

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 24TH DAY OF MARCH, 2014**

The meeting was called to order by President, Mr. Timothy Kollar, at 6:00 p.m. Upon Roll Call, the following Board members answered as being present: Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre and Mr. Scott Wallace. Dr. Christine L. Stoll and Mr. Gregory F. 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,
PENDING OR PROBABLE LITIGATION, AND SEMI-ANNUAL REVIEW OF CLOSED SESSION
MINUTES**

Mrs. Stacey Van Metre moved, seconded by Mr. Scott Wallace to go into Closed Session at 6:01 p.m. to consider information regarding Specific Employee Matters, Pending or Probable Litigation and Semi-Annual Review of Closed Session Minutes.

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 7:29 p.m.

Upon Roll Call at 7:34 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, Mr. Greg Werd 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;
Faculty/Staff Members: Mrs. Allison Drew (videographer);

Community Member: Mrs. Paget Bahr

PUBLIC COMMENT

Mr. Kollar invited public comment. There was none.

ADMINISTRATIVE REPORTS

Freedom of Information Act Requests – Dr. Kalinich referenced the two requests that had been received since the last Board meeting. One request was for all District emails that included the word “Dillard” and the second request was for an itemization of vendors who repair or maintain cafeteria equipment.

Report from the Superintendent - Dr. Kalinich presented the initial enrollment projections for the 2014-2015 school year, noting that the report includes students who are known to not be returning to Sears School next school year and reflect confirmed students who will be enrolling. She noted that with the recent Kindergarten registration, plans are being made for two sections. She also noted that based on typical trends, the enrollment numbers will continue to grow, up to the start of the 2014-2015 school year. The updated numbers will reflect students who have a confirmed address in the District. The Board asked if there was a way to provide information about the eligible number of students in the District for each grade level. Dr. Kalinich noted that she thought the recently updated JSSPVA census could be used to seek this data. She will investigate and report back to the Board at the April meeting.

Mr. Kollar and Dr. Kalinich reviewed the Village planned improvements for Cumberland Avenue. This work will include a system to manage water during storms with “rain gardens” in the parkway to process extensive rainfall. It was noted that the Village has been working closely with the District with such considerations as ease in access to the parkway side of Cumberland Avenue when passengers get out of cars parked on the shoulder, as well as access to Abbotsford Road during the construction. The District will continue to articulate with the Village during the project planning and implementation stages.

Dr. Kalinich conclude her report noting that the District has applied for a grant through the Illinois Emergency Agency (IEMA) to receive approximately \$13,000 to supplement the entrance renovation improvements planned for summer 2014.

Report from the Business Services and Human Resources Manager – Dr. LeRoy highlighted key items included in the Accounts Payable and Investment Reports. She provided a summary of the current status of the four areas identified through the Fiscal Year 2013 Audit, noting that each item has either been completed or is in process. She noted that the software training provided for the Business Office personnel has been extremely helpful and embraced by all. She also referenced for the Board, the recent notification from the Illinois State Board of Education (ISBE) that Kenilworth School District No. 38 has been awarded the “Financial Recognition” status for Fiscal Year 2013, as based on the four areas monitored by ISBE.

Report from Principal – Dr. Matthews reported on the work completed over the last month in the curricular areas of Science (grades 6-8), Social Science (grades K-8 and World Language. She discussed the Master Schedule Committee work and recommendations which included:

1. Completed a time study of the minutes allotted at every grade level for every subject area. The results of the time study have been presented to the Board Education Committee.

2. Examined the master schedules used at other schools. A sub-committee recently visited East Prairie (K-8 school) in Skokie where we viewed the allotment of differing minutes to different subjects in the Junior High, as well as elective offerings. A visit to Attea School in Glenbrook is being planned over the Spring Break. Efforts are being made to identify another K-8 school for the Committee to visit, as well.
3. Discussed “common planning time” especially as it relates to the Junior High. This year the core content area teachers from each Junior High grade began to meet weekly to discuss plans for students as part of our “Response to Intervention” time.
4. Examining and developing an updated task analysis that identifies the tasks and the target dates we would need to be complete in order to implement a new master schedule in the 2015-16 school year.

She noted that there are no master scheduling changes planned for the 2014-15 school year. She also will include this information in her Principal’s letter for the next issue of the *Sears to Home*.

Dr. Matthews concluded her report noting that she is working with the teachers to guide students in revisiting their beginning of the school year goals to measure progress, as well as the implementation of the PARCC (Partnership for Assessment of Readiness for College and Careers) pilot testing scheduled to take place during this week in grades 4 and 5. The 4th grade students will also pilot the end-of-year PARCC assessment in May.

Report from the Acting Director of Student Services – Ms. Julia Jones highlighted the process for identifying and developing Individual Education Plans (IEPs) for students at The Joseph Sears School. She also noted that the evaluation of Instructional Assistants would take place in April. The instruction used for the evaluations was revised during the 2012-2013 school year to better reflect the needs of the positions. Lastly, Ms. Jones reviewed the work that is in process regarding a renewal of the Gifted education program. The specific tasks that are being addressed at this time include the review of our current gifted identification policy and supports across grade levels.

Audience Member Mrs. Paget Bahr exited the meeting.

CONSENT AGENDA

Mr. Kollar asked if there were any questions regarding the Consent Agenda. There being no questions or discussion, Mr. Kollar asked for a motion to approve the Consent Agenda as amended.

Mrs. Stacey Van Metre moved to approve the Consent Agenda to include Approval of Approval of Minutes of the February 24, 2014, Regular Meeting and Closed Session, March 17, 2014, March 18, 2014 and March 19, 2014, Special Meetings and Closed Sessions; Financial Report for February 2014; Accounts Payable for February 25, 2014 to March 24, 2014; Authorization to Destroy Closed Session Recording for October 2012; Unpaid Leave Request for the 2014-2015 School Year, Hiring of Ms. Tina Sotern as .14 FTE Library Technology Center Teacher; Hiring of Instructional Assistants, Mrs. Lynne Hemmer and Ms. Aliza Korrub; Acceptance of Employee Request for Retirement from Mrs. Linda Tiesse in June 2018; Re-employment of Non-Tenured Certified Personnel; Resolution of Non-Renewal of Non-Tenured Certified Personnel; and Release of Closed Session Minutes . The motion was seconded by Mr. Greg Werd.

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 and Potential Action to Approve Principal Job Description – Mr. Kollar noted that this item would be postponed until the April Special meeting when the new Principal’s contract is considered for approval by the Board.

Discussion of Administrative Structure and Principal Vacancy – Mr. Kollar started the conversation by reviewing the process implemented to select the new Principal, noting the Board’s reflection regarding a structure to support the Principal’s success. Mrs. Moerschel drew the Board’s attention to the documents reviewed during the summer and fall of 2013, comparing Kenilworth School District administrative supports to that of the other Township elementary districts. She noted that Kenilworth is the only district with one principal to lead the Junior Kindergarten through Eighth Grade age span. After extensive discussion, it was agreed that this item would be tabled and would be considered within the context of the transition plan for the new Administrators – Principal and Director of Student Services.

NEW BUSINESS

Discussion of and Potential Approval of Offering a Two Year Contract for Director of Student Services to Ms. Julia Jones – Mr. Kollar noted that Dr. Kalinich and the Board have been impressed and pleased with the work of Ms. Julia Jones for the 2013-2014 school year, when she has served as the Acting Director of Student Services. Other Board members affirmed their welcoming of Ms. Jones continuing her work in a formal capacity beginning with the 2014-2015 school year. As such, Mr. Kollar asked for a motion to offer a two-year contract to Ms. Julia Jones to serve in the role of Kenilworth School District No. 38 Director of Student Services.

Mr. Scott Wallace enthusiastically moved to approve the offering of a two year contract to Ms. Julia Jones to serve in the role of Director of Student Services. The motion was seconded by Mr. Greg Werd.

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.

Discussion of Proposed Annual Parent Survey and Review of Implementation Timeline – Dr. Kalinich and the Communication Committee members lead the discussion regarding the design and rationale behind the proposed survey. The survey will be sent to parents on Friday, May 2, 2014 and will be open through the remainder of the school year. Parents who complete the survey by Friday, May 30, 2014, will get credit for their child in the 100% class participate motivator for a class pizza party. Dr. Kalinich will work with the classroom teachers and advisors to monitor the completion for this contest. The Board members thanked the Communication Committee for their work and supported the plan to encourage parent completion of the survey.

Discussion of Proposed Annual Faculty/Staff Survey and Review of Implementation Timeline – Dr. Kalinich reviewed the work of the Communication Committee on the preparation of this survey. The survey is scheduled for distribution to the faculty and staff on Tuesday, May 27, 2014, for completion by the end of the school year. Again, the Board members thanked the Communication Committee for their work and supported the implementation plan.

Review, Discussion and Committee Referral of Board Policy 3800 Private Professional Services – Dr. Stoll spoke to her concern about the perception from some parents that they must have a tutor for their child’s academic success and/or the model implemented to seek tutors. She posed the questions:

1. Is there something in the curriculum that is causing parents to seek tutoring?
2. Are teachers delivering quality instruction?
3. Should the District examine the policy regarding tutoring?
4. Are parents feeling forced to seek tutors for their children?

After discussion, it was agreed that the Education Committee would address this issue and make recommendations for any potential changes or other considerations.

OTHER BUSINESS

Mr. Tim Kollar spoke to continued safety concerns regarding parents’ lack of following safety procedures for daily pick-up and drop-off of students. Dr. Kalinich spoke to the need to continually educate parents on the expectations, as well as the commitment from the Kenilworth Police Department to provide an officer on Abbotsford Road to assist with enforcing the safety procedures. Mr. Kollar suggested that perhaps the Education Committee could examine this concern and provide ideas to improve the situation.

PUBLIC COMMENT

Mr. Kollar invited public comment. There was none.

There being no further business, Mr. Kollar entertained a motion to return to Closed Session to continue discussing Specific Employee Matters.

Mrs. Suzanne Nelson moved, seconded by Mr. Scott Wallace, to return to Closed Session to discuss Specific Employee Matters at 9:32 p.m.

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.

The Board returned to Open Session at 11:43 p.m.

Upon Roll Call at 11:43 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, Mr. Greg Werd and Mr. Timothy Kollar.

Also in attendance was:

Dr. Kelley M. Kalinich, Superintendent;

ADJOURNMENT

There being no further business, Dr. Christine Stoll moved, seconded by Mrs. Suzanne Nelson, to adjourn the meeting at 11:44 p.m.

The motion carried with a voice vote of all yeases.

Attest for Distribution: _____
Kelley M. Kalinich, Secretary

Approved: _____
Timothy Kollar, President

ATTEST: _____
Kelley M. Kalinich, Secretary