #: 133450
						PO/InvoiceTotal:
						\$384.66
						Vendor Total:
						\$384.66
Anne Trueman	TRUEMAN					
Check Group:						
Lunch Trays		1 0		01/01/15 1/28/2016	20.0000.2540.410.00.000 Oper and Maint Supplies	\$716.00
						Check #: 133449
						PO/InvoiceTotal:
						\$716.00
						Vendor Total:
						\$716.00
AT&T	ATTCAROL S					
Check Group:						
Communication		1 0		1425330303 1/28/2016	20.0000.2540.340.00.000 Communication	\$943.39
						Check #: 133448
						PO/InvoiceTotal:
						\$943.39
						Vendor Total:
						\$943.39
Atlas Bobcat LLC	ATLASBOB CA					
Check Group:						
Oper and Maint Supplies		1 0		BC1772 1/14/2016	20.0000.2540.410.00.000 Oper and Maint Supplies	\$43.16
						Check #: 133447

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024 01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u> </u> \$43.16
						Vendor Total: <u> </u> \$43.16
Benefit Advantage.						
Check Group:						
Dues and Fees		1	0	394947 1/28/2016	10.0000.2330.640.00.000 Dues and Fees	\$200.00
						Check #: 133446
						PO/InvoiceTotal: <u> </u> \$200.00
						Vendor Total: <u> </u> \$200.00
Bio Corporation						
Check Group:						
Science Supplies	BIO	1	0	231568 1/18/2016	10.0000.1120.410.09.000 Science Supplies	\$215.06
						Check #: 133445
						PO/InvoiceTotal: <u> </u> \$215.06
						Vendor Total: <u> </u> \$215.06
Bob's Dairy Service						
Check Group:						
Lunch Milk Expense		1	0	196639 1/28/2016	10.0000.2560.490.01.000 Lunch Milk Expense	\$190.46
Lunch Milk Expense		1	0	196831 1/26/2016	10.0000.2560.490.01.000 Lunch Milk Expense	\$190.46
						Check #: 133444
						PO/InvoiceTotal: <u> </u> \$380.92
						Vendor Total: <u> </u> \$380.92
Book Stall						
Check Group:						
Lang Art Supplies/Book Stall	BOOKSTA LL	1	0	125610 1/28/2016	10.0000.1120.410.04.000 Lang Art Supplies	\$258.90

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024

01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 133443						
						PO/InvoiceTotal: <u> </u> \$258.90
						Vendor Total: <u> </u> \$258.90
BRIGHTSPARK	BRTSPAR K					
Check Group:						
BrightSpark/Student Transportation		1 0		64370 1/21/2016	40.0000.2550.331.00.000 Student Transportation	\$628.00
Check #: 133442						
						PO/InvoiceTotal: <u> </u> \$628.00
						Vendor Total: <u> </u> \$628.00
CDW Government, Inc	CDW					
Check Group:						
Tech Material & Supplies		1 0		BQR8646 1/26/2016	10.0000.2225.400.00.000 Tech Material & Supplies	\$181.01
Tech Material & Supplies		1 0		BRD4925 1/26/2016	10.0000.2225.400.00.000 Tech Material & Supplies	\$74.95
Check #: 133441						
						PO/InvoiceTotal: <u> </u> \$255.96
						Vendor Total: <u> </u> \$255.96
Chris Shepard	SHEPARD					
Check Group:						
Basketball		1 0		01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$580.00
Check #: 133440						
						PO/InvoiceTotal: <u> </u> \$580.00
						Vendor Total: <u> </u> \$580.00
COLLIN BALDONIERI	BALDONIE RI					
Check Group:						

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024 01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Basketball		1	0	01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$180.00
					Check #: 133439	
						PO/InvoiceTotal: \$180.00
						Vendor Total: \$180.00
CORNER BAKERY	CORNERB AKE					
Check Group:						
Lunch Expense		1	0	11006656040125 1/28/2016	10.0000.2560.490.00.000 Lunch Expense	\$192.47
Lunch Expense		1	0	11006766040125 1/28/2016	10.0000.2560.490.00.000 Lunch Expense	\$60.84
Training Lunch		1	0	11006876040125 1/26/2016	10.0000.2560.490.00.000 Lunch Expense	\$58.93
					Check #: 133438	
						PO/InvoiceTotal: \$312.24
						Vendor Total: \$312.24
DALE LUKSHA	LUKSHA					
Check Group:						
Health Insurance Board Portion		1	0	01/28/16 1/28/2016	10.0000.2410.220.00.000 Health Insurance Board Portion	\$860.00
					Check #: 133437	
						PO/InvoiceTotal: \$860.00
						Vendor Total: \$860.00
DEAN KEHR	KEHR					
Check Group:						
Basketball		1	0	01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$130.00
					Check #: 133436	
						PO/InvoiceTotal: \$130.00

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024 01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
						Vendor Total:	\$130.00
Douglas Groot	GROOT						
Check Group:							
Basketball		1 0		01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$180.00	
						Check #: 133435	
						PO/InvoiceTotal:	\$180.00
						Vendor Total:	\$180.00
Follett School Solutions, Inc	FOLLETT CH						
Check Group:							
General Supplies/Student Services		1 0		307057-5 1/26/2016	10.0000.2140.410.00.000 General Supplies	\$281.90	
						Check #: 133434	
						PO/InvoiceTotal:	\$281.90
						Vendor Total:	\$281.90
Gail Mangurten	MANGURT EN						
Check Group:							
Accompaniest		1 0		11/20/15 1/28/2016	10.0000.1110.300.02.000 Accompaniest	\$60.00	
Accompaniest		1 0		12/2-12/10/15 1/28/2016	10.0000.1110.300.02.000 Accompaniest	\$450.00	
						Check #: 133433	
						PO/InvoiceTotal:	\$510.00
						Vendor Total:	\$510.00
Genesis Technologies	GENESIS						
Check Group:							
Printer Ink/Toner		1 0		535155 1/28/2016	10.0000.2225.400.02.000 Printer Ink/Toner	\$147.08	

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024 01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Printer Ink/Toner		1	0	535926 1/26/2016	10.0000.2225.400.02.000 Printer Ink/Toner	\$905.38
Printer Ink/Toner		1	0	536106 1/26/2016	10.0000.2225.400.02.000 Printer Ink/Toner	\$513.00
					Check #: 133432	
						PO/InvoiceTotal: <u>\$1,565.46</u>
						Vendor Total: <u>\$1,565.46</u>
Genesis Technologies Inc	GENESIST EC					
Check Group:						
Copier		1	0	18167913 1/18/2016	10.0000.2410.390.00.000 Copier	\$2,222.00
					Check #: 133431	
						PO/InvoiceTotal: <u>\$2,222.00</u>
						Vendor Total: <u>\$2,222.00</u>
Gordon Food Service, Inc	GORDONF OOD					
Check Group:						
Organic Milk Expense		1	0	167652064 1/13/2016	10.0000.2560.490.04.000 Organic Milk Expense	\$1,746.90
					Check #: 133430	
						PO/InvoiceTotal: <u>\$1,746.90</u>
						Vendor Total: <u>\$1,746.90</u>
Grand Food Center	GRAND					
Check Group:						
Lunch Expense/Cookies for KDG Registration		1	0	1/21/16 1/26/2016	10.0000.2560.490.00.000 Lunch Expense	\$75.22
					Check #: 133429	
						PO/InvoiceTotal: <u>\$75.22</u>
						Vendor Total: <u>\$75.22</u>

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024

01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Gregg Gierke	GIERKEGR EG					
Check Group:						
Basketball		1 0		01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$180.00
					Check #: 133428	
						PO/InvoiceTotal: \$180.00
						Vendor Total: \$180.00
Ill Assoc of School Business Officials	IASBO					
Check Group:						
Professional Growth		1 0		134400 1/26/2016	10.0000.2330.300.00.000 Professional Growth	\$230.00
					Check #: 133427	
						PO/InvoiceTotal: \$230.00
						Vendor Total: \$230.00
Illinois Public Health Association_ILLIN	ILLINOISP U					
Check Group:						
Illinois School Health Days		1 0		1/11/2016 1/28/2016	10.0000.2330.300.00.000 Professional Growth	\$85.00
					Check #: 133426	
						PO/InvoiceTotal: \$85.00
						Vendor Total: \$85.00
Illinois Pump, Inc	ILPUMP					
Check Group:						
Repair and Maint Service		1 0		C-1066 1/28/2016	20.0000.2540.323.00.000 Repair and Maint Service	\$2,375.00
Repair and Maint Service		1 0		C-1067 1/28/2016	20.0000.2540.323.00.000 Repair and Maint Service	\$1,250.00
Repair and Maint Service		1 0		C-1072 1/28/2016	20.0000.2540.323.00.000 Repair and Maint Service	\$1,500.00

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024

01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 133425						
						PO/InvoiceTotal: \$5,125.00
						Vendor Total: \$5,125.00
IMAGE SPECIALTIES OF GLENVIEW, INC	IMAGESPE CI					
Check Group:						
Athletic Supplies		1 0		01/27/16 1/28/2016	10.0000.1500.410.00.000 Athletic Supplies	\$60.00
Check #: 133424						
						PO/InvoiceTotal: \$60.00
						Vendor Total: \$60.00
Imagine Easy Solutions, LLC	EASYBIB					
Check Group:						
Tech Subscriptions		1 0		LC5194/77389 1/22/2016	10.0000.2225.300.03.000 Tech Subscriptions	\$187.50
Check #: 133423						
						PO/InvoiceTotal: \$187.50
						Vendor Total: \$187.50
Inovative Learning Concep	INNOVA					
Check Group:						
General Supplies/Student Services		1 0		200172008 1/11/2016	10.0000.2140.410.00.000 General Supplies	\$54.00
Check #: 133422						
						PO/InvoiceTotal: \$54.00
						Vendor Total: \$54.00
J W Pepper	PEPPER					
Check Group:						
Music Supplies		1 0		V74503 1/28/2016	10.0000.1120.410.02.000 Music Supplies	\$24.99
Check #: 133421						

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024

01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$24.99
						Vendor Total: \$24.99
Jeff Chamberlain	CHAMBER LAI					
Check Group:						
Basketball		1 0		01/26/15 1/27/2016	10.0000.1500.305.02.000 Referee	\$80.00
					Check #: 133420	
						PO/InvoiceTotal: \$80.00
						Vendor Total: \$80.00
Jeff Schell						
Check Group:						
Referee Basketball		1 0		01/26/16 1/28/2016	10.0000.1500.305.02.000 Referee	\$80.00
					Check #: 133419	
						PO/InvoiceTotal: \$80.00
						Vendor Total: \$80.00
Jeff Schwarz	SCHWARZ					
Check Group:						
Basketball & Assignor		1 0		01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$255.00
					Check #: 133418	
						PO/InvoiceTotal: \$255.00
						Vendor Total: \$255.00
Jeffrey Hammersmith	HAMMERS MIT					
Check Group:						
Coaches Coaches		1 0		01/25/16 1/27/2016	10.0000.1500.305.00.000 Coaches	\$224.00
Coaches Basketball		1 0		01/26/16 1/27/2016	10.0000.1500.305.00.000 Coaches	\$864.00

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024 01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Coaches Basketball		1	0	01/27/16 1/27/2016	10.0000.1500.305.00.000 Coaches	\$896.00
					Check #: 133417	
						PO/InvoiceTotal: <u>\$1,984.00</u>
						Vendor Total: <u>\$1,984.00</u>
Jim Kauss	KAUSS					
Check Group:						
Referee Volleyball		1	0	01/29/16 1/28/2016	10.0000.1500.305.02.000 Referee	\$80.00
					Check #: 133416	
						PO/InvoiceTotal: <u>\$80.00</u>
						Vendor Total: <u>\$80.00</u>
Kenilworth School District No. 38						
Check Group:						
#5413 United States Treasury		1	0	Revolving 02/08/16 1/29/2016	10.0000.0460.000.00.000 DUE T0/FROM REVOLVING ACCOUNT	\$6.95
#5412 ACL/NJCL National Latin Exam		1	0	Revolving 02/08/16 1/29/2016	10.0000.0460.000.00.000 DUE T0/FROM REVOLVING ACCOUNT	\$140.00
#5411 Alliance for Early Childhood		1	0	Revolving 02/08/16 1/29/2016	10.0000.0460.000.00.000 DUE T0/FROM REVOLVING ACCOUNT	\$308.00
#5406 Party City		1	0	Revolving 02/08/16 1/29/2016	10.0000.0460.000.00.000 DUE T0/FROM REVOLVING ACCOUNT	\$25.28
#5405 The Team Warehouse		1	0	Revolving 02/08/16 1/29/2016	10.0000.0460.000.00.000 DUE T0/FROM REVOLVING ACCOUNT	\$1,143.30
#5404 FUN Cards & Gifts		1	0	Revolving 02/08/16 1/29/2016	10.0000.0460.000.00.000 DUE T0/FROM REVOLVING ACCOUNT	\$216.75

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024 01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
#5403 McCormick & Schmick's		1	0	Revolving 02/08/16 1/29/2016	10.0000.0460.000.00.000 DUE TO/FROM REVOLVING ACCOUNT	\$465.35
#5402 Wilmette Auto Service		1	0	Revolving 02/08/16 1/29/2016	20.0000.0460.000.00.000 DUE TO/FROM REVOLVING ACCOUNT	\$32.22
#5400 A&B Photo Print		1	0	Revolving 02/08/16 1/29/2016	10.0000.0460.000.00.000 DUE TO/FROM REVOLVING ACCOUNT	\$930.00
# 5399 IASB		1	0	Revolving 02/08/16 1/29/2016	10.0000.0460.000.00.000 DUE TO/FROM REVOLVING ACCOUNT	\$224.93
Check #: 133415						
						PO/InvoiceTotal: <u>\$3,492.78</u>
						Vendor Total: <u>\$3,492.78</u>
Les Preuss	PREUSS					
Check Group:						
Basketball		1	0	01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$210.00
Check #: 133414						
						PO/InvoiceTotal: <u>\$210.00</u>
						Vendor Total: <u>\$210.00</u>
Michiana LLC DBA Marla's Lunch						
Check Group:						
Lunch Expense		1	0	2038 1/26/2016	10.0000.2560.490.00.000 Lunch Expense	\$56.40
Check #: 133413						
						PO/InvoiceTotal: <u>\$56.40</u>
						Vendor Total: <u>\$56.40</u>
National French Contest/AATF	NATIONAL FR					
Check Group:						

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024

01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
French Test		1	0	A1619340 1/28/2016	10.0000.1120.410.18.000 French Material & Supplies	\$110.50
					Check #: 133412	
						PO/InvoiceTotal: <u>\$110.50</u>
						Vendor Total: <u>\$110.50</u>
Nitin Rao						
Check Group:						
Referee Volleyball		1	0	01/29/16 1/28/2016	10.0000.1500.305.02.000 Referee	\$80.00
					Check #: 133411	
						PO/InvoiceTotal: <u>\$80.00</u>
						Vendor Total: <u>\$80.00</u>
Norm Gunn	GUNN					
Check Group:						
Basketball		1	0	01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$290.00
					Check #: 133410	
						PO/InvoiceTotal: <u>\$290.00</u>
						Vendor Total: <u>\$290.00</u>
North Shore Transit Inc.						
Check Group:						
Student Transportation		1	0	RTINV1001093 1/28/2016	40.0000.2550.331.00.000 Student Transportation	\$3,148.74
					Check #: 133409	
						PO/InvoiceTotal: <u>\$3,148.74</u>
						Vendor Total: <u>\$3,148.74</u>
Office Depot	OFFICEDE PO					
Check Group:						

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
General Supplies		1	0	816846191001 1/12/2016	10.0000.2140.410.00.000 General Supplies	\$15.69
					Check #: 133408	
						PO/InvoiceTotal: \$15.69
						Vendor Total: \$15.69
Olson Transportation, Inc	OLSON					
Check Group:						
Field Trips		1	0	18573 1/28/2016	40.0000.2550.335.00.000 Field Trips	\$276.30
					Check #: 133407	
						PO/InvoiceTotal: \$276.30
						Vendor Total: \$276.30
Panera Bread/St Louis Bread Co	PANERA					
Check Group:						
Lunch Expense		1	0	60063900469 1/11/2016	10.0000.2560.490.00.000 Lunch Expense	\$57.96
Lunch Expense		1	0	60063900470 1/28/2016	10.0000.2560.490.00.000 Lunch Expense	\$111.97
Lunch Expense		1	0	60063900471 1/28/2016	10.0000.2560.490.00.000 Lunch Expense	\$12.50
Lunch Expense		1	0	60063900478 1/28/2016	10.0000.2560.490.00.000 Lunch Expense	\$55.95
Lunch Expense Training		1	0	60063900479 1/20/2016	10.0000.2560.490.00.000 Lunch Expense	\$58.44
Lunch Expense		1	0	60063900483 1/28/2016	10.0000.2560.490.00.000 Lunch Expense	\$48.95
Lunch Expense		1	0	60063900490 1/28/2016	10.0000.2560.490.00.000 Lunch Expense	\$162.23
					Check #: 133406	
						PO/InvoiceTotal: \$508.00

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Voucher Detail Listing

Voucher Batch Number: 1024 01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
						Vendor Total:	\$508.00
Paoli Clay Company LLC	PAOLICLA Y						
Check Group:							
Art Supplies		1 0		19682 1/28/2016	10.0000.1120.410.01.000 Art Supplies	\$218.50	
						Check #: 133405	
						PO/InvoiceTotal:	\$218.50
						Vendor Total:	\$218.50
Paul Basbagill	BASBAGIL L						
Check Group:							
Referee Volleyball		1 0		01/28/16 1/28/2016	10.0000.1500.305.02.000 Referee	\$80.00	
						Check #: 133404	
						PO/InvoiceTotal:	\$80.00
						Vendor Total:	\$80.00
Paul Minkus	MINKUS						
Check Group:							
Basketball		1 0		01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$520.00	
Referee Volleyball		1 0		01/28/16 1/28/2016	10.0000.1500.305.02.000 Referee	\$184.00	
						Check #: 133403	
						PO/InvoiceTotal:	\$704.00
						Vendor Total:	\$704.00
Paula Steil	STEIL						
Check Group:							
Referee Volleyball		1 0		01/29/16 1/28/2016	10.0000.1500.305.02.000 Referee	\$80.00	
						Check #: 133402	

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024

01/29/2016

Fiscal Year: 2015-2016

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
						PO/InvoiceTotal: <u>\$80.00</u>	
						Vendor Total: <u>\$80.00</u>	
QUILL.COM	QUILLCOM						
Check Group:							
General Supplies & Cereal Cheerios		1 0		2011877 1/6/2016	10.0000.2140.410.00.000 General Supplies	\$286.06	
General Supplies		1 0		2177881 1/27/2016	10.0000.2410.410.00.000 General Supplies	\$46.63	
General Supplies		1 0		2217762 1/12/2016	10.0000.2140.410.00.000 General Supplies	\$6.74	
Paper Supplies		1 0		2571370 1/21/2016	10.0000.2410.410.02.000 Paper Supplies	\$1,779.20	
General Supplies		1 0		2571370 1/21/2016	10.0000.2410.410.00.000 General Supplies	\$59.90	
General Supplies		1 0		2609389 1/29/2016	10.0000.2140.410.00.000 General Supplies	\$50.38	
						Check #: 133401	
						PO/InvoiceTotal: <u>\$2,228.91</u>	
						Vendor Total: <u>\$2,228.91</u>	
Quinlan & Fabish Music	QUINLAN						
Check Group:							
Elem Music Supplies		1 0		879604 1/26/2016	10.0000.1110.410.07.000 Elem Music Supplies	\$8.95	
						Check #: 133400	
						PO/InvoiceTotal: <u>\$8.95</u>	
						Vendor Total: <u>\$8.95</u>	
Rayner & Rinn-Scott	RAYNER						
Check Group:							
Indust Tech Supplies		1 0		1644627 1/27/2016	10.0000.1120.410.06.000 Indust Tech Supplies	\$456.33	

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Indust Tech Supplies		1	0	6644630 1/27/2016	10.0000.1120.410.06.000 Indust Tech Supplies	\$433.50
Indust Tech Supplies		1	0	7644628 1/27/2016	10.0000.1120.410.06.000 Indust Tech Supplies	\$324.00
Check #: 133399						
						PO/InvoiceTotal: \$1,213.83
						Vendor Total: \$1,213.83
Really Good Stuff	REALLY					
Check Group:						
2nd Grade Supplies		1	0	5426459 1/28/2016	10.0000.1110.410.02.000 2nd Grade Supplies	\$37.98
Check #: 133398						
						PO/InvoiceTotal: \$37.98
						Vendor Total: \$37.98
Robbins,Schwartz,Nicholas	ROBBIN					
Check Group:						
Board Legal Service		1	0	265721 1/21/2016	10.0000.2310.318.00.000 Board Legal Service	\$2,492.59
Check #: 133397						
						PO/InvoiceTotal: \$2,492.59
						Vendor Total: \$2,492.59
Sam Donatucci	DONATUC CI					
Check Group:						
Basketball		1	0	01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$50.00
Check #: 133396						
						PO/InvoiceTotal: \$50.00
						Vendor Total: \$50.00
Scholastic Inc	SCHOLTE ACH					

Kenilworth School District 38

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
General Supplies		1 0		12421246 1/14/2016	10.0000.2140.410.00.000 General Supplies	\$58.48
					Check #: 133395	
						PO/InvoiceTotal: \$58.48
						Vendor Total: \$58.48
School Speciality	SCHOOLS PEC					
Check Group:						
General Supplies		1 0		208115713911 1/28/2016	10.0000.2140.410.00.000 General Supplies	\$109.00
General Supplies		1 0		208115745338 1/20/2016	10.0000.2140.410.00.000 General Supplies	\$24.83
					Check #: 133394	
						PO/InvoiceTotal: \$133.83
						Vendor Total: \$133.83
Sico America						
Check Group:						
Oper and Maint Supplies		1 0		1507898 1/28/2016	20.0000.2540.410.00.000 Oper and Maint Supplies	\$97.45
					Check #: 133393	
						PO/InvoiceTotal: \$97.45
						Vendor Total: \$97.45
Software Unlimited	SUI					
Check Group:						
Accting/Payroll Software		1 0		20160120 1/26/2016	10.0000.2520.311.00.000 Accting/Payroll Software	\$625.00
					Check #: 133392	
						PO/InvoiceTotal: \$625.00
						Vendor Total: \$625.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Staples Business Advantage	STAPLE					
Check Group:						
General Supplies		1 0		3278387199 1/27/2016	10.0000.2140.410.00.000 General Supplies	\$95.41
General Supplies		1 0		3278387200 1/27/2016	10.0000.2140.410.00.000 General Supplies	\$29.50
General Supplies		1 0		8034181760 1/27/2016	10.0000.2140.410.00.000 General Supplies	\$70.78
					Check #: 133391	
						PO/InvoiceTotal: \$195.69
						Vendor Total: \$195.69
Terry Byrd	BYRDTER RY					
Check Group:						
Basketball		1 0		01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$80.00
					Check #: 133390	
						PO/InvoiceTotal: \$80.00
						Vendor Total: \$80.00
TIM HAEFKE	HAEFKE					
Check Group:						
Basketball		1 0		01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$210.00
					Check #: 133389	
						PO/InvoiceTotal: \$210.00
						Vendor Total: \$210.00
TOM JAWORSKI	JAWORSKI					
Check Group:						
Basketball		1 0		01/26/16 1/27/2016	10.0000.1500.305.02.000 Referee	\$370.00
					Check #: 133388	

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Voucher Batch Number: 1024 01/29/2016

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$370.00</u>
						Vendor Total: <u>\$370.00</u>
Tyler Heidtke	HEIDTKE2 4					
Check Group:						
Professional Growth		1 0		01/13/2016 1/28/2016	10.0000.2330.300.00.000 Professional Growth	\$218.96
Professional Growth/ACCT International Conference		1 0		1/20/16 1/20/2016	10.0000.2330.300.00.000 Professional Growth	\$628.75
					Check #: 133387	
						PO/InvoiceTotal: <u>\$847.71</u>
						Vendor Total: <u>\$847.71</u>
Tyler Technologies, Inc	TYLERTEC HN					
Check Group:						
Computer Software		1 0		025-144009 1/28/2016	10.0000.2223.470.00.000 Computer Software	\$3,575.00
Computer Software Training		1 0		025-146284 1/20/2016	10.0000.2223.470.00.000 Computer Software	\$3,914.68
					Check #: 133386	
						PO/InvoiceTotal: <u>\$7,489.68</u>
						Vendor Total: <u>\$7,489.68</u>
Varidesk, LLC						
Check Group:						
Standing Desk		1 0		#I-N-19537 1/29/2016	10.0000.2140.410.00.000 General Supplies	\$395.00
					Check #: 133385	
						PO/InvoiceTotal: <u>\$395.00</u>
						Vendor Total: <u>\$395.00</u>
Village of Kenilworth	VILLAGE					
Check Group:						

Kenilworth School District 38

Voucher Detail Listing

Voucher Batch Number: 1024 01/29/2016

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Oper and Maint Supplies/Burglar Alarm Permit		1	0	2016 Burglar Alarm 1/27/2016	20.0000.2540.410.00.000 Oper and Maint Supplies	\$25.00
					Check #: 133384	
						PO/InvoiceTotal: \$25.00
						Vendor Total: \$25.00
W. W. Grainger	GRAINGER					
Check Group:						
Oper and Maint Supplies		1	0	9002773431 1/28/2016	20.0000.2540.410.00.000 Oper and Maint Supplies	\$40.56
Oper and Maint Supplies		1	0	9938907632 1/28/2016	20.0000.2540.410.00.000 Oper and Maint Supplies	\$162.88
					Check #: 133383	
						PO/InvoiceTotal: \$203.44
						Vendor Total: \$203.44
Zeller and Associates	ZELLER					
Check Group:						
Communication-ERate Fee		1	0	20536 1/28/2016	20.0000.2540.340.00.000 Communication	\$750.00
Communication		1	0	20537 1/28/2016	20.0000.2540.340.00.000 Communication	\$315.96
					Check #: 133382	
						PO/InvoiceTotal: \$1,065.96
						Vendor Total: \$1,065.96
						Grand Total: \$66,532.79

End of Report

February 5, 2016

Dear Sears Community Member,

We are committed to getting feedback and input on our school climate on an annual basis from teachers and staff. To this end, a School Climate Survey was developed and executed in January 2016. This year's quantitative survey conforms to market research norms and includes questions across all dimensions of school climate as defined by national organizations like the National School Climate Center and the Safe and Supportive Learning Center.

Attached please find the results of the 2016 Climate Survey with input on multiple dimensions provided by Sears School faculty and staff. This survey was distributed to 92 faculty and staff and we received responses from 64 people, representing 70% of faculty and staff. This is an increase versus last year when 56% of faculty and staff responded. The questions and the results are presented. We also have included the number of people that responded on each measure.

This data will be used to inform continuous improvement of our school as we seek to be a model of excellence in education and learning. It provides important information on our strengths, opportunities, and needs as a school.

Sincerely,

Kenilworth School District No. 38 Board of Education

Curriculum/Instruction

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
My school's curriculum is preparing students for the challenges of the 21 st century (e.g. analysis, global perspective, synthesis).	26% 17	51% 33	15% 10	0% 0	8% 5	0% 0	0% 0	
This school's curriculum is varied enough to meet the needs and interests of all of our students.	11% 7	51% 33	25% 16	2% 1	9% 6	3% 2	0% 0	
Students' homework assignments reinforce what they learn in the classroom.	20% 13	65% 42	2% 1	9% 6	3% 2	0% 0	2% 1	
Student assessments and data measures inform teaching in my classroom.	28% 18	38% 24	20% 13	9% 6	0% 0	0% 0	0% 0	5% 3
My school's curriculum promotes the development of students' critical thinking skills.	25% 16	58% 37	8% 5	0% 0	2% 1	2% 1	2% 1	5% 3
My school's curriculum is sufficiently challenging for all students.	33% 21	48% 31	8% 5	2% 1	3% 2	2% 1	0% 0	5% 3

Analysis:

Teachers and staff overwhelmingly feel positive about the curriculum content and delivery. They find that the curriculum is sufficiently challenging and that it develops critical thinking, analysis and synthesis skills amongst students. Data measures inform their teaching although they could be used more. Homework is used as an appropriate vehicle to reinforce learning. There is some need to ensure that curriculum is varied enough to meet the needs of all students according to the survey. We should continue to emphasize curriculum that reinforces "21st century skills." We should seek to understand more comprehensively how we can effectively meet the needs of all of our learners.

Fostering Innovative Environment

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
Students are encouraged to try out their own ideas at my school.	23% 15	49% 32	25% 16	3% 2	0% 0	0% 0	0% 0	
My school emphasizes innovative learning methods.	17% 11	55% 36	15% 10	3% 2	8% 5	0% 0	2% 1	
I look for and suggest ways to improve the school.	28% 18	48% 31	20% 13	5% 3	0% 0	0% 0	0% 0	
I am open to trying new curriculum and incorporating new teaching methods.	69% 44	22% 14	3% 2	2% 1	0% 0	0% 0	0% 0	5% 3
I support innovation in terms of trying new curriculum and seeking out new curricular options.	47% 30	44% 28	5% 3	0% 0	0% 0	0% 0	0% 0	

Analysis:

Generally, the faculty and staff are open to being innovative and emphasizing new learning methodologies and practices. Teachers and staff are embracing more innovation in terms of new curriculum and innovative learning methods. As a school, we are in the process of adopting new curriculum and advancing new teaching methodologies, which the data suggests they are supporting. Teachers and staff look for ways to improve the school. We can continue to encourage this. Students are encouraged to try out new ideas, which could be emphasized even more.

Community/Support

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
Students at my school treat teachers and staff with respect.	18% 12	54% 35	22% 14	3% 2	3% 2	0% 0	0% 0	
The parents of students are appropriately engaged in their child's education.	15% 10	52% 34	25% 16	3% 2	5% 3	0% 0	0% 0	
Students at my school care about learning.	20% 13	63% 41	15% 10	0% 0	2% 1	0% 0	0% 0	
Students in my school respect each other's differences. (e.g. gender, culture)	14% 9	46% 30	29% 19	6% 4	5% 3	0% 0	0% 0	
Parents respect the teachers and staff at my school.	9% 6	54% 35	31% 20	3% 2	2% 1	2% 1	0% 0	
Teachers and staff at my school treat students with respect.	63% 41	37% 24	0% 0	0% 0	0% 0	0% 0	0% 0	
The school community has high expectations for all students at my school.	71% 46	22% 14	5% 3	3% 2	0% 0	0% 0	0% 0	
Parents are effective partners in furthering education in the classroom.	22% 14	57% 37	18% 12	3% 2	0% 0	0% 0	0% 0	
My school encourages students to develop good character traits.	29% 19	55% 36	14% 9	0% 0	2% 1	0% 0	0% 0	

Analysis:

Overall, the parent and student community at Sears is viewed positively by teachers and staff. Generally, parents are seen as effective and supportive partners in advancing education at Sears. Data suggests there are times when they are not appropriately engaged in their child's education and that they could show more respect for teachers and staff. Students could also show more respect for teachers and staff and for each other's differences. Students are seen as really caring about learning.

Safety/Security

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
Students feel safe from verbal abuse, teasing, and exclusion.	14%	60%	15%	6%	5%	0%	0%	
	9	39	10	4	3	0	0	
My school is a safe place to be.	57%	34%	6%	0%	0%	2%	2%	
	37	22	4	0	0	1	1	

Analysis:

The school is generally viewed as a safe place to be. We should remain cognizant of ensuring students always feel safe from verbal abuse, teasing and exclusion because it is not universal.

Discipline/Rules

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
My school has an effective policy to deal with disruptive students.	3%	26%	26%	11%	14%	12%	8%	
	2	17	17	7	9	8	5	
The school rules are fair.	9%	57%	9%	18%	2%	2%	3%	
	6	37	6	12	1	1	2	
The Administration follows through effectively in matters of student discipline.	12%	38%	18%	14%	6%	2%	9%	
	8	25	12	9	4	1	6	
The school rules are effectively communicated.	8%	37%	28%	0%	11%	9%	8%	
	5	24	18	0	7	6	5	

Analysis:

Data suggests we could provide more clarity in communicating rules. The rules themselves are generally viewed as fair. Data suggests school policy around dealing with disruptive students is not completely effective or clear.

Physical Surroundings

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
The physical space available is sufficient for me to perform my job effectively.	34% 22	37% 24	18% 12	3% 2	5% 3	0% 0	3% 2	
The school building is clean and well maintained.	63% 41	25% 16	6% 4	2% 1	3% 2	2% 1	0% 0	

Analysis:

Teachers and staff are satisfied with the physical building both in terms of providing the appropriate space to do their job and in its state as clean and well maintained.

Student Learning

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
Teachers, staff and administrators work together to advance student learning.	25% 16	54% 35	11% 7	3% 3	5% 3	0% 0	3% 2	
The teachers at my school believe in the students' ability to learn what is being taught.	55% 36	43% 28	2% 1	0% 0	0% 0	0% 0	0% 0	
There is sufficient time to provide students with individual attention when needed.	6% 4	26% 17	28% 18	5% 3	18% 12	15% 10	2% 1	

Analysis:

Our teachers, staff and administration is working effectively to advance student learning, our primary focus as a school. Teachers are supportive of students learning. Data suggests there could be more focus on enabling teachers to provide individual instruction and more time spent on this type of attention.

Teaching Quality/Effectiveness

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
The quality of teaching at my school is high.	78% 51	18% 12	3% 2	0% 0	0% 0	0% 0	0% 0	
The work I do contributes to the overall effectiveness of my school.	64% 42	28% 18	6% 4	2% 1	0% 0	0% 0	0% 0	
The best teachers and staff are retained at my school.	23% 15	40% 26	23% 15	0% 0	3% 2	3% 2	8% 5	
Teachers at my school are experts in the subjects they teach.	51% 33	42% 27	6% 4	0% 0	0% 0	2% 1	0% 0	
When students in my class struggle, I have the expertise to use alternate teaching strategies to assist them.	45% 29	39% 25	9% 6	2% 1	0% 0	0% 0	0% 0	5% 3
I develop and refine teaching techniques for my classroom.	69% 44	23% 15	0% 0	3% 2	0% 0	0% 0	0% 0	5% 3

Analysis:

Generally, the teachers and staff believe they are performing at a high level in contributing to the school's effectiveness and are experts in the subjects they teach. The quality of teaching is viewed as very high. The data suggests they feel like a capable and confident group of educators. They do not universally feel the best teachers are retained although there is significant agreement. Data shows they are developing and refining teaching techniques, which is in line with our goal of advancing new practices and the best possible pedagogy.

Administrative Structure

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
The roles and responsibilities of each member of the administration are clear to me.	9% 6	31% 20	15% 10	3% 2	17% 11	12% 8	12% 8	
I know which administrator to seek out from the Administrative Team to solve problems.	15% 10	35% 23	20% 13	11% 7	6% 4	3% 2	9% 6	

Analysis:

Data suggests there is not clarity on roles and responsibilities with the new administrative structure and that communication on “chain of problem solving” is not clear.

Technology

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
The technology available at my school is helpful in reinforcing my job.	38% 25	48% 31	11% 7	2% 1	0% 0	2% 1	0% 0	
I feel skilled at using the technology available at my school.	28% 18	43% 28	28% 18	0% 0	0% 0	0% 0	2% 1	
Instruction on technology and technology learning tools would increase my effectiveness.	17% 11	45% 29	18% 12	12% 8	2% 1	6% 4	0% 0	

Analysis:

Generally, there is satisfaction with technology although data suggests there could be more training to increase skills.

Professional Development

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
My school provides teachers with adequate opportunities for professional development.	28% 18	44% 28	16% 10	5% 3	3% 2	0% 0	3% 2	2% 1

Analysis:

Generally, teachers are satisfied with the opportunities available for professional development.

Level of Change

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
I am comfortable with the level of change occurring in my school.	9% 6	25% 16	15% 10	6% 4	18% 12	9% 6	17% 11	

Analysis:

Data shows there are varying levels of comfort with the level of change occurring at Sears. Given the number of changes with new administrative structure, new schedule and new curriculum, this is not surprising.

Feedback

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
I receive useful feedback on how I can improve.	14% 9	38% 25	15% 10	5% 3	9% 6	12% 8	6% 4	
I receive informal feedback outside the formal evaluation process.	12% 8	32% 21	23% 15	6% 4	11% 7	9% 6	6% 4	
The instructional advice I have received has helped me become a better teacher.	17% 11	38% 24	13% 8	14% 9	6% 4	2% 1	6% 4	5% 3
There are visits to my classroom to observe instruction.	22% 14	28% 18	14% 9	8% 5	11% 7	8% 5	5% 3	5% 3

Analysis:

Data shows at least half the teachers and staff are happy with the instructional advice and feedback they are being given with many “somewhat” agreeing. It also suggests there is an opportunity to provide more feedback and more instructional advice.

Administrative Support

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
The Administration is knowledgeable about instructional best practices.	22% 14	35% 23	20% 13	5% 3	5% 3	6% 4	8% 5	
The Administrators respect and support the teachers and staff at my school.	11% 7	38% 25	20% 13	2% 1	11% 7	5% 3	14% 9	
The Administration effectively communicates the vision and goals for the school.	9% 6	26% 17	28% 18	3% 2	11% 7	8% 5	15% 10	
The Administration, teachers and staff communicate with each other effectively.	3% 2	26% 17	32% 21	3% 2	12% 8	11% 7	12% 8	
The Administration is fair in the way they allocate resources.	11% 7	40% 26	17% 11	14% 9	5% 3	5% 3	9% 6	

Analysis:

The Administration is largely viewed as knowledgeable about instructional best practices as well as respectful and supportive of teachers and staff and fair in resource allocation. There is an opportunity for an increase in the effectiveness of communication and for the communication of a vision and goals for the school.

Collaboration/Environment

Question	Strongly Agree	Agree	Somewhat Agree	Neither Disagree or Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
The Administration at this school provides teachers and staff with opportunities to work together collaboratively.	12% 8	43% 28	28% 18	8% 5	3% 2	0% 0	6% 4	
Teachers and staff in this school have opportunities for collaboration and learning from each other.	18% 12	35% 23	31% 20	5% 3	6% 4	3% 2	2% 1	
My colleagues are generous about helping each other.	46% 30	45% 29	9% 6	0% 0	0% 0	0% 0	0% 0	
The Administration works to support teacher and staff morale.	15% 10	32% 21	22% 14	2% 1	8% 5	8% 5	14% 9	
Teachers and staff have close working relationships with each other.	31% 20	46% 30	18% 12	3% 2	2% 1	0% 0	0% 0	
Teachers and staff at this school are recognized for the positive things that they do.	6% 4	45% 29	22% 14	2% 1	12% 8	8% 5	6% 4	
Teachers and staff at my school perceive that they can influence policies and/or procedures specific to the school.	4% 3	26% 17	25% 16	9% 6	12% 8	12% 8	11% 7	
Teachers at my school work to improve instruction.	72% 46	25% 16	0% 0	0% 0	0% 0	0% 0	0% 0	3% 2
I know how to deliver instruction so that all of my students learn.	58% 37	30% 19	6% 4	2% 1	0% 0	0% 0	0% 0	5% 3
There is sufficient instructional time to gauge student understanding by asking questions throughout the lesson.	17% 11	25% 16	30% 19	3% 2	13% 8	5% 3	3% 2	5% 3

Analysis:

Generally, data shows teachers and staff believe they have opportunities for collaboration and there is a culture of collaboration. Teachers are confident in their ability to deliver instruction to different students but there could be more time to gauge varied levels of understanding. The majority of teachers and staff think there is recognition for positive things they do and that the Administration works to support morale. There is an opportunity to increase those numbers. There is an opportunity to change the perception of teachers and staff in terms of the potential for them to have an impact on school policy and procedures.