

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 22ND DAY OF SEPTEMBER, 2014**

The meeting was called to order by President, Mr. Timothy Kollar, at 6:02 p.m. Upon Roll Call, the following Board members answered as being present: Dr. Christine Stoll, Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, and Mr. Scott Wallace. Mrs. Stacey M. Van Metre 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, PURCHASE OF LEASE OF REAL PROPERTY FOR USE OF
REAL PROPERTY FOR USE OF THE PUBLIC PROPERTY AND SEMI-ANNUAL REVIEW OF CLOSED
SESSION MINUTES**

Mr. Scott Wallace moved, seconded by Dr. Christine Stoll to go into Closed Session at 6:03 p.m. to consider information regarding Specific Employee Matters, Pending or Probable Litigation, Purchase of Lease of Real Property for Use of the Public Body 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			
Mr. Scott Wallace		Mrs. Stacey M. Van Metre	
		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 7:31 p.m.

Upon Roll Call at 7:37 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 F. Werd was absent.

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. Shea Almendarez, Mrs. Cathleen Sheridan, Mrs. Terri Chamberlin, Mrs. Carol Rosenberg and Mrs. Allison Drew (videographer);

Community Members: Mrs. Cindy Nicolaides, Mrs. Lisa Renaud, Mrs. Anjali Gottreich, Mrs. Kate Denny, Mrs. Mindy Douthit, Master Ian Denny and Master Scott Denny and Community Liaison for the Joseph Sears School Parents' Volunteer Association (JSSPVA), Mrs. Kimberley Hedley.

FINANCIAL

Board President Mr. Tim Kollar announced the beginning of the Public Hearing for the Fiscal Year 2015 Budget at 7:38 p.m.

Public Hearing for Fiscal Year 2015 Budget - Dr. LeRoy presented an overview of the proposed FY15 budget highlighting the following:

- Tentative Fiscal Year 2015 Budget has been adjusted based on the final Fiscal Year 2014 actual salaries;
- The teacher salary increase from FY14 to FY15 is 5.46%, with the District's overall salary increase at 5.59%. This is inclusive of teachers who have additional education and have advanced on the schedule;
- Revenue from local sources is 97% with local property taxes making up 93% of all FY15 revenues;
- Revenues are projected to increase by 3.6% in the FY15 Budget compared to the FY14 Budget. Increase is primarily due to new growth in District's tax base.

In response to a Board member inquiry regarding Capital Project reflections, Dr. LeRoy noted that the District will spend some monies from the FY14 projects in FY15, due to the July 1 budget year start date. Dr. LeRoy reported the District is in good financial health, yet monitoring of expenditures would continue. In response to another inquiry, she explained she anticipated a minor drop in federal funding, however, the overall impact on the District budget would be minimal. Regarding the anticipated amount of the levy, she stated that the budget was developed with conservative considerations of the December 2014 levy. She concluded by responding to additional questions regarding the efficient use of substitutes noting this expense has already been reduced but the Administration would continue to examine ways to limit that expense in relation to Professional Development.

There being no further questions, Mr. Kollar closed the Public Hearing at 7:52 p.m.

Discussion of and Public Possible Adoption of Fiscal Year 2015 Budget - Mr. Tim Kollar entertained a motion to adopt the propose FY15 Budget.

Mrs. Stacey Van Metre moved, seconded by Dr. Christine Stoll, to adopt the Fiscal Year 2015 Budget as proposed.

Roll Call:

Yes

No

Absent

Abstain

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 6 to 0 with one member absent.

Board of Education Kenilworth School District No. 38

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PUBLIC COMMENT

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

RECOGNITION OF APPRECIATION

Presentation and Adoption of Resolution of Appreciation to The Joseph Sears School Parents' Volunteer Association - Mr. Kollar asked Dr. Kalinich to begin the recognition portion of the meeting. After inviting 2013-2014 Joseph Sears School Parents' Volunteer Association (JSSPVA), President, Mrs. Kate Denny, to come forward, Dr. Kalinich presented the Resolution of Appreciation for the JSSPVA under Mrs. Denny's leadership. Mr. Kollar thanked Mrs. Denny for her leadership and service, noting the continued positive impact of the JSSPVA at Sears School.

Mr. Kollar invited a voice vote to adopt the Resolution, as read.

Mrs. Betsy Moerschel moved, seconded by Mrs. Suzanne Nelson to adopt the JSSPVA resolution. The motion passed, with all ayes.

Presentation and Adoption of Resolution of Appreciation to the Joseph Sears School Booster Club - Dr. Kalinich invited 2013-2014 Joseph Sears School Booster Club President, Mrs. Lisa Renaud, to come forward. Dr. Kalinich read the Resolution of Appreciation for the JSS Booster Club as lead by Mrs. Renaud. Mr. Kollar thanked Mrs. Renaud for her leadership and Service, noting the continued positive impact of the JSS Booster Club at Sears School.

Mr. Kollar invited a voice vote to adopt the Resolution, as read.

Mr. Scott Wallace moved, seconded by Dr. Christine Stoll to adopt the JSS Booster Club resolution. The motion passed, with all ayes.

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 from the organization, Education Matters, for a list of teachers who elected not to join the Kenilworth Education Association for the 2014-2015 school year.

Report from the Superintendent - Dr. Kalinich reviewed the enrollment report for the 2014-2015 school year. Dr. Kalinich shared some general announcements including a reminder to the Board of Education members about registration for the upcoming Joint Annual Conference on November 21-23, 2014; the recent notification by the Illinois Chapter of the National Association of School Public Relations Association (INSPRA) that three of the District publications will be recognized on September 26, 2014, as outstanding communication pieces. The three publications to be recognized included the Parent/Student Handbook/Calendar, the Annual Report and the redesigned websites; and a current examination of the 8th Grade Graduation date due to parental concerns of graduation occurring during the New Trier Township High School finals week. Dr. Kalinich noted that the examination report would be presented to the Education Committee and then communicated to parents. She noted if the date is changed, a calendar modification vote will be needed by the Board of Education.

Finally, Dr. Kalinich reviewed background information on House Bill 16 which was passed by the House in May 2014, and may be part of the Legislative Veto Session this fall. The goal of the bill is to provide more equitable

funding among school districts in Illinois. The projected change in allocation to Kenilworth School District would be a loss of state revenue of \$106,285 or less than 1% of the District budget. Other Districts are more concerned about the loss of funding related to special education and English language learners. Dr. Kalinich applauded the Legislative efforts to consider equitable and adequate funding to school districts, but was not confident that the current bill was the best solution. She noted that she would provide more updates as information is available on this topic.

Report from the Business Services and Human Resources Manager – Dr. LeRoy highlighted key items included in the Accounts Payable report. She entertained questions from the Board including a response regarding questions about consultant fees, noting that the three highest fees on the report represent onetime fees for Institute Days, which are not recurring. In response to inquiries about the audit readiness of the Business Office, Dr. LeRoy expressed confidence in the measures taken this year to insure the District’s business practices are solidly in line with the recommendations made by the auditors last year. She gave assurances that everything is being done in a timely manner and she praised the administrative support of both Ms. Trish Culhane and Ms. Angela Lascola. She anticipated that this year’s Audit results will be available in November or December.

Report from Principal – Mrs. Wallace began with brief report on the status of the pick-up and drop off procedures, noting that, in general, the procedures are going well. She stated that two areas of notable improvement include the decrease of parent cellular phone use and fewer cars stopping on the bridge. She also responded to an inquiry as to the progress on the Master Schedule, noting that the Master Schedule Committee has been working diligently and is committed to hitting the mark of establishing a new Master Schedule for implementation during the 2015-2016 school year, as outlined in the Strategic Plan. Mrs. Wallace added that she anticipated having a Master Schedule proposed draft ready for presentation at the February Board meeting.

Mrs. Wallace proceeded with a presentation of the recent Freshman Survey and Illinois Standards Achievement Test (ISAT) data. She noted that the 2014 ISAT was completely aligned to new Common Core State Standards. She highlighted the areas in which the District students performed well:

- School remains in the top tier of academic performance with 91.5% of our students “meeting” and “exceeding” standards with the new benchmarks. Kenilworth student performance is 40.5% higher than the state average.
- Performance in Mathematics for 3rd and 7th grades resulted in 94% of the students “meeting” or “exceeding” with 91% of students performing in the same categories for grades 4th and 6th
- Performance in English/Language Arts for 4th grade resulted in 96% of the students “meeting” or “exceeding” and 98% of students in 7th grade performing in the same categories.
- Performance in Science at the two grade levels assessed noted 100% of 4th grade students in the “meeting” or “exceeding” categories and 99% of 7th grade students in the “meeting” or “exceeding” categories.

Areas of improvement highlighted by Mrs. Wallace included:

- Continuing the depth of instruction for operations of fractions, measurement and data analysis, geometric measurement, mathematical knowledge and application

She noted with the Common Core State Standard focus on close reading for in-depth interpretation of informational text and providing focused detail in extended response questions.

Mrs. Wallace noted that she and Ms. Jones discussed the responses in the Freshmen Survey related to students reporting that they received support to develop good learning habits, but that having a trusted adult to go to had decreased from the spring 2013 to spring 2014 reporting. This data will be considered in the Strategic Plan review of our current Social and Emotional Learning curriculum.

Report from the Director of Student Services - Ms. Julia Jones added her insights to the data shared. She noted that the AIMSWeb assessment is continuing to be implemented and will provide data to show growth over time. She outlined that the Student Services faculty would use the data to develop strategies to serve students from those needing remedial support to those needed extension enrichment support.

CONSENT AGENDA

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

Mr. Scott Wallace moved to approve the Consent Agenda to include: Minutes of the August 18, 2014, Regular Meeting and Closed Session; Financial Report for August 2014; Accounts Payable for August 19, 2014 to September 22, 2014, Annual Application for Recognition of Schools; Authorization to Publish Fiscal Year 2014 Employee Salary and Benefits Reports; Authorization for Bill Reviewer to Approve Payment of Accounts Payable for October 2014, Authorization for the Administration to Prepare Fiscal Year 2016 Budget, Hire Kindergarten Teacher, Ms. Jessica Lewis and Instructional Assistants, and Board Policy Revisions: 2:20 Powers and Duties of the School Board, 2:110 Qualifications, Term and Duties of Board Officers. The motion was seconded by Dr. Christine Stoll.

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 6 to 0, with one member absent.

OLD BUSINESS

Discussion of and Potential Approval of the Strategic Plan - Mr. Kollar inquired if anyone had any comments or input on the plan presented for year two. There were comments or suggestions. It was determined that the Communication Committee will email any final edits to Dr. Kalinich. Dr. Kalinich referenced the posted memo with faculty feedback, noting that the Faculty would have liked to have seen the subcommittees convened, as with year one to obtain broader input. Mrs. Nelson noted that the Committee sought feedback from all stakeholders, including the faculty and staff even though the subcommittees were not reconvened. Everyone was reminded that this was a work in progress, always subject to change. The Board considered the idea of holding public forums to communicate the year two plan, however it was determined that the Strategic Plan conversation could be included in a Board forum later in the school year. It was noted that the Communication Committee will add a reminder to the community in the published document, encouraging any comments and questions be addressed to the Board via the listen@kenilworth38.org email.

Mrs. Stacey Van Metre moved to approve the Strategic Plan, Year 2 as presented. The motion was seconded by Dr. Christine.

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 6 to 0, with one member absent.

Discussion of District Organizational Structure – Mr. Kollar began the discussion by stating the goal of trying to utilize current administrators as a management team for the 2015-2016 school year. A new position being considered is that of Communications Coordinator. This position would encompass the Board Secretary duties combined with all communications (internal and external) and documents, Board Policy, as well as Board and Committee meeting preparation. Mrs. Moerschel inquired if this person ideally would be an educator or communicator. Mr. Kollar considered that person could be both ideally. Dr. LeRoy expressed that this person would provide uniformity and cohesion in all communications necessitating their attendance at all meetings to be a fully informed expert. Mr. Wallace inquired if a new Communication Coordinator is all that is needed. Dr. LeRoy responded that additional resources may be needed, as the Administrators are still evaluating workloads and responsibilities, but someone in this roll is definitely needed. Mrs. Wallace said she was looking to have assistance with time consuming responsibilities which take away from day to day needs in running the school.

The Board also inquired about a continued need for checks and balances and wondered how that might be retained with the suggested model. Dr. LeRoy recommended implementing a practice such as conducting smaller audits, perhaps four times a year to review the financial aspects of the District. A separation of duties would need to be considered in concern to the transfer and use of funds. Dr. Kalinich noted that the treasurer role could be provided by a separate person, apart from the Business Office. Mr. Kollar concluded that the Board and Administration should continue to think about areas where we have controls set up or exposures as the final organizational plan is developed.

There was discussion regarding the timeline to get the leadership transition in place. Mr. Kollar identified December as the target for making a decision on the organizational structure. Dr. Kalinich noted that the Administrative Structure is an Administrative Procedure and as such, it is not required to be approved by the Board, however, she if the organizational structure is radically changed, she recommended the Board have a consensus for adoption.

NEW BUSINESS

Discussion of and Potential Action to Approve 2014-2015 School Year Discussion of Date for Annual Faculty and Staff Recognition Breakfast – Dr. Kalinich asked the Board to consider a date for the annual Faculty and Staff Appreciation event. She suggested Wednesday, November 19, 2014, to be held from 7:30 a.m. -8:15 a.m. It was agreed by the Board that this date would be set as suggested.

Discussion of and Potential Action to Approve Junior Kindergarten Tuition for the 2015-2016 School Year – The Board had a brief discussion regarding the recommended 2015-2016 Junior Kindergarten tuition. It was noted there was a moderate increase from the 2014-2015 tuition of an increase of 4.3% or \$6,000. Mr. Kollar entertained a motion.

Mrs. Stacey Van Metre moved to approve the Junior Kindergarten Tuition for the 2015-2016 School Year as recommended at \$6,000 per student. The motion was seconded by Mrs. Suzanne Nelson.

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 6 to 0, with one member absent.

Discussion of and Potential Action to Approve of the Release of Closed Session Minutes - Dr. Kalinich reviewed with the Board the process of the semiannual review of the Closed Session minutes.

Mrs. Suzanne Nelson moved to approve the Release of Closed Session Minutes as recommended. 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 6 to 0, with one member absent.

Discussion of Board of Education Liaison Updates – There were no additional reports other than Dr. Stoll reminding everyone who is interested in serving on the Board of Education to apply to the Kenilworth Caucus. She noted that Mrs. Paget Bahr is the chairperson for the Board of Education subcommittee.) Dr. Kalinich reported there had been significant changes in the candidate filing process, and would check to be sure Mrs. Lisa Shadek, the Kenilworth Caucus president, is aware of the changes.

OTHER BUSINESS

There was a brief discussion about the pending retirement of Superintendent, Dr. Kelley Kalinich, and plans to honor her service. Mrs. Moerschel wanted the Board to be aware of an extraordinary book, *Excellent Sheep*, by

William Deresiewicz. She noted the topic is quite appropriate for this community and that the Family Action Network (FAN) is sponsoring a presentation by the author on November 14, 2014. She encouraged the Board members to read this book and asked that a link to the book title might be posted in the *Board Briefs*.

PUBLIC COMMENT

Mr. Kollar invited public comment. Mrs. Kim Hedley spoke about her hope that progress was being made on the services to students identified as being gifted, both in the process of identifying students and addressing their needs. Mrs. Mindy Douthit, asked the Administration communicate with parents regarding the potential change 8th grade graduation date, as soon as possible.

ADJOURNMENT

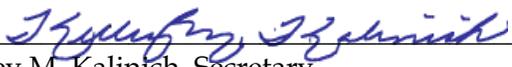
There being no further business Mr. Kollar entertained a motion to adjourn.

Mrs. Stacey VanMetre moved, seconded by Dr. Christine Stoll, to adjourn the meeting at 10:00 p.m.

The motion carried with a voice vote of all yeses.

Attest for Distribution: 
Kelley M. Kalinich, Secretary

Approved: 
Tim Kollar, President

ATTEST: 
Kelley M. Kalinich, Secretary