

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 13<sup>TH</sup> DAY OF JANUARY, 2014**

The meeting was called to order by President, Mr. Timothy Kollar, at 6:31 p.m. Upon Roll Call, the following Board members answered as being present: Dr. Christine L. Stoll, Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre and Mr. Scott Wallace. Mrs. Betsy Moerschel and Mr. Greg Werd 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,  
AND PENDING OR PROBABLE LITIGATION**

*Mrs. Stacey Van Metre moved, seconded by Dr. Christine Stoll to go into Closed Session at 6:32 p.m. to consider information regarding Specific Employee Matters and Pending or Probable Litigation.*

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			
Mrs. Stacey M. Van Metre			
Mr. Scott Wallace			
		Mr. Gregory F. Werd	

The motion carried with a vote of 5 to 0 with two members absent.

The Board returned to Open Session at 7:30 p.m.

Upon Roll Call at 7:36 p.m., the following Board members answered as being present: Dr. Christine L. Stoll, Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre, Mr. Scott Wallace and Mr. Timothy Kollar. Mr. Greg Werd was absent.

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;  
Faculty/Staff Members: Mrs. Linda Tiesse, Ms. Elisabeth LeBris, and Mr. R. J. Bialk (videographer);  
Community Members: Mr. Dan Noel and Mrs. Katie Nahrwold; and  
Dr. Hank Gmitro, President of Hazard, Young, Attea and Associates (HYA)

## PUBLIC COMMENT

Mr. Kollar invited public comment. There was none.

## ADMINISTRATIVE REPORTS

**Freedom of Information Act (FOIA) Requests** – Dr. Kalinich reported that there had been no new requests and that Dr. LeRoy had completed one open request for contracts and agreements for a previous request for which the response time had been extended. She noted that Dr. LeRoy was still waiting for the legal fees incurred for this FOIA.

**Report from the Superintendent** - Dr. Kalinich referenced the monthly enrollment report, noting that the anticipated six new students had enrolled and one student had withdrawn unexpectedly. Additionally, as a follow up to the December discussion, Dr. Kalinich noted that she had reviewed the issue with the District's legal counsel regarding what could be said during Open Session in regards to individual students and related circumstances under which they withdraw from school. Attorney, Ms. Heidi Katz recommended that the Board should not discuss specific student withdrawals or enrollments during Open Session other than to give statistics.

Dr. Kalinich further highlighted that the use of the two emergency weather days would be added on to the end of the school year, as identified in the approved calendar. However, she noted that a final recommendation regarding the emergency days would not be determined until after Spring Break, pending any additional emergency weather days to consider.

Lastly, Dr. Kalinich referenced that she received a verbal confirmation that the Illinois State Board of Education that the \$50,000 School Maintenance Grant application for the enhancement of the main and Auditorium entrances is to be approved. She and Dr. LeRoy will work with the District's architects, Healy, Bender and Associates, to prepare the appropriate documents to see official bids for the project.

Mr. Greg Werd arrived at 7:47 p.m.

**Report from the Business Services and Human Resources Manager** – Dr. LeRoy asked if anyone had questions about the Accounts Payable and Investment Reports. She addressed some questions. Mr. Kollar took the opportunity to offer his congratulations to Ms. Jennifer Peterson for her recent outstanding achievement of receiving her National Board Certification.

Dr. LeRoy provided a review of the follow up items outlined in the Fiscal Year 2013 Audit. She noted that the financial records had been reconciled through July 2013, and hoped to have all remaining reconciliations completed by February 2014. She stated that, going forward, the reconciliation process will be done on a monthly basis. She noted that the timely completion of the paperwork for the employee computer purchases has been remediated by changing the process once the ordering has taken place through the Library Technology Center. In this manner, employees must sign the agreement prior to receiving the technology items they have ordered.

Dr. LeRoy explained that training was underway with all Business Office personnel on various aspects of the Business Office functions and that cross training was included in this work. Additionally, she reported that work had begun on a procedures manual. The Board thanked Dr. LeRoy for her efforts.

Lastly, Dr. LeRoy noted that after meeting with office personnel, it was determined that the building access from the north side of the Baker Building had been changed to a keycard entry only for faculty and staff. As such, the buzzer was removed. This was done to enhance the building security.

**Report from Principal** – Dr. Matthews thanked Mrs. Betsy Moerschel and Ms. Julia Jones for their work in coordinating the recent Diversity Awareness kick off assembly with speaker, Mr. Chris Errera. She noted that the speaker was well received and was truly inspirational to all who were present. Mr. Kollar commented that he and Mrs. Moerschel had attended the clinic Mr. Errera conducted with the students during their music instruction, which he found to be amazing and a wonderful opportunity for the students. It was noted that these assemblies were recorded and would be posted to the website's video archive.

Dr. Matthews discussed the evolution of the Response to Intervention (RtI) work begin done in the Junior High. This included the items that would be presented for Board approval later in the agenda to include the addition of a .4 FTE RtI instructor. Dr. Matthews explained that this additional instructor position would support the work of RtI Teacher/Facilitator, Mrs. Liz Gordon, to support students in grades 5-8. She noted that since the Junior High grades do not have an enrichment time set aside for RtI, the second part time position will allow for more direct student contact throughout the school day. Mrs. Betsy Moerschel remarked that for now, having an extra "body" on hand to assist the current team will significantly increase enrichment for students, which was part of the Strategic Plan. Dr. Kalinich noted that resource supports typically change from year to year depending upon the needs of students. Further, it was noted that this issue regarding the ideal RtI model for a Junior High is not unique to our school environment.

Dr. Matthews provided a summary update of the curriculum review work in the last month, discussing efforts in Mathematics, Language Arts and Literature with professional development and assessment alignment to the Common Core State Standards (CCSS). It was reported that there had been a presentation on the Mathematics curriculum work at the January 8, 2014, Education Committee meeting and all was going as scheduled with continuing articulation between the faculty in 6-8 grades with New Trier Township High School. A team of educators from Arlington Heights will be meeting with our Science Committee with a focus on the integration of reading with science. In response to the suggestion that the District reach out to Avoca School District, as a benchmark in science, it was noted that Avoca is currently reexamining their science curriculum, but they had been and would continue to be part of the exemplar districts examined.

Dr. Matthews also discussed progress on the Time Study being conducted by the Master Schedule Committee. It was noted that the audit was near completion and the data would be presented at the next Education Committee meeting in February.

**Report from the Acting Director of Student Services** – In response to the discussion from the December Board meeting regarding the potential withdrawal of District 112 from the North Suburban Special Education District (NSSED), Ms. Julia Jones provided the Board with an outline of the types of services our District utilizes from NSSED. She noted that with such a menu of resources, a district of our size benefits

from the NSSED student supports both for the students, as well as from an efficiency perspective. Ms. Jones also reviewed the quality professional development provided for the faculty and staff from NSSED.

The Board discussed some concerns as to how the potential withdrawal of District 112 could affect the viability/stability of NSSED. Our District's liaison to NSSED, Mr. Tim Kollar, advised that NSSED is trying to find ways to absorb the lost revenue with minimal impact to participating districts. Mr. Werd inquired if NSSED had not some years ago been experiencing some financial concerns and former NSSED liaison, Dr. Christine Stoll, acknowledged they had but had reassessed their financials and made appropriate adjustments. Dr. Crystal LeRoy added that the District's Business Managers will review the NSSED budget for Fiscal Year 2015, before it is finalized.

### CONSENT AGENDA

Mr. Kollar asked if there were any questions regarding the Consent Agenda. It was noted that there were recommended edits for the Closed Session minutes to delete duplicate text.

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

*Mr. Greg Werd moved to approve the Consent Agenda as amended to include Approval of Minutes of the December 16, 2013, Regular Meeting and Closed Session; Financial Report for December 2013; Accounts Payable for December 17, 2013 to January 13, 2014; Approval to destroy Closed Session recordings for October 2011-August 2012; and the approval of hiring Ms. Natalie Kohn as Athletic Director for the remainder of the school year. The motion was seconded by Mrs. Stacey VanMetre.*

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			
Mrs. Stacey M. Van Metre			
Mr. Scott Wallace			
Mr. Gregory F. Werd			

The motion carried with a vote of 7 to 0.

### OLD BUSINESS

**Discussion of Principal Search Process, Job Description and Administrative Roles** – Dr. Crystal LeRoy introduced Principal Search consultant, Dr. Hank Gmitro of the firm Hazard, Young, Attea and Associates (HYA). Dr. Gmitro outlined the background planning that was currently in process regarding the gathering of input from the faculty, staff, Board members, administrators, parents/community members and students. This information will be used to define the characteristics and skills sought in the principal selection process. He noted that once the interviews, forums and surveys were completed, a full report would be provided summarizing consistent themes as reported by the various stakeholder groups. He also reported that a series of advertisements have and will be published in the professional publication, *Education Week*, along with postings in various website locations.

The Board discussed the makeup of the various interview panels and procedural outlines for those panels. It was determined that the **Initial Interview Panel** would be composed of the Personnel Committee Board members, two teachers, the Joseph Sears School Parents' Volunteer Association (JSSPVA) President, the Booster Club President, Dr. Kalinich and Dr. LeRoy. The questions to be asked of the candidates during the interview process will be created by the interview panel members as coordinated by Dr. Gmitro. The **Finalists Interview Panel** (final three candidates) will consist of two interview sessions. The first panel would be made up of a committee of representatives to include eight faculty/staff, six parents/community members as determined by the JSSPVA and Booster Club Presidents, Ms. Julia Jones, Dr. Kalinich and Dr. LeRoy. The second session panel would consist of the full Board of Education. It was noted that the interviews will take place in March. Dr. Kalinich will work with Dr. Gmitro and the Personnel Committee to firm up the dates.

Mr. Werd suggested weekly updates be given on the applicants. Dr. Kalinich said she would provide weekly updates with information provided by Dr. Gmitro. It was agreed that the Board not define an administrative structure until the Principal Profile of characteristics is finalized. There was a discussion on the need for confidentiality with regard to the identity of the final three candidates. Dr. Gmitro noted that the Board and the interviewing panel members would receive information on each candidate just prior to the interviews, as each participant would be required to sign a confidentiality agreement. Lastly, the Board agreed they would approve the Principal's job description by the March Board meeting in order to include the document as part of the new Principal's contract.

**Discussion of and Potential Action to Approve 2014-2015 School Year Calendar** – Dr. Kalinich directed the Board's attention to the proposed 2014-2015 School Calendar. She outlined the changes that have been made to the previously proposed calendar as follows:

- ✓ The fall Parent/Teacher Conference timeframe has been moved to October to provide parents with insight to their child, independent of the first trimester report cards.
- ✓ School will be in session on the Monday and Tuesday the week of Thanksgiving.
- ✓ The spring Parent/Teacher Conferences typically held in March will be scheduled in February.
- ✓ In April, the Monday after Easter, school will be a non-attendance day.

Dr. Kalinich added that due to the brief turn around to provide the revised calendar, the Calendar Committee had not had the opportunity to get full feedback from the Faculty and Staff. This will be done at the January 21<sup>st</sup> Faculty Meeting.

It was noted by a Board member that the conferences in the spring are never held in the evenings, only during the day and inquired if that could be changed. The Board thought a good way to address that was to include that question in the Annual Parent Survey this spring. The Board expressed their pleasure with the newly proposed calendar acknowledging that considerable effort had clearly gone into finding a way to address the concerns brought up with regard to the formerly proposed 2014-2015 school calendar.

Mr. Kollar entertained a motion.

*Mr. Greg Werd moved to approve the 2014-2015 School Year Calendar 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			
Mrs. Betsy Moerschel			
Mrs. Suzanne S. Nelson			
Mrs. Stacey M. Van Metre			
Mr. Scott Wallace			
Mr. Gregory F. Werd			

The motion carried with a vote of 7 to 0.

### **NEW BUSINESS**

**Discussion of and Potential Action to Hire Recommended Instructional Assistant, Oriana Kachaochana, to Increase to 1.0 FTE for Teacher Mrs. Julie Magnani and to Approve 2014-2015 School Year Fees - Mr. Kollar asked if there were any comments or further discussion aside from what had been reviewed during Closed Session regarding these recommendations.**

There being no further discussion, Mr. Kollar suggested that one motion be proposed for these items.

*Dr. Chris Stoll moved to hire the Instructional Assistant, Ms. Oriana Kachochana, to increase to 1.0 FTE the teaching assignment for Teacher, Mrs. Julie Magnani and to approve the 2014-2015 School Year Fees, as recommended. The motion was seconded by Mrs. Stacey Van Metre.*

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			
Mrs. Stacey M. Van Metre			
Mr. Scott Wallace			
Mr. Gregory F. Werd			

The motion carried with a vote of 7 to 0.

### **OTHER BUSINESS**

Mr. Tim Kollar alerted the Board that the February date proposed for the recognition gathering to honor the recently retired Board members would need to be rescheduled. He will work on identifying another date and/or possible format for the recognition.

### **PUBLIC COMMENT**

Mr. Kollar invited public comment. There was none.

### **ADJOURNMENT**

*There being no further business, Mrs. Stacey VanMetre moved, seconded by Mr. Greg Werd, to adjourn the meeting at 10:02 p.m.*

The motion carried with a voice vote of all yeases.

Attest for Distribution: *Kelley M. Kalinich*  
Kelley M. Kalinich, Secretary

Approved: *Timothy Kollar*  
Timothy Kollar, President

ATTEST: *Kelley M. Kalinich*  
Kelley M. Kalinich, Secretary