

MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 19TH DAY OF AUGUST, 2013

The meeting was called to order by President, Mr. Timothy Kollar at 6:01 p.m. Upon Roll Call, the following Board members answered as being present: Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, Dr. Christine L. Stoll, Mr. Scott Wallace and Mr. Timothy Kollar. Mrs. Stacey M. Van Metre and Mr. Brian Karaba were absent.

Also in attendance was:
Dr. Kelley M. Kalinich, Superintendent;

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

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

Dr. Christine Stoll moved, seconded by Mrs. Betsy Moerschel to go into Closed Session at 6:02 p.m. to consider information regarding specific employee matters, pending or probable litigation and purchase or lease of real property for use of the public body.

Roll Call:

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

The Board returned to Open Session at 7:24 p.m.

Upon Roll Call at 7:30 p.m., the following Board members answered as being present: Mr. Brian Karaba, Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, Dr. Christine L. Stoll, Mrs. Stacey M. Van Metre, Mr. Scott Wallace and Mr. Timothy Kollar.

Also in attendance were:

Dr. Kelley M. Kalinich, Superintendent;
Dr. Janice Matthews, Principal;
Dr. Crystal LeRoy, Business Services and Human Resources Manager;
Ms. Julia Jones, Acting Director of Student Services;
Mrs. Julie Campanaro, Executive Assistant to the Superintendent;
Community members: Mrs. Denise Seminetta and Master Jack Seminetta, and Mrs. Katie Nahrwold

PUBLIC COMMENT

Mr. Kollar invited public comment. There was none.

ADMINISTRATIVE REPORTS

Freedom of Information Act (FOIA) Requests – There were none to report.

Superintendent's Report - Dr. Kelley Kalinich welcomed all in attendance and gave a brief introduction of the new administrators, Dr. Crystal LeRoy, Business Services/Human Resources Manager and Ms. Julia Jones, Acting Director of Student Services, noting each was uniquely and well qualified for their positions. Ms. Jones will continue some of her duties as School Psychologist during this interim period, with additional assistance for School Psychologist services through the Northern Suburban Special Education District (NSSED).

Dr. Kalinich also reviewed the enrollment report. She noted that there were some new families who were still in the process of moving and were two potential students whose families have indicated that will be enrolling at Joseph Sears. She noted in response to a Board member's inquiry that the enrollment numbers in parentheses represent potential changes to the enrollment number but are not confirmed. Dr. Kalinich also pointed out to the Board the thank you note received from one of the faculty members.

Report from the Business Services and Human Resources Manager – Dr. LeRoy gave a brief overview of the budget process and outlined the next steps in adopting the FY14 Budget. She noted that the Board has scheduled on their agenda, action to authorization the posting of a tentative budget. The tentative budget which will be displayed for public review and a Public Hearing will occur at the September Board meeting, prior to presentation for adoption of the budget. She added that the tentative budget could change slightly when presented for adoption, but will remain substantively the same. She noted that expenditures are lower with this budget due to the large cost of facility projects completed in fiscal year 2013 and revenues are slightly higher.

Dr. LeRoy also noted that the auditors would be in the District in September to complete the Fiscal Year 2013 audit. She will follow up with the Building and Finance Committee with the specific timeline for presentation of the audit to the full Board later in the fall.

Report from Principal Including Summer Curricular Work – Dr. Matthews provided a brief introduction of the new Science faculty hired, noting that our students will benefit from the unique backgrounds and experience of these teachers. She noted that all three are vested in and enthusiastic for the Investigating and Questioning our World through Science and Technology (IQWST) program continued pilot instruction in the Junior High this year. She highlighted their professional development work this summer to effectively implement the IQWST lessons. Dr. Matthews added that grades K-5 will also be represented in this pilot with the assistance of instruction by Science Facilitator, Mrs. Lynne Hubert. A special overview of IQWST will be presented at the Junior High Curriculum Night on September 10, 2013. To give more context as to why this science program was chosen over others, Dr. Matthews noted that it had been successfully adopted in junior high schools in neighboring communities in the Northwest suburbs and found that the inquiry based, discovery model was conducive to hands on experimentation and the development of critical thinking skills. With this curriculum, students are also required to record and analyze their observations, adding a much desired focus on developing writing skills. Dr. Matthews emphasized that

with the small class sizes offered in Science this school year, rich discussions can occur within a classroom for all students. In response to Mr. Wallace's inquiry as to how well the IQWST program will prepare our students for New Trier High School and standardized testing, Dr. Matthews noted that the new Partnership for Assessment of Readiness of College and Careers (PARCC) evaluation requires more analytical and critical thinking. Developing these skills will be a key component of the IQWST program. Additionally, collaborative meetings with the New Trier Township High School Science Department will continue as in past years to ensure that the preparation of our students is aligned with the High School expectations. Board member, Dr. Stoll remarked that she had visited the IQWST website and was greatly impressed. She viewed the program as being very rigorous and engaging.

Dr. Matthews reviewed other curricular work, including the implementation of the *Math in Focus* and *Every Day Counts Calendar Math* programs being implemented in grades K-5 this school year. In response to a Board member's inquiry, it was confirmed that seven 7th grade students from Sears School will be participating in the New Trier Math. Dr. Matthew highlighted how the students would be supported at Sears School to reinforce their instruction at New Trier.

CONSENT AGENDA

Mr. Kollar asked if there were any questions regarding the Consent Agenda. Dr. Kalinich noted that edits to the Closed Session minutes were in the Board members' folders. Dr. LeRoy responded to inquiries from Board members regarding the July monthly financial report and the calculations for the proposed Fiscal Year 2014 Budget. Additionally, it was requested that the July Final Accounts Payable report be removed from the Consent Agenda for approval in September to allow the Board more time to review it.

There being no further comments, Mr. Kollar asked for a motion to approve the Consent Agenda as amended.

Dr. Christine Stoll moved to approve the Consent Agenda to include the meeting minutes from the July 15, 2013, Regular Board meeting and Closed Session minutes as amended, Approval of Financial Report for July 2013, Approval of Accounts Payable for July 16, 2013 to August 19, 2013, Acceptance of resignations from Mr. Delayon Morris, Mr. Brian Greene, Mrs. Deanna Lotridge, Ms. Caitlin Lynch, Mrs. Jessica Strohl and Mrs. Joy Kosicki, Approval of 2013-2014 Salary for Building and Grounds Director, Mr. Moris Quijada, and Approval of Re-employment of French and Spanish Teacher, Mrs. Cathleen Sheridan. The motion was seconded by Mr. Brian Karaba.

Roll Call:

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

The motion carried with a vote of 7 to 0.

OLD BUSINESS

Review and Discussion of the Strategic Plan Progress - Mr. Kollar opened this session by asking the Strategic Plan Subcommittee chairs Mrs. Moerschel (Curriculum), Mrs. Nelson (Culture) and Dr. Stoll (Communication) to provide updates from their meetings.

Betsy Moerschel reported that the Curriculum Subcommittee had continued to work since the last Board meeting and only have the "Time" objective and the "Glossary of Terms" to be complete. She outlined the next steps for the Communication Committee which included a discussion on how to present the Strategic Plan to the community once the Board approves a final draft.

Dr. Stoll spoke of the progress of the Communication Subcommittee noting that the subcommittee found that designating the timelines for each Action Item to be challenging, feeling the importance of each and wanting to do everything at once. She reported that she felt her committee would have their final recommendations for the Strategic Plan ready to present in September.

Mrs. Nelson commented on the dedication of the Culture Subcommittee, as with the other subcommittees. She reported that they found it difficult to create decisive goals that would impact culture favorably. She expressed that the subcommittee would meet to develop the timeline in a more detailed manner. She reported they used a school climate indicator tools to guide their discussions and framed it around the three main stakeholders, Faculty/staff, community and students. She described the challenge that arises when one group creates the plan and its goals and then another group must execute it, as will be the case with our Strategic Plan.

The Board discussed that the next Communication Committee meeting scheduled for August 29, 2013, would be an ideal time for the Board members to provide specific feedback about the proposed plan. It was noted that Dr. Kalinich would review the plan with the faculty and staff on August 26th to get their feedback about the current draft and the Communication Committee would solicit feedback from the Community Focus Group before finalizing and formally adopting the Strategic Plan.

NEW BUSINESS

Review and Potential Action to Approve Recommendations for Hiring of Certified Personnel for Junior Kindergarten, 5th Grade Spanish, Practical Arts and Non-Certified Personnel Instructional Assistants -

Dr. Matthews reviewed the qualifications for those being recommended for hire and entertained questions about her recommendations. She noted that the members of each grade level team for which there was a vacancy, participated in the interview process and were instrumental in the final recommendations. Mrs. Jones was involved in the hiring of each Instructional Assistant, as well. Dr. Matthews emphasized the quality of the applicant pool, as well as the individuals being recommended. Mr. Kollar congratulated Dr. Matthews on the strength of her selection process.

Mr. Kollar entertained a motion to approve the proposed hiring of certified and non-certified personnel.

Mr. Scott Wallace moved to approve the hiring of Junior Kindergarten Teacher, Mrs. Tracey McDowell, Fifth Grade Teacher, Mrs. Rachael Jennings, Spanish Teacher, Ms. Shea Barrett, Practical Arts Teacher, Mrs. Julie Magnani, and Instructional Assistants, Ms. Linda Mai and Mrs. Kim Goff. The motion was seconded by Mr. Brian Karaba.

Roll Call:

Yes

No

Absent

Abstain

Mr. Timothy Kollar
Dr. Christine L. Stoll
Mr. Brian Karaba
Mrs. Betsy Moerschel
Mrs. Suzanne S. Nelson
Mrs. Stacey M. Van Metre
Mr. Scott Wallace

The motion carried with a vote of 7 to 0.

Presentation of Tentative Fiscal Year 2014 Budget – At the request of Mr. Kollar, Dr. Crystal Leroy reviewed the budget process of development and management, including the levy process each school year. She noted that the Board was being requested to approve the Tentative Budget which would then be posted for public review and comment. In September, the Board will vote on adoption of the Fiscal Year 2014 Budget. Dr. LeRoy responded to Mrs. Nelson’s inquiry regarding the levy process, as well as a more specific question posed by Mr. Scott Wallace regarding a lower revenue amount included in the budget. Dr. LeRoy explained that she needed to get a better understanding of how the revenue has been reported historically to be better able to respond to his question and commented that her numbers were conservative. Overall, Dr. LeRoy stated that the budget was very sustainable. She noted her plans update the five-year budget projections to track the proposed budget against prior years. She is very pleased with the fiscal soundness of the District finances during her initial review. She will keep the Board apprised of any financial information that is relevant.

Mr. Kollar entertained a motion to approve the Tentative Fiscal Year 2014 Budget. *Mrs. Susan Nelson moved to approve the Tentative Fiscal Year 2014 Budget as presented. The motion was seconded by Mr. Scott Wallace.*

Roll Call:

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

The motion carried with a vote of 7 to 0.

Review and Discussion of Community Forum - Mr. Kollar invited discussion as to ideas and comments regarding the scheduling of the next Community Forum, as well as possible topics that might be covered. The Board discussed the possibility of holding a Community Forum to present the Strategic Plan. While some felt the informal setting would work well for this topic, others felt a more formal structured venue might provide more meaningful information and solicit more relevant feedback. After discussion, it was determined that a meeting should be scheduled to present the Strategic Plan to the community in October. The Board had varying opinions on how to solicit and integrate feedback into the final Strategic plan document. The format of the October meeting for the presentation of the Strategic Plan was left undecided.

Review and Discussion of Recommendations Regarding Student Recognition – Dr. Matthews noted that she had held discussions with the Education Committee who approved the new approach to the Honor Roll and Service Points recognition. The recommendations to be implemented involve the discontinuation of the Junior High Honor Roll recognition and the change in the Service Point recognition from the attending the Cubs’ game to a recognition luncheon in the Outdoor Classroom. All students would now participate in Cubs’ Game as an extension of the Advisory class culture building. Dr. Matthews notes that the Advisory Committee of teachers developed and fully endorsed the recommended changes. The information had also been shared with the full Junior High faculty. Dr. Matthews noted that parents of Junior High students would receive a letter from her outlining the changes and the students would review the plan during their opening day assembly, followed by discussion in their advisories. Dr. Kalinich added that students will no longer be recognized at Board of Education meetings but will receive recognition at an assembly with peers and hopefully parents in attendance.

Dr. Stoll requested that she and Mr. Wallace be added to the school community email distribution list since they are not currently included.

OTHER BUSINESS - There was no additional business to discuss.

PUBLIC COMMENT - There was no public comment.

ADJOURNMENT

Mr. Kollar noted he planned to summarize the formal and informal action taken at the conclusion of each Board meeting. As such, he summarized the evening’s meeting as noted.

The Board:

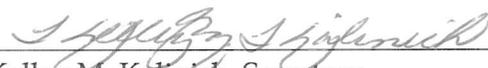
- Approved the amended Consent Agenda;
- Reviewed the annual budget planning process;
- Accepted two resignations
- Approved the hiring of Certified and Non-Certified personnel;
- Determined that there would not be a Community Forum in September;
- Will use the August 29, 2013, Communication Committee meeting to discuss and refine in further detail the Strategic Plan draft;
- Approved the Fiscal Year 2014 Tentative Budget; and
- Welcomed new Administrators, Acting Student Services Director, Ms. Julia Jones and Business Services and Human Resources Manager, Dr. Crystal LeRoy

There being no further business, Dr. Christine Stoll moved, seconded by Mrs. Stacey Van Metre to adjourn the meeting at 9:13 p.m.

The motion carried with a voice vote of all yeses.

Attest for Distribution: 
Kelley M. Kalinich, Secretary

Approved: 
Timothy Kollar, President

ATTEST: 
Kelley M. Kalinich, Secretary