

**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 17TH DAY OF NOVEMBER, 2014**

The meeting was called to order by President, Mr. Timothy Kollar, at 6:30 p.m. Upon Roll Call, the following Board members answered as being present: Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre, Mr. Scott Wallace and Mr. Timothy Kollar. Dr. Christine Stoll, Ms. Betsy Moerschel 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 PURCHASE OR LEASE OF REAL PROPERTY FOR USE
BY THE PUBLIC BODY**

Mrs. Stacey Van Metre moved, seconded by Mr. Scott Wallace to go into Closed Session at 6:31 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:

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 4 to 0 with three members absent.

The Board returned to Open Session at 7:27 p.m.

Upon Roll Call at 7:32 p.m., the following Board members answered as being present: Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre, Mr. Scott Wallace, Mr. Gregory Werd and Mr. Timothy Kollar. Dr. Christine L. Stoll 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;

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Faculty/Staff Members: Ms. Caryn Friedman, Mr. John Scheidt, Mrs. Merridy Scott, Mrs. Toula Sideris and Mr. R.J. Bialk (videographer);

PUBLIC COMMENT

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

Community Members: Mrs. Nancy Bedwell, and Master J.J. Bedwell joined the meeting.

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 a community member regarding financial related documents and enrollment projections.

Report from the Superintendent - Dr. Kalinich presented information on the recently reviewed and recommended Class Size Guidelines, the completed Traffic Study and West Kenilworth Avenue Crossing, as well as a review of the recently released Illinois Report Cards-at-a-Glance. The Education Committee recently reviewed the class size thresholds within the context of understanding current research related to class sizes, as well as Township and District trend data. The revised, specific guidelines are as follows:

Junior Kindergarten- 3 rd Grades	Up to 20 students per section
4 th -5 th Grades	Up to 22 students per section
6 th -8 th Grades	Up to 24 students per section

It was noted that guidelines include the flexibility to increase or decrease class sizes based on the needs of the student cohort, as well as the timing of any increase in enrollment. Mrs. Wallace will use this information to guide her work in developing the class sections for the 2015-2016 school year.

Dr. Kalinich reviewed the highlights from the recently received Traffic Study, completed in collaboration with the Village of Kenilworth Police Department. Immediate recommendations to be implemented included:

- Pedestrian striping will be added at the Cumberland and Essex Roads intersection to improve the safety of this crossing for students walking to school;
- Continue the pedestrian crossing on west Kenilworth Avenue with the addition of street signage;
- Communicate with New Trier Township High School regarding the timing of the planned north drop off and pick up between Essex Road and Woodland Avenue.

While the instituted traffic flow pattern has had a positive result on safety during pick up and drop off times for students, the winter traffic will be monitored to see if there is a change in the volume or management of cars. The Kenilworth Police Department will continue to partner with the District to monitor and direct vehicles during the high volume times. Dr. Kalinich noted that the traffic flow will continue to be monitored.

As a final item, Dr. Kalinich reviewed the Illinois Report Cards-at-a-Glance; one document for the District and a separate document for the School. She discussed the changes from the previous report card design, noting that the State is focused on providing snapshot views of data, but not all information is complete for this school year's reporting. She noted that one such set of data will be the addition of the 5Essentials Survey information for faculty/staff and 6th -8th grade students. She further noted that the financial information was misleading, in

that the data is from Fiscal Year 2013 or the 2012-2013 school year, while all other data on the document is from the 2013-2014 school year. She noted that the report card information will be posted on the District website and is also available at the Illinois Interactive Report Card website.

Report from the Business Services and Human Resources Manager – Dr. LeRoy highlighted key items included in the Accounts Payable report as well as answered various Board member questions. She entertained additional questions about payments made to the architects for the District, clarifying the payments made related to the close out of the summer 2014 projects, as well as to prepare timelines, projections, feasibility, etc. for the potential new projects. The Board expressed a desire for Dr. LeRoy to monitor such bills closely and asked that they provide more detailed itemization avoiding any pre-work completed by the architects, when possible.

Dr. LeRoy also responded to inquiries about when the annual financial audit would be done and she reported she anticipated it would possibly be done and presented in December. She reported she anticipated the results would reflect the improvements made in the Business Office and that she was confident with the checks and balances implemented, consultation with the auditors, as well as staying ahead of any possible issues. She felt the auditors would report the status of progress on their recommendations and any future recommendations in the audit. Additionally, she noted that the Annual Statement of Affairs (ASR) has been filed, as required.

Report from Principal – Mrs. Wallace began with a brief report on the recent professional development related to the Measure of Academic Progress (MAP) assessment initiated this school year. She noted that teacher feedback had generally been positive and the teachers reported feedback from parents as being largely been positive, as well. Mrs. Wallace reported the MAP data will provide comparative scores with similar profiled schools throughout the nation. In response to how the MAP scores might be used to identify gifted learners, Mrs. Wallace noted it was too premature to know exactly how the information could be used at this time, but she anticipated it could be used in the future. Ms. Julia Jones added that there was still a good deal of restructuring of our Gifted identification matrix yet to be done, but that the MAP assessment was a part of the new matrix being explored.

Mrs. Wallace also highlighted the Veterans Day recognition, noting local Veterans met with students in grades 5-8 during the lunch hour on November 11th. This dynamic and interactive model with visits to individual classrooms provided an intimate learning opportunity for our students, while honoring our Veterans.

Mrs. Wallace provided a Master Schedule Committee work update. Mr. Kollar took the time to encourage the Committee to explore and question current practices to insure they are best for the anticipated new master schedule. Mrs. Wallace noted that there are still time barriers within the Junior High schedule in regards to core academic subjects, as well as Response to Intervention enrichment. She noted the Committee was meeting regularly with a full day session planned for December 2. Key initial areas explored include:

- The elementary grades may have a different schedule as the Junior High. (This is already true in many aspects of the master schedule, but becomes challenging for personnel who serve both populations.)
- Consider recapturing 20 instructional minutes from the lunch period
- Provide for regularly scheduled collaborative meeting time for faculty

Mrs. Wallace noted that her hope is to have an initial Master Schedule draft ready for review at the December Board meeting and then conduct Parent Forums for feedback on the draft.

The Board cautioned the Committee to craft a cogent, logical rationale for their draft Master Schedule to present to the community, as it will be vital for its success in being understood and embraced. Mrs. Wallace said the schedule should reflect what we value and there will be changes that will need to be explained and understood. In response to an inquiry about conducting a multi-tiered roll out, not rolling out all the changes at once, Mrs. Wallace stated that the Master Schedule work may take a couple of years to work out all the changes, particularly if we are having separate schedules for the Elementary and Junior High sections of the School.

It was announced that Mrs. Anne Trueman has recently been qualified as Nationally Board Certified Teacher. Mr. Kollar congratulated her on behalf of the Board. Dr. Kalinich noted that Mrs. Trueman would be recognized by the District for this honor at the December Board meeting.

Report from the Director of Student Services - Ms. Julia Jones reviewed her report on the Northern Suburban Special Education District (NSSED) Financial and Membership Update. She noted that Highland Park, District 112 has rescinded their original withdrawal letter for the time being. She noted that NSSED may be offering a new billing structure, which may impact this district's decision. Additionally, Deerfield District 119 is considering submitting a letter to withdraw. Ms. Jones noted the proposed billing structure would save Kenilworth about \$3,000 a year. Mr. Kollar added that there is a potential higher impact if a cooperative district withdraws to smaller districts. Mr. Kollar noted that as the District representative to NSSED, he planned to vote in favor of the new billing structure when such a vote is presented.

CONSENT AGENDA

Mr. Tim 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.

Mr. Greg Werd moved to approve the Consent Agenda to include approval of: Minutes of the September 22, 2014, Regular Meeting and Closed Session; Financial Report for September 2014 and October 2014; Ratification of Accounts Payable for September 23, 2014 to October 20, 2014; Accounts Payable for October 21, 2014 to November 17, 2014; Destruction of Closed Session Recordings for April and May 2013; Acceptance of Employee Requests for Family Medical Leave, Hiring of English Language Learner Teacher, Mrs. Jennifer Capitani, Long Term Substitutes, Ms. Nicole Logisz and Mr. Michael Bandman; and Board Policy Revisions: 4:60 Purchases, 5:30 Hiring Process and Criteria, 5:50 Drug- and Alcohol-Free Workplace, 5:90 Abused and Neglected Child Reporting, 5:100 Professional Development Program, 5:120 Ethics and Conduct, 5:125 Personal Technology and Social Media: Usage and Conduct, 5:180 Temporary Illness of Temporary Incapacity, 5:190 Teacher Qualifications, 5:240 Suspension, 5:260 Student Teachers, 5:280 Duties and Qualifications, 6:60 Curriculum Content, 6:150 Home and Hospital Instruction, and 6:250 Community Resource Persons and Volunteers. The motion was seconded by Mrs. Stacey VanMetre.

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.

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OLD BUSINESS

Presentation of Strategic Plan Updates – Dr. Kalinich introduced the Board to the document noting the Administrator who will oversee each section of the Strategic Plan during the 2014-2015 school year. She also reported that she had been working with our Data Manager, Mrs. Marcy Seiler to develop a new monitoring instrument for the Strategic Plan and that she anticipated it would be completed after the Thanksgiving Holiday to share with the Communication Committee.

Mrs. Wallace provided an overview of the Science, English Language Arts and Mathematics work from the plan. She noted that the faculty had expressed a need to revisit some of the Science curriculum work, including an analysis of the scope and sequence related to the instructional materials. As such, Mrs. Wallace noted this year, would be a “research year” in grades K-5, to insure that the process noted was completed. Additionally, she remarked upon the World Language curriculum and that the Illinois State Board of Education (ISBE) is currently updating the World language standards.

Discussion of District Organizational Structure – Mr. Kollar introduced the topic for discussion noting the proposed plan would reduce the staffing from four Administrators to three, requiring the restructuring of responsibilities. The plan would be to have a collaborative administrative team with clearly defined job responsibilities. Additionally, two new full time positions would be created: a Communication Coordinator and an Instructional Facilitator/Coach.

Dr. LeRoy review the role of Communication Coordinator, noting this role would be responsible for any and all School, District and Board communications including, *Sears to Home*, Newsletters, the Annual Report, Board and Board Committee minutes, surveys, Parent/Student Handbook, etc. The Administrators would still be responsible for the content and the Coordinator would be responsible for editing and publishing. As such, the Communication Coordinator would attend all full Board and Committee meetings. The role would not require an educator license.

Mrs. Wallace outlined the Instructional Facilitator position, also a full time position, would be classified as a Teacher position. This individual would be a key partner in the roll out of any new curricula being considered, guiding and facilitating the examination of the scope and sequence, and act as an instructional coach. The person in this role would be required to cultivate and inspire trust for open discussion with faculty and staff and they would serve as a bridge or buffer between faculty/staff and the administrative team. They would also create professional development opportunities throughout the year and provide curriculum coaching, assistance in aligning content, etc. They would be employed under the Teacher contract plus an additional 15 days of work. The responsibilities of the position necessitate the individual to be an educator with a wide breath of experience. The position would not have any Teacher or Support Staff evaluation responsibilities.

Dr. LeRoy discussed the need to segregate the duties of the Treasurer amongst the three Administrators. The Director of Student Services would have the responsibility to serve as the District Treasurer involving the review of bills, signing checks, etc. The Superintendent/Business Manager’s tasks will not overlap with these responsibilities, but rather provide a check and balance of the District financial practices.

Dr. LeRoy noted further that the goal was to foster autonomy in areas of responsibility. As part of the proposed organizational changes, the evaluation process will include a 360-degree model for all three Administrators. In addition, the Superintendent/Business Manager would be evaluated by the Board of Education.

At this juncture in the discussion, Mr. Kollar mentioned that KEA representatives had sent an email requesting that the Board refrain from formally acting on the proposed organizational structure until the School Climate Survey data has been reviewed. Dr. Kalinich noted that she could modify the timeline of the survey to get the responses and data in time for the December meeting.

The Board discussed a possible timeline for the posting of the positions and hiring. It was noted positions related to the new structure could be posted immediately after the December Board meeting, so outstanding candidates could be identified to allow for a smooth transition.

The Board's response to the overall proposed structure was favorable and the Administrators were commended for their creativity and thoroughness. Mr. Kollar noted the Board would look forward to feedback from the faculty and staff to consider suggestions on how to improve upon the proposed organizational structure. It was requested that in the December draft, the job descriptions be cross referenced with all current responsibilities for the present administrative team.

NEW BUSINESS

Discussion of Board of Education Liaison Updates – The respective Board Members provided the following reports:

- *JSSPVA* - Mrs. Betsy Moerschel reported that there had been extensive discussion with the JSSPVA Executive Board on the proposed new Administrative Organizational Structure with many questions being offered. She echoed the prior reference to ensuring a thoughtful communication plan is developed to help the community understand the proposed changes.
- *Booster Club* – There has not been a meeting since the last Board meeting;
- *Emergency Preparedness* – Mrs. Stacey Van Metre said there was nothing new to report. Dr. Kalinich mentioned that there would be an Active Intruder Drill with the full faculty and staff on Monday, December 1, 2014.
- *Joseph Sears School Foundation* – Mr. Scott Wallace reported that he had been meeting with the current President, Mr. Jim Roth, working on getting all the tax and financial reporting up to date. He reported that all the former Board members have timed out and new members will have to be appointed. Other areas that need to be updated are the By-Laws and signature authority.
- *NSSED* – Mr. Kollar noted Ms. Julia Jones had covered all cogent information in her report.
- *Technology* – Mrs. Suzanne Nelson reported the Committee had been meeting regularly with a primary focus on continued development of ways to integrate 21st Century Skills.

Presentation of and Acceptance of 2014 Estimate of Levy – Dr. LeRoy presented the Levy timeline and proposed Estimate of Levy, noting the proposed overall increase of 2%. She entertained questions.

Mr. Kollar entertained a motion to approve the Estimate of Levy.

Mr. Greg Werd moved to approve the 2014 Estimate of Levy, as presented. The motion was seconded by Mr. Scott Wallace.

Roll Call:

Yes

No

Absent

Abstain

Mr. Timothy Kollar

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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.

Presentation of New Board Policies for Consideration: 4:150 Facility Management and Building Programs, 4:160 Environmental Quality of Buildings and Grounds, 4:175 Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications – Mr. Kollar asked if there were any comments or questions regarding the new policies being presented for consideration. There were none. He noted that these policies would not be formally acted upon until the December Board meeting, allowing time for review.

Review of Process for Communications to “Listen” – Dr. Kalinich noted at the recent Communication Committee meeting, it was suggested that all of the Administrators be added to the “listen” email distribution as a part of the administrative transition. All agreed that the other three administrators, Dr. Crystal LeRoy, Mrs. Kendra Wallace and Ms. Julia Jones, would be added to the “listen” distribution.

OTHER BUSINESS

Mr. Kollar asked if the Building and Finance Committee could discuss the consideration of the Master Facility Plan in relation to the other District changes at their next meeting. He asked that all the Board members review the plan for familiarity. Mrs. Nelson asked if at some point the newer Board members might be given an opportunity to understand how the Master Facility Plan was developed and projects identified and prioritized.

PUBLIC COMMENT

Mr. Kollar invited Public Comment. Master J. J. Bedwell asked for an explanation as to why the Board plan to hold school on two days during the week of Thanksgiving instead of this being vacation time for students as in prior years. Mr. Kollar thanked Master Bedwell for coming to address the Board and remarked that normally the Board did not respond to Public Comment, but he would respond to J. J. He commented that Parent/Teacher Conferences were moved from the week of Thanksgiving to October. As such, there was no longer the need for students to be dismissed early the week of Thanksgiving.

ADJOURNMENT

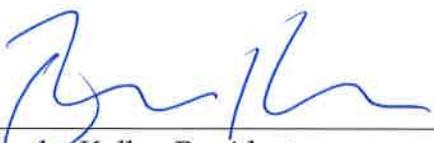
There being no further business Mr. Kollar entertained a motion to adjourn.

Mr. Greg Werd moved, seconded by Mr. Scott Wallace, to adjourn the meeting at 9:44 p.m.

The motion carried with all yeases.

Attest for Distribution:


Kelley M. Kalinich, Secretary

Approved: 
Timothy Kollar, President

ATTEST: 
Kelley M. Kalinich, Secretary