

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 18<sup>TH</sup> DAY OF AUGUST, 2014**

The meeting was called to order by President, Mr. Tim Kollar at 6:00 p.m. Upon Roll Call, the following Board members answered as being present: Dr. Christine Stoll, Mrs. Stacey M. Van Metre, Mr. Scott Wallace, and Mr. Tim Kollar. Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson and Mr. Gregory F. Werd were absent.

Also in attendance was:

Dr. Kelley M. Kalinich, Superintendent

Mr. Tim 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 BY  
THE PUBLIC BODY**

*Mr. Scott Wallace moved, seconded by Mrs. Stacey Van Metre to go into Closed Session at 6:01 p.m. to consider information regarding Specific Employee Matters, Pending or Probable Litigation and Purchase or Lease of Real Property for Use by 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. Stacey M. Van Metre |           | Mrs. Suzanne S. Nelson |                |
| 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 7:33 p.m.

Upon Roll Call at 7:40 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 (via telephone) and Mr. Timothy Kollar.

Also in attendance were:

Dr. Kelley M. Kalinich, Superintendent;

Dr. Crystal LeRoy, Business Services and Human Resources Manager;

Mrs. Kendra Wallace, Principal;

Ms. Julia Jones, Director of Student Services;

Mrs. Julie Campanaro, Executive Assistant to the Superintendent;

Faculty/Staff Members: Mrs. Toula Sideris, Mrs. Allison Lopuszynski, Mrs. Merridy Scott and Mr. R.J. Bialk (videographer);

Board of Education Kenilworth School District No. 38

August 18, 2014, Regular Board Meeting

Page 1 of 7

Community Members: Mrs. Eileen Madigan and Community Liaison for the Joseph Sears School Parents' Volunteer Association (JSSPVA), Mrs. Kimberley Hedley.

## **PUBLIC COMMENT**

Mr. Tim Kollar invited public comment. There was none.

## **ADMINISTRATIVE REPORTS**

**Freedom of Information Act Requests** – Dr. Kalinich referenced the one request that had been received since the last Board meeting. The request was for electronic purchase orders since January 2008. She noted these types of vendor requests are becoming more common.

**Report from the Superintendent** - Dr. Kalinich reviewed the current enrollment report for the 2014-2015 school year. There being no questions, Dr. Kalinich presented an outline of the planned changes to this year's drop off and pick up procedures. The plan included designated drop off and pick up zones by grade levels. Dr. Kalinich emphasized that the changes were necessary to provide safe passage for students on their way to and from school. The plan is the direct result of consultation with the Kenilworth Police Department, District Administration, and the consultation firm KLOA, which specializes in conducting traffic studies and studying traffic patterns.

Dr. Kalinich explained that the next step was to amply communicate the drop off and pick up expectations, as well as to add posted signage. This will be done in coordination with the Kenilworth Police Department. Additional personnel will also be charged with assisting with the traffic flow in the drop off and pick up sites. The Kenilworth police will also be partners in the transition, offering additional officers to assist and train school personnel, as well as writing citations, if necessary. Dr. Kalinich reviewed the designated drop off zones and answered additional questions from the Board. She noted Kindergarten and Junior Kindergarten would continue to be dropped off on Ivy Court and families with multiple children would be allowed to drop off all of their children at the youngest child's drop off area. The one change is that now Junior Kindergarten and Kindergarten will leave the building with supervision. Mrs. Moerschel expressed her hope that those who can will walk or ride bikes to school.

A second phase of the traffic study will be done starting in mid-September. The Board expressed concern with the longevity of manning the drop off and pick up zones especially as winter comes on. Principal Mrs. Wallace assured the Board the School is committed to maintaining the program and will monitor it closely.

Dr. Kalinich also addressed the request made by some school families for a crossing guard at Kenilworth Avenue and Green Bay Road. Dr. Kalinich re-emphasized that the District/School does not encourage students crossing at Green Bay Road or at the railroad tracks. All students are strongly encouraged to use the tunnel. The School is working with the Kenilworth Police Department to pilot a new crossing at Greenwood and Kenilworth Avenues. Those families south of Kenilworth Avenue are encouraged to use this new crossing. Dr. Kalinich noted that the cost to the District for the new crossing guard is estimated to be \$5,400 annually. The new procedures will be closely monitored and reviewed in six weeks and then again when the winter weather begins.

**Report from the Business Services and Human Resources Manager** – Dr. LeRoy highlighted key items included in the Accounts Payable report. She responded to an inquiry regarding the technology expenses. Dr.

LeRoy noted that the amounts were typical for summer work to upgrade servers and purchase replacement equipment.

In response to inquiries regarding the status of the installation of air conditioning in the gymnasium, Dr. LeRoy reported everything had gone very well and was on schedule. She noted there was some additional work required on the control systems. Additionally, she noted that some damage to floors had been sustained during the installation and repairs were being negotiated. She also reported that the entrance ballistic doors had all been installed. Dr. Kalinich added that the four cornerstones that had been stamped on the front entrance doors previously would also be added to the new doors. Dr. LeRoy noted that the entrance camera would be properly adjusted for optimum visual capability. It was noted the costs were well within the contingency budget. Lastly, Dr. LeRoy noted that new key card was operational at all entrance locations. In response to an inquiry about the status of the new phone system, Dr. LeRoy reported that the District is awaiting an installation date from AT&T issue of the new fiber optic cables. Once this work is done, the new phone system will be installed.

She responded to questions from the Board regarding the investment reports which Dr. LeRoy had reformatted per the Board's direction at the last Board meeting. It was noted that the Building and Finance Committee will review the investments and investment policy as a part of the Strategic Plan.

**Report from Principal** - Mrs. Wallace gave a brief review of the need for a third Kindergarten Teacher due to new student enrollment on August 18<sup>th</sup>. She will make it a priority to interview and select a teacher this week. The former JK room that had been targeted for the model science lab would serve as the third classroom and a new location identified for the model science lab. She also highlighted the changes in student assessment for the 2014-2015 school year. Specifically, the Measures of Academic Progress (MAP) assessment will replace the Iowa Assessment. She will highlight this assessment change for parents on each Curriculum Night. The rationalization for this change was that the MAP assessment does not provide a "floor" or "ceiling" for students based on individual growth, and there is immediate data collection. The sections are 60 minutes per content area which is very user friendly.

She reported a change to the annual "Meet and Greet" scheduled for August 26<sup>th</sup>, noting the time had been reduced to 8:30 a.m. to 10:30 a.m. This time with our families would also include an information fair, with tables set up for community groups/organizations, athletics, JSSPVA, Booster Club, etc. Finally, Mrs. Wallace reported that happily a location had been identified for a new faculty/staff lounge area; classroom 216 which she expected would be well received.

**Report from the Director of Student Services** - Ms. Julia Jones highlighted portions of her report to include:

- ✓ Response to Intervention (RtI) for gifted students - Ms. Jones noted the change to MAP will be very beneficial for student identification. The focus will first be on the creation of a strong differentiated core curriculum and providing additional supports/enrichment as needed to meet student needs. A goal will be to look at students holistically, not just focused on academic parameters in the identification process. More detailed information will be presented to the Education Committee as the work is developed in this area.
- ✓ Attendance at the Annual Special Education Directors' (ASED) Conference 2014 this summer - Ms. Jones reported this had been an extraordinary opportunity for learning more about special education policy, practices, procedures and programming.

In response to a Board member inquiry, Dr. Kalinich reviewed briefly, the ISAT testing data recently received and posted in the packet. She noted that 20% of the questions in the 2013 ISATs had a correlation to the new

Common Core State Standards (CCSS) and 100% of the questions in spring 2014 were correlated to the CCSS. As such, theoretically there should be a correlation to the PARCC 2015 spring scores. Dr. Kalinich noted that the data still needs to be analyzed and Mrs. Wallace would make a presentation at a future Board meeting.

## CONSENT AGENDA

Mr. Tim Kollar asked if there were any questions about the Consent Agenda. Mrs. Nelson noted that the date in the opening paragraph for the July 21, 2014, Closed Session Minutes was incorrect and asked that it be corrected. There being no additional questions or discussion, Mr. Kollar asked for a motion to approve the Consent Agenda.

*Dr. Christine Stoll moved to approve the Consent Agenda to include: Approval of Minutes of the July 21, 2014, Regular Meeting as amended and Closed Session; Financial Report for July 2014; Ratification of Accounts Payable for June 17, 2014 to July 30, 2014; Accounts Payable for July 31, 2014 to August 18, 2014, Authorization to Destroy Closed Session Recording for March 2013; Family Medical Leave Request, Recommendation to Increase Full Time Equivalency (FTE) of Mrs. Shea Almendarez and Mrs. Cathleen Sheridan and Acceptance of Employee Resignation from Instructional Assistant. 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.

## OLD BUSINESS

**Presentation and Discussion of Proposed Strategic Plan Objectives and Action Items for 2014-2015 School Year** - The members of the Communication Committee offered their insights into the next steps for Year 2 of the Strategic Plan. Dr. Christine Stoll asked for the Board's input specifically on the correct location for Technology. The consensus was that it should remain within the Curriculum objectives of the Strategic Plan. It was also determined that the Culture and Communication objectives remain separate, as there had been a previous discussion about combining them. Additional discussion was held regarding the need to fine tune the Building and Finance action items. The Building and Finance Committee will include this in their agenda for September. The Communication Committee will then present the second year Strategic Plan goals and objectives to the full Board for approval in September. The Communication Committee also plans to discuss how the Strategic Plan Year 2 will be communicated at their next meeting in September and present those ideas to the Board as well.

Dr. Kalinich added that she will present the Strategic Plan draft to the faculty and staff prior to the September Board meeting. She will collect their input and include that in the feedback for Board consideration.

## NEW BUSINESS

**Review and Potential Action to Approve Recommendations to Hire Teachers Part Time Social Worker, Nancy Economou, Band Instructor, Lisa Lehman and Math Coach, Cathy Quigley** – Mrs. Wallace provided background information on the following applicants being considered for hire: Mrs. Cathy Quigley as Math Coach, is very experienced and can provide support and intervention, Ms. Lisa Lehman, as Orchestra/Band Teacher, is highly qualified and has experience developing both junior high and elementary programs. Ms. Julia Jones gave background information on Mrs. Nancy Economou, as a Part Time School Social Worker, highlighting her 18 years of experience.

**Review and Potential Action to Approve Recommendations to Hire Instructional Assistants** – Ms. Julia Jones provided background information on Ms. Samantha Uhle as an Instructional Assistant who came with outstanding references for the primary grade levels.

**Review and Potential Action to Approve Recommendation to Hire Data Manager, Mrs. Marcy Seiler** – Dr. Kalinich recommended Mrs. Marcy Seiler and gave background information noting her almost 15 years of experience. She has had extensive training and provides great expertise and is a recognized leader in data management.

All were enthusiastically recommended. Mr. Tim Kollar entertained a motion.

*Mrs. Stacey VanMetre moved, seconded by Dr. Christine Stoll to hire; Mrs. Nancy Economou as Part Time Social Worker, Ms. Lisa Lehman as Band Instructor, Mrs. Cathy Quigley as Math Coach, Ms. Samantha Uhle as Instructional Assistant, and Mrs. Marcy Seiler as Data Manager, as recommended.*

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.

**Presentation of Tentative Fiscal Year 2015 Budget** – Mr. Kollar invited Dr. LeRoy to begin the discussion on the Tentative Fiscal Year 2015 Budget. Dr. LeRoy noted that in order to abide by the budget development calendar, it was necessary for the Board of Education to consider the adoption of a tentative budget, prior to approval of the final budget. The law requires the Board of Education to approve a tentative budget for public display at least 30 days prior to adopting a final budget and also requires a public hearing to be held prior to final adoption. She reviewed the budget noting the budget proportionality is appropriate. She did note that capital projects are being examined, along with some other expenses to post the items in the section of the budget that makes the most sense for the long run.

The Board also expressed a concern that the growth rate in employee costs has increased, but the enrollment has decreased. The Board requested that Dr. LeRoy provide a chart of the changes in salary from last year to this year and why there is an increase of more than 4.5%. Additionally, Dr. LeRoy will analyze where the increase is coming from and begin examining ways to cut back.

Mr. Kollar changed the order of business on the agenda.

**Presentation of and Potential Action to Approve Annual Survey Executive Summaries for Distribution** – The Board was asked to approve the Executive Summaries for release to the public. It was requested that a link be included in the *Board Briefs* so community members can locate the summaries easily.

*Mrs. Stacey VanMetre moved, seconded by Mrs. Suzanne Nelson to approve the Executive Summaries of the 2014 Annual Parent Survey and the 2014 Annual Faculty/Staff Survey for release to the public, as presented.*

All ayes, the motion carried.

**Discussion of District Organizational Structure** – Mr. Kollar began the discussion by recapping the recent addition of three new Administrators and the impending retirement of the Superintendent, Dr. Kelley Kalinich. He noted this series of events presented an opportune time to review the District’s organizational structure. Currently, the State requires that every District have a Superintendent with specific requirements for licensure. However, there is a great deal of latitude in how the Administrative structure may be designed. The Board has discussed some permutations of realigning job responsibilities. There was considerable discussion and concern was expressed that to decide now what the Administrative structure would be without knowing what exactly the positions would look like and with all three of the Administrators other than the Superintendent being relatively new in their positions. Mr. Kollar asked the Administrators present to provide their insights. Another Board member agreed a decision was needed soon but reminded the Board that the community, on several occasions, has expressed the desire to be very much engaged in any major change in policy. The change in the District’s Administrative Structure would seem to fall under that category. There has not been time to engage the community as yet. The was discussion as to whether the details of a new Administrative structure need to be known now to decide whether or not there will be a change in structure or if a traditional Superintendent search is necessary at this time. Dr. LeRoy noted that with the support of the Board and Dr. Kalinich she felt the three new Administrators could call on their collective skills and strengths to help whatever model is selected succeed. After additional discussion the Board determined that they will not engage a search firm to identify a new Superintendent at this time. Efforts will continue to develop a new organizational structure. The Personnel Committee was charged with developing the first draft and then the Board would collaborate on a more refined model and then engage the community.

Mr. Greg Werd departed the meeting (by phone) at approximately 10:30 p.m.

## **OTHER BUSINESS**

Dr. Christine Stoll shared with the Board that she had received very positive feedback in regards to the recent Annual Report.

## **PUBLIC COMMENT**

Mr. Kollar invited public comment. Mrs. Eileen Madigan encouraged the Board to pursue a Kindergarten teacher from within the District.

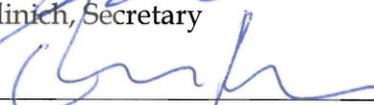
## **ADJOURNMENT**

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

*Dr. Christine Stoll moved, seconded by Mrs. Suzanne Nelson, to adjourn the meeting at 10:46 p.m.*

The motion carried with a voice vote of all yeases.

Attest for Distribution:   
Kelley M. Kalinich, Secretary

Approved:   
Tim Kollar, President

ATTEST:   
Kelley M. Kalinich, Secretary