

Kenilworth School District No. 38

MINUTES FOR THE REGULAR BOARD MEETING OF THE BOARD OF EDUCATION OF KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS THE 16TH DAY OF NOVEMBER, 2015

The meeting was called to order by President Scott Wallace at 6:04 p.m. Upon Roll Call, the following board members answered as being present: Mr. Scott Wallace, Mrs. Suzanne Nelson, Mr. Timothy Kollar, Mrs. Melinda Kelly, Mrs. Donna Keller and Mrs. Stacey Van Metre. Mrs. Danielle Boros was absent.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO
Mrs. Kendra Wallace, Principal
Ms. Julia Jones, Director of Student Services
Mr. Chike Erokwu, Communication Coordinator

Mr. Scott Wallace 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 OF THE PUBLIC BODY

Mrs. Stacey Van Metre moved, seconded by Mrs. Suzanne Nelson, to go into Closed Session at 6:05 p.m. to consider Information Regarding Specific Employee Matters, Collective Bargaining, Pending or Probable Litigation and Purchase or Lease of Real Property for use of the Public Body.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne S. Nelson			
Mrs. Stacey M. Van Metre			
		Mrs. Danielle Boros	
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 6 to 0 with one member absent.

The Board entered Closed Session at 6:05 p.m.

The Board returned to Open Session at 7:40 p.m.

Upon Roll Call, the following board members answered as being present: Mr. Scott Wallace, Mrs. Suzanne Nelson, Mrs. Danielle Boros, Mr. Timothy Kollar, Mrs. Melinda Kelly, Mrs. Donna Keller and Mrs. Stacey Van Metre.

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Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO
Mrs. Kendra Wallace, Principal
Ms. Julia Jones, Director of Student Services;
Mr. Chike Erokwu, Communication Coordinator
Mrs. Allison Drew, Videographer

Faculty: Mrs. Alison Gilchrist, Ms. Jennifer Peterson, Mrs. Barbara Rodriguez, Mrs. Enza Fox

PUBLIC COMMENT

Mr. Scott Wallace invited public comment. There was none.

ADMINISTRATIVE REPORTS

Freedom of Information Act (FOIA) Requests – Dr. LeRoy reviewed the FOIA requests the District received since the September board meeting. The District received two FOIA requests: one from Mr. Matt Brew from Konica Minolta Business Solutions for technology equipment documentation and another from Ms. Kylie Spahn for PARCC assessment testing coding information. Both requests were responded to and fulfilled in a timely manner. The District incurred legal fees in fulfilling Ms. Spahn's request.

Report from the Superintendent – Dr. LeRoy shared the 2015 Illinois State Board of Education School Report Card data with the Board. Dr. LeRoy noted that the data does not include PARCC information, the academic data is one year behind and the financial data is two years behind.

Report from the Chief School Business Officer – Dr. LeRoy reviewed the monthly accounts payable and noted items that required further explanation. In light of a disbursement for tuition funds, the board discussed the tuition deposit refund process used in specific residency establishment cases as outlined in board policy.

Dr. LeRoy presented the Board with a proposal estimating the 2015 Tax Levy Estimate. Dr. LeRoy explained that the District would request a 1.45% increase from the 2014 Tax Levy Extension. The District's levy request is based on the Consumer Price Index of .8%, plus new growth.

Dr. LeRoy presented a recommendation to award the District's banking services to First Bank and Trust. Dr. LeRoy solicited and advertised RFPs for banking services on behalf of the District. First Bank and Trust presented a proposal for services that included no fees and minimal charges. Dr. LeRoy said the Building and Finance Committee endorsed the recommendation favorably in November.

Dr. LeRoy led a board discussion on the 2016-2017 school fee schedule. School fees and junior kindergarten tuition will remain the same next year. After the discussion, board members noted they would like to see a comparative analysis of tuition costs for Junior Kindergarten next year.

Dr. LeRoy led a board discussion on the District's solicitation of request for qualifications for architectural services. Dr. LeRoy said the Building and Finance Committee would review RFQs and

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At the conclusion of Dr. LeRoy's report, Mr. Wallace asked her to provide a brief update on the adoption of the District's new financial software. Dr. LeRoy said the Business Office is currently training on the software and expects to launch without incident prior to the first payroll of 2016 on Jan. 15.

Report from the Principal – Mrs. Wallace presented the Board with her recommendation to adopt class size norms. The recommended class size norms would specify maximums of: 16 students per class in Junior Kindergarten; 20 students per class in 1st through 5th grade; 22 students per class in 6th through 8th grade; and 30 students per class in physical education. Specials class sizes would reflect grade level class size norms. Mrs. Wallace said any departure from these norms based on cohort sizes would be presented to the Board in April of the previous school year for approval. Mrs. Wallace said the class sizes norms were based on previous board direction and best practices in education. After discussion, the Board favorably endorsed Mrs. Wallace's recommendation.

Mrs. Wallace gave the Board an update on the Master Schedule. Mrs. Wallace will meet with Team Coordinators on Nov. 18 to discuss feedback related to the Master Schedule.

Board members asked Mrs. Wallace for an update on how Team Coordinators have worked this year. Mrs. Wallace said the interactions between Team Coordinators and cohorts have been inconsistent. She said Team Coordinators have provided her with plenty of very honest feedback on school issues and concerns. There was discussion as to whether there are different ways to communicate with faculty other than through Team Coordinators.

Report from the Director of Student Services – Ms. Jones gave an update on progress made with regard to gifted education and identification. She said the Student Services team has made great progress, but they need to continue looking at their systems and communications to see what needs to be updated.

Ms. Jones led a board discussion about enrichment. Enrichment at the Junior High level and communication about enrichment is not as consistent as administrators would like it to be. Board members suggested using a standardized template for communicating enrichment requirements across all grade levels.

Progress Plan – Mr. Wallace gave an overview of the 2015-2016 School Progress Plan. Mr. Wallace said the Progress Plan was a way for administrators to reflect upon changes that have been made so far and devise a way to improve going forward. The progress plan covered curriculum, assessment, the administrative structure, staffing and the Master Schedule.

CONSENT AGENDA

Mr. Scott Wallace asked if there were any questions regarding the Consent Agenda. Mrs. Suzanne Nelson noted a typographical error in the Consent Agenda that called for the destruction of 2015 closed session recordings. The item related to the destruction of closed session recordings was removed from the Consent Agenda by unanimous consent. Mr. Wallace asked for a motion to approve the Consent Agenda as amended.

Mrs. Suzanne Nelson moved to approve the Consent Agenda to include approval for: Minutes of the September 21, 2015 Regular Meeting and Closed Session; Approval of Investment Reports for September and October 2015; Ratification of Accounts Payable for September 22, 2015 to October 8, 2015; Approval of Accounts Payable for

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the Consent Agenda by unanimous consent. Mr. Wallace asked for a motion to approve the Consent Agenda as amended.

Mrs. Suzanne Nelson moved to approve the Consent Agenda to include approval for: Minutes of the September 21, 2015 Regular Meeting and Closed Session; Approval of Investment Reports for September and October 2015; Ratification of Accounts Payable for September 22, 2015 to October 8, 2015; Approval of Accounts Payable for October 9, 2015 to November 16, 2015; Approval to hire Mrs. Nicole Long as an 0.5 FTE Practical Arts Teacher; Approval to hire Mrs. Kim Goff as a long term substitute. The motion was seconded by Mrs. Donna Keller.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne Nelson			
Mrs. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

OLD BUSINESS

Potential Approval of Recommendation for Banking Services

Mrs. Mindy Kelly moved, seconded by Mrs. Stacey Van Metre, to approve the recommendation for banking services.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne Nelson			
Mrs. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

Potential Approval of Recommendation to Accept the Settlement Agreement for Roofing Litigation with OWP&P Architects, Inc. and A-1 Roofing Company – Mr. Tim Kollar noted that the District settled the litigation on favorable terms and recouped 90 percent of costs.

Mr. Tim Kollar moved, seconded by Mrs. Donna Keller, to approve the recommendation to accept the settlement agreement for roofing litigation with OWP&P Architects, Inc. and A-1 Roofing Company.

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Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne Nelson			
Mrs. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

Discussion of and Endorsement of Strategic Plan Initiatives Related to District Website – Mr. Erokwu presented the Board with a needs analysis, cost analysis and a proposal related to the redesign of the kenilworth38.org website. Due to available features, ease of use and quality of design work, Mr. Erokwu recommended the Board favorably endorse Finalsite as the District’s website provider. Board members inquired as to differences between Finalsite the second best website option, Campus Suite due to the proximity of their design abilities and the disparity in their cost structures. Board members asked Mr. Erokwu to present a comparative analysis of the two companies at the Board meeting in December.

NEW BUSINESS

Presentation of and Acceptance of 2015 Estimate of Levy

Mrs. Mindy Kelly moved, seconded by Mrs. Stacey Van Metre, to approve the 2015 Estimate of Levy.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne Nelson			
Mrs. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

Potential Action to Approve Increase for Social Worker, Mrs. Nancy Economou, from 0.6 FTE to 1.0 FTE

Mrs. Suzanne Nelson moved, seconded by Mrs. Donna Keller, to approve the increase of Social Worker, Mrs. Nancy Economou, from 0.6 FTE to 1.0 FTE.

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Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne Nelson			
Mrs. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

Discussion of and Potential Approval of Proposed 2016-2017 School Fee Schedule

Mrs. Suzanne Nelson moved, seconded by Mrs. Stacey Van Metre, to approve the 2016-2017 School Fee Schedule.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne Nelson			
Mrs. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

Discussion and Potential Approval of the Proposed 2016-2017 Junior Kindergarten Tuition

Mrs. Suzanne Nelson moved, seconded by Mrs. Stacey Van Metre, to approve the 2016-2017 Junior Kindergarten Tuition.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne Nelson			
Mrs. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

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PUBLIC COMMENT

Mr. Wallace invited public comment. A woman who identified herself as a community member and a First Bank & Trust stockholder said the District is in good hands with First Bank & Trust.

OTHER BUSINESS

The board discussed the school climate survey. Board members discussed the importance of the information contained in the school climate survey and the limitations of the current school climate survey. Mrs. Keller, who has a background and contact in market research, said she would facilitate the revision of the school climate survey. The Board, through the Administration, will issue a revised school climate survey in January.

Mr. Scott Wallace entertained a motion to go into Closed Session.

CLOSED SESSION TO CONSIDER INFORMATION REGARDING SPECIFIC EMPLOYEE MATTERS

Mrs. Stacey Van Metre moved, seconded by Mrs. Suzanne Nelson, to go into Closed Session at 10:18 p.m. to consider Information Regarding Specific Employee Matters.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			
Mrs. Suzanne S. Nelson			
Mrs. Stacey M. Van Metre			
Mrs. Danielle Boros			
Mr. Timothy Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

The Board entered Closed Session at 10:18 p.m.

The Board returned to Open Session at 11:22 p.m.

ADJOURNMENT

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

Mrs. Suzanne Nelson moved, seconded by Mrs. Stacey Van Metre, to adjourn the meeting at 11:22 p.m.

The motion carried with all yeses.

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Attest for Distribution: 
Chike Erokwu, Secretary

Approved: 
Scott Wallace, President

ATTEST: 
Chike Erokwu, Secretary