



**THE JOSEPH SEARS SCHOOL**

Kenilworth School District No. 38 Board of Education

542 Abbotsford Road • Kenilworth, IL 60043 • 847.256.5006 • kenilworth38.org

**NOTICE OF COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 3<sup>RD</sup> DAY OF MAY, 2018**

PUBLIC NOTICE IS HEREBY GIVEN the Board of Education of Kenilworth School District No. 38, Cook County, Illinois will hold a Committee of the Whole Meeting on the 3<sup>rd</sup> day of May, 2018 at 4:30 p.m., for the Closed Session meeting in Room 258 followed by Open Session in the Library Technology Center, of The Joseph Sears School, 542 Abbotsford Road, Kenilworth, Illinois.

**AGENDA**

**Room 258 (Closed Session – 4:30 p.m.)**

**I. CALL TO ORDER AND ROLL CALL**

	Present	Absent		Present	Absent
Mindy Kelly	_____	_____	Suzanne Nelson	_____	_____
Danielle Boros	_____	_____	Melissa Ross	_____	_____
John Gottschall	_____	_____	Scott Wallace	_____	_____
Donna Keller	_____	_____			

**II. CLOSED SESSION TO CONSIDER INFORMATION REGARDING SPECIFIC  
EMPLOYEE MATTERS AND POTENTIAL OR PROBABLE LITIGATION**

**Library Technology Center (Open Session – 5:30 p.m.)**

**III. CALL TO ORDER AND ROLL CALL**

	Present	Absent		Present	Absent
Mindy Kelly	_____	_____	Suzanne Nelson	_____	_____
Danielle Boros	_____	_____	Melissa Ross	_____	_____
John Gottschall	_____	_____	Scott Wallace	_____	_____
Donna Keller	_____	_____			

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

**V. CONSENT AGENDA**

- A. Approval of Minutes from the April 16, 2018 Regular Meeting and Closed Session
- B. Approval of Minutes from the April 19, 2018 Special Meeting and Closed Session
- C. Approval of Minutes from the April 24, 2018 Personnel Committee Meeting and Closed Session
- D. Approval of Board Policy Revisions: 2:120 *School Board – Board Member Development*; 2:150 *School Board - Committees*; 2:260 *School Board - Uniform Grievance Procedures*; 5:20 *General Personnel - Workplace Harassment Prohibited*; 5:100 *General*



**THE JOSEPH SEARS SCHOOL**

Kenilworth School District No. 38 Board of Education

542 Abbotsford Road • Kenilworth, IL 60043 • 847.256.5006 • kenilworth38.org

*Personnel - Professional Development Program; 7:20 Students - Harrassment of Students Prohibited; 7:180 Students - Prevention of and Response to Bullying Intimidation and Harassment; 7:190 Student Behavior; 7:210 Students – Expulsion Procedures and 7:250 Students – Student Support Services*

**VI. OLD BUSINESS**

- A. Discussion of Strategic Plan Priorities for the 2018-2019 School Year
- B. Discussion of Board Retreat Date and Structure
- C. Discussion of Kenilworth School District No. 38 Participation as a Potential Member of the KCAC
- D. Discussion of Village House Update
- E. Discussion of Curriculum Update

**VII. NEW BUSINESS**

- A. Discussion of and Potential Approval of 2018-2019 Salary Recommendations for 12-Month, Non-Classified and Annuitant Personnel
- B. Discussion of 2018 Annual Parent Survey

**VIII. OTHER BUSINESS**

- A. Committe Report Updates

**IX. PUBLIC COMMENT (See attached Rules of Public Comment)**

**X. ADJOURNMENT**

Dated the 1<sup>st</sup> day of May 2018.

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



**MINUTES FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 16<sup>TH</sup> DAY OF APRIL 2018**

The meeting was called to order by President Mindy Kelly at 4:35 p.m. Upon roll call, the following board members answered as being present: Mrs. Mindy Kelly, Mrs. Suzanne Nelson, Mr. Scott Wallace, Mrs. Donna Keller, Mrs. Melissa Ross and Mr. John Gottschall. Mrs. Danielle Boros was absent.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mr. Chike Erokwu, Board Secretary

Mrs. Kelly called for a motion to go into closed session to consider information related to specific employee matters and semi-annual review of closed session minutes.

*Mr. Scott Wallace made a motion to go into closed session to consider information related to specific employee matter and semi-annual review of closed session minutes. The motion was seconded by Mrs. Suzanne Nelson*

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
		Mrs. Danielle Boros	
Mrs. Suzanne Nelson			
Mrs. Mindy Kelly			
Mrs. Donna Keller			
Mr. John Gottschall			
Mr. Scott Wallace			
Mrs. Melissa Ross			

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

The Board entered closed session at 4:35 p.m.

The Board returned to open session at 7:35 p.m.

Upon roll call, the following board members answered as being present: Mrs. Mindy Kelly, Mrs. Danielle Boros, Mrs. Suzanne Nelson, Mr. Scott Wallace, Mrs. Melissa Ross, Mrs. Donna Keller and Mr. John Gottschall was absent.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mrs. Kendra Wallace, Principal  
Mr. Chike Erokwu, Board Secretary  
Mr. Besset Sabourin, Director of Student Services



Community: Mrs. Allison Drew and Mrs. Enza Fox (videographers) Approximately 100 parents, teachers, residents and alumni from the Joseph Sears School community.

### **PUBLIC COMMENT**

Mrs. Mindy Kelly welcomed members of the community to the meeting and thanked them for their attendance. Mrs. Kelly noted that the Board has dedicated the entirety of the meeting to listening to feedback from the community.

Mrs. Kelly and Mr. Wallace read a statement on behalf of the Board:

“In light of the recent news regarding our Principal submitting her letter of resignation, and the very great interest and concern all of you have expressed in that topic, we made some changes to the agenda for tonight’s meeting.

We are dedicating the entirety of tonight’s meeting to listening to your comments and feedback. We take seriously our obligation to hear the concerns of all our stakeholders – parents and faculty in particular – and to consider those concerns as we make decisions that affect all of you, and most importantly the students in our school. Our main request is that tonight’s discussion remains business-like, professional, and in keeping with the Four Cornerstones that our students are taught. In order to accommodate all of your comments, we ask that each of you limit your comments to a maximum of five minutes.

As many of you know, the board has a long-standing policy of soliciting public commentary during board meetings. What we do not do during these public comment sessions is respond directly to the comments or questions that are made. Our job is to listen to you, and to consider the entirety of all that will be said here tonight. Our silence during these public comment periods is meant to give all of you a clear space to express yourselves and for us to listen thoughtfully and attentively. Engaging in a back and forth debate would encourage the opposite. We hope you respect that. We most definitely are listening.

Many of you have written to us about the topic of the stability of leadership in our school. We have read your comments with great interest and we share whole-heartedly in your desire for a safe and secure culture where all employees – administrators and faculty together – feel Sears is the place where they can grow in their craft and spend the better parts of their careers. For many of us, that is the main reason we sought a position on the school board in the first place. Too much turnover is not healthy for any organization and we hope you understand that we wholeheartedly appreciate this point. We would never risk the stability of our leadership without careful deliberation, sound legal advice, or for any light or transient reason.

We hope you recognize that the Board of Education serves several different constituencies: Parents, students, faculty, employees and taxpayers. Also know we operate under the District’s policies and that fact can sometimes constrain the options available to us. Most of the time, the interests of all our constituents are well-aligned – everyone wants the same thing and that thing is consistent with the District’s policies. Not very often, though, the interests of some of our constituents come into conflict with one another, or the constraints of the law come into play. When that happens, our job is difficult and



time consuming because we are faced with choosing between two imperfect outcomes that will likely leave some part of our constituency unhappy.

Given all of that, know that we are your neighbors, we are your friends, and we are your fellow taxpayers. We, too, want the best for Sears. When we are faced with difficult decisions that may disappoint some of our constituents, know that we will make those decisions, given the constraints we operate under, to the very best of our ability, thoughtfully weighing all the pros and cons, and always with the long term best interests of our students firmly in mind. We owe all our constituents nothing less.

We also would like to address how the board helps to govern the school and dispel any misconceptions that may exist around how we operate and what we are empowered to do.

Within our community, there seems, on occasion, to be a misunderstanding that the board manages the school directly; that we are empowered to make small, individual and day-to-day decisions. For example, there is a common misconception that board directly chooses a given curriculum or makes a choice around which teacher teaches a specific grade in a given year. Nothing could be further from the truth. The board does not make those kinds of decisions directly, nor should we.

Instead, we help to govern the school indirectly. More specifically, we hire talented administrators – the Superintendent, the Principal, and the Director of Student Services in particular – to make the day-to-day decisions in operating and managing Sears in the best way possible. They are the ones who manage the school directly and make the sorts of decisions that affect the school on a daily basis. Our job as a board is to set the long-term vision for the school, to evaluate progress toward reaching our strategic goals, to provide guidance where appropriate and approval when necessary and to levy the taxes necessary to pay for it all.

Our administrators are employed under contracts, the terms of which are all publicly disclosed. We also have a contract with our union - the KEA - under which we employ all the certified teachers in the building. The terms and conditions of that contract are also publicly available. It is important for you to keep this in mind as you seek change in the school currently and in the future. The board is only one piece of a larger puzzle. The Administrators and the KEA are also an important, and perhaps a more important, part of the puzzle in the overall operation of the school. Seeking change is best achieved by working through all of these people and entities – the board, the administrators and the KEA – at the same time, especially if done in a constructive, positive, and “we are all in this together” fashion.

We would like to address the topic of disclosure and transparency. As a taxpayer-funded public body, we feel strongly that the public has the right to know the details of what we do and to know it in a timely fashion. We provide timely board briefs after all our meetings. We post video recordings of all our meetings. Detailed minutes are kept. Board documents, in general, are matters of public record. As mentioned above, our administrator and KEA contracts are disclosed to the public. Further, we operate under the provisions of the Open Meetings Act. Among other things, the Open Meetings Act provides that board members can only discuss school business matters in a Board of Education meeting and that any decisions must be made in public at a meeting posted 48 hours in advance.

The main exception to that requirement comes when personal privacy comes into play, especially regarding matters involving specific employees, students and parents. In that case, as you can well



appreciate, the Open Meetings Act allows us to discuss these matters in closed session. So, in general, disclosure and transparency are our guiding lights, except when they conflict with personal privacy. On those occasions, our legal requirement to protect the personal, and sometimes sensitive, information entrusted to us must, as it should, take precedence. We take seriously the imperative to protect personal privacy and hope that our community respects this fundamental principle as well. Please keep all of this in mind as we go forward in this discussion.

Finally, we thought it would be useful for all of you to note that school board members are elected public officials and as such must make a sworn oath when we take our seats. All of us take these obligations seriously. The oath of office that we all took as board members is accessible and readily available.

We look forward to listening to your comments tonight.”

Twenty-five community members addressed the Board in relation to the resignation of the principal. Many community members shared testimony regarding their experiences with Mrs. Wallace, their desire for administrative stability and their desire to see Mrs. Wallace remain Principal of The Joseph Sears School.

### **CLOSED SESSION**

Mrs. Mindy Kelly entertained a motion to enter closed session for the purposes of considering specific employee matters. Mrs. Kelly noted that no further board business or action would be taken after closed session.

*Mrs. Suzanne Nelson moved to enter closed session for the purposes of considering specific employee matters. The motion was seconded by Mrs. Danielle Boros.*

The Board entered closed session at 8:54 p.m.

The Board returned to open session at 11:29 p.m. in Room 258.

### **ADJOURNMENT**

Mrs. Kelly entertained a motion to adjourn.

*Mr. John Gottschall moved to adjourn the meeting at 11:29 p.m. The motion was seconded by Mrs. Donna Keller.*

*The motion carried with all yeses.*

The meeting adjourned at 11:29 p.m.

Attest for Distribution: \_\_\_\_\_  
Chike Erokwu, Secretary

Approved: \_\_\_\_\_



**THE JOSEPH SEARS SCHOOL**

Kenilworth School District No. 38 Board of Education

---

542 Abbotsford Road • Kenilworth, IL 60043 • 847.256.5006 • kenilworth38.org

Mindy Kelly, President

ATTEST: \_\_\_\_\_  
Chike Erokwu, Secretary



**MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 19<sup>TH</sup> DAY OF APRIL 2018**

The meeting was called to order by President Mindy Kelly at 5:04 p.m. Upon roll call, the following board members answered as being present: Mrs. Mindy Kelly, Mrs. Suzanne Nelson, Mr. Scott Wallace, Mrs. Donna Keller, Mrs. Melissa Ross and Mr. John Gottschall. Mrs. Danielle Boros was absent.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mr. Chike Erokwu, Board Secretary

Mrs. Kelly called for a motion to go into closed session to consider information related to specific employee matters.

*Mr. Scott Wallace made a motion to go into closed session to consider information related to specific employees matters. The motion was seconded by Mrs. Melissa Ross.*

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
		Mrs. Danielle Boros	
Mrs. Suzanne Nelson			
Mrs. Mindy Kelly			
Mrs. Donna Keller			
Mr. John Gottschall			
Mr. Scott Wallace			
Mrs. Melissa Ross			

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

The Board entered closed session at 5:04 p.m.

The Board returned to open session at 7:35 p.m.

Upon roll call, the following board members answered as being present: Mrs. Mindy Kelly, Mrs. Danielle Boros, Mrs. Suzanne Nelson, Mr. Scott Wallace, Mrs. Melissa Ross, Mrs. Donna Keller and Mr. John Gottschall was absent.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mrs. Kendra Wallace, Principal  
Mr. Chike Erokwu, Board Secretary  
Mr. Besset Sabourin, Director of Student Services



Community: Mrs. Allison Drew and Mrs. Enza Fox (videographers) Approximately 100 parents, teachers, residents and alumni from the Joseph Sears School community.

### **PUBLIC COMMENT**

Mrs. Mindy Kelly welcomed members of the community to the meeting and thanked them for their attendance.

Mrs. Kelly noted that the agenda item related to acceptance of the resignation of Mrs. Wallace would be deferred for the time being.

Mrs. Paget Bahr addressed the Board and provided a petition containing signatures requesting the board withhold taking action on the acceptance of Mrs. Wallace's resignation.

### **CONSENT AGENDA**

Mrs. Kelly noted that the item related to the approval of the minutes from the April 16, 2018 meeting and the item related to the approval of board policy revisions would be removed from the Consent Agenda.

Dr. LeRoy noted that the item on the Consent Agenda related to the resolution of non-renewal of non-tenured certified personnel was related to the elimination of the one-year Curriculum Coordinator position. Dr. LeRoy noted that with the addition of the Chief Education Officer administrative position, the District would eliminate the Curriculum Coordinator position.

*There being no further discussion, Mrs. Kelly called for a motion to approve the Consent Agenda as amended:*

*Mr. Scott Wallace moved to approve the consent agenda as amended to include the approval of: Minutes from the March 8, 2018 Committee of the Whole Meeting and Closed Session; Minutes from the March 19, 2019 Regular Meeting and Closed Session; Minutes from the April 3, 2018 Special Meeting and Closed Session; Monthly financial report for March 2018; Investment Reports for March 2018; Accounts payable for March 20, 2018 to April 16, 2018; Resolution of Non-renewal of non-tenured certified personnel; authorization to destroy closed session recordings for October 2016; approval to release select closed session minutes.*

*The motion was seconded by Mr. John Gottschall*

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mrs. Danielle Boros			
Mrs. Suzanne Nelson			
Mrs. Mindy Kelly			
Mrs. Donna Keller			
Mr. John Gottschall			
Mr. Scott Wallace			
Mrs. Melissa Ross			



The motion carried with a vote of 7 to 0.

**PUBLIC COMMENT**

Mrs. Keller thanked the community for their patience and the respectful communication shown to all parties at this time. Mrs. Keller asked the community to refrain from involving children in the matter of Mrs. Wallace’s resignation.

**CLOSED SESSION**

Mrs. Mindy Kelly entertained a motion to enter closed session for the purposes of considering specific employee matters. Mrs. Kelly noted that no further board business or action would be taken after closed session.

*Mr. Scott Wallace moved to enter closed session for the purposes of considering specific employee matters. The motion was seconded by Mr. John Gottschall.*

The Board entered closed session at 7:54 p.m.

The Board returned to open session at 9:36 p.m. in Room 258.

**ADJOURNMENT**

Mrs. Kelly entertained a motion to adjourn.

*Mr. Scott Wallace moved to adjourn the meeting at 9:36 p.m. The motion was seconded by Mr. John Gottschall.*

*The motion carried with all yeases.*

The meeting adjourned at 9:36 p.m.

Attest for Distribution: \_\_\_\_\_  
Chike Erokwu, Secretary

Approved: \_\_\_\_\_  
Mindy Kelly, President

ATTEST: \_\_\_\_\_  
Chike Erokwu, Secretary



**MINUTES FOR THE PERSONNEL COMMITTEE MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 24<sup>TH</sup> DAY OF APRIL 2018**

The meeting was called to order by Committee Member Mrs. Suzanne Nelson at 5:05 p.m. Upon roll call, the following committee members answered as being present: Mrs. Suzanne Nelson, Mrs. Melissa Ross.

Also present were: Mr. Scott Wallace, Mrs. Donna Keller, Mr. John Gottschall and Mrs. Danielle Boros.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mr. Chike Erokwu, Board Secretary

Mrs. Nelson called for a motion to go into closed session to consider information related to specific employee matters and potential or probable litigation.

*Mr. Scott Wallace made a motion to go into closed session to consider information related to specific employee matters. The motion was seconded by Mrs. Melissa Ross.*

**Roll Call:**

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mrs. Danielle Boros			
Mrs. Suzanne Nelson			
		Mrs. Mindy Kelly	
Mrs. Donna Keller			
Mr. John Gottschall			
Mr. Scott Wallace			
Mrs. Melissa Ross			

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

The Board entered closed session at 5:06 p.m.

The Board returned to open session at 9:25 p.m.

Upon roll call, the following board members answered as being present: Mrs. Suzanne Nelson, Mrs. Melissa Ross. Also present were: Mrs. Danielle Boros, Mr. Scott Wallace, Mrs. Donna Keller and Mr. John Gottschall.

**ADJOURNMENT**

Mrs. Nelson entertained a motion to adjourn.

*Mr. Scott Wallace moved to adjourn the meeting at 9:36 p.m. The motion was seconded by Mrs. Donna Keller*



**THE JOSEPH SEARS SCHOOL**

Kenilworth School District No. 38 Board of Education

---

542 Abbotsford Road • Kenilworth, IL 60043 • 847.256.5006 • kenilworth38.org

*The motion carried with all yeases.*

The meeting adjourned at 9:25 p.m.

Attest for Distribution: \_\_\_\_\_  
Chike Erokwu, Secretary

Approved: \_\_\_\_\_  
Mindy Kelly, President

ATTEST: \_\_\_\_\_  
Chike Erokwu, Secretary



**THE JOSEPH SEARS SCHOOL**

Office of the Superintendent/Chief School Business Official

---

542 Abbotsford Road • Kenilworth, IL 60043 • 847.256.5006 • kenilworth38.org

To: Kenilworth School District No. 38 Board of Education

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

Date: May 3, 2018

Re: Discussion of Strategic Plan Priorities for the 2018-2019 School Year

At the March Board meeting, the Board approved the District's mission, values and strategic goals. The next step in the process is for the Board to establish Strategic Plan priorities for the 2018-19 school year. With these priorities, the Administrative team will begin the process of aligning the 2018-19 school year with the Strategic Plan Goals.

At tonight's Committee of the Whole meeting, I will present a preliminary draft of the 2018-19 Strategic Objectives. I have identified a high-level list of strategic objectives for Board discussion. Feedback from this discussion will provide direction to the Administrative team to refine the strategic objectives and determine the strategic indicators for the 2018-19 school year. At the June Board retreat, I will provide detailed presentation on the *2018-19 Strategic Objectives and Indicators*.

For your review, the following is an outline of next steps in the strategic planning process:

- Approved mission, values and strategic goals (3/18)
- Revised educational philosophy with faculty input (ongoing)
- Present preliminary draft of *2018-19 Strategic Objectives* (today)
- Administration meets for pre-planning meeting (May 2018)
- Formally adopt mission, values, goals and philosophy (5/21)
- [Additional opportunity for Board feedback on 2018-2019 Strategic Plan Objectives \(5/21\)](#)
- Administration drafts indicators during administrative planning meeting (June 2018)
- *Present 2018-19 Strategic Plan Objectives and Indicators to Board (June BOE Retreat)*
- Board approval of *2018-2019 Strategic Plan Objectives and Indicators* (August meeting)

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