

**MINUTES OF SPECIAL MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 4TH DAY OF MAY, 2015**

The meeting was called to order by President, Mr. Timothy Kollar, at 5:35 p.m. Upon Roll Call, the following Board members answered as being present: Dr. Christine L. Stoll, Mrs. Betsy Moerschel, Mrs. Suzanne S. Nelson, Mrs. Stacey M. Van Metre and Mr. Timothy Kollar. Mr. Scott Wallace and Mr. Greg F. Werd were absent.

Also in attendance were:

Dr. Kelley M. Kalinich, Superintendent; and
Mrs. Kendra Wallace, Principal

Mr. Timothy Kollar entertained a motion to go into Closed Session.

**CLOSED SESSION TO CONSIDER INFORMATION REGARDING THE EMPLOYMENT OF
EMPLOYEES, IMMINENT OR PROBABLE LITIGATION AND PURCHASE OR LEASE OF REAL
PROPERTY FOR THE USE OF THE PUBLIC BODY.**

Mrs. Suzanne Nelson moved, seconded by Dr. Christine Stoll, to go into Closed Session at 5:36 p.m. to consider Information Regarding the Employment, Imminent or Probable Litigation and Purchase or Lease of Real Property for the Use of 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. 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 7:16 p.m.

Upon Roll Call at 7:21 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. Gregory F. Werd and Mr. Timothy Kollar. Mr. Scott Wallace was absent.

Also in attendance were:

Dr. Kelley M. Kalinich, Superintendent;
Dr. Crystal LeRoy, Business Services and Human Resources Manager;
Mrs. Julie Campanaro, Executive Assistant to the Superintendent;
Mr. Chike Erokwu, Communication Coordinator

Elected Board Members: Mrs. Danielle Boros, Mrs. Donna E. Keller and Mrs. Melinda M. Kelly.
Community member: Mrs. Michele Kane

PUBLIC COMMENT

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

CONSENT AGENDA

Mr. Tim Kollar asked if there were any questions regarding the Consent Agenda. Dr. Kalinich requested the Board move Item C regarding the approval of updated job descriptions for teachers and support personnel from the Consent Agenda to Unfinished Business. Hearing no objection, Mr. Kollar noted the request.

Mrs. Stacey M. Van Metre moved to approve the Consent Agenda as amended to include approval of: Minutes of the April 20, 2015 Regular Meeting and Closed Session; the Authorization to Distribute Student Information to Vendor Coordinating the Annual 8th Grade Trips to Washington D.C., and Springfield/Hannibal and St. Louis; the Approval of Board Policy 7:280 Communicable and Chronic Infectious Disease and the Approval of Board Policy Revision 6:65 Student Social and Emotional Development. 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.

UNFINISHED BUSINESS

Approval of Updated Job Descriptions for Teachers and Support Personnel - Dr. Kalinich shared the proposed job descriptions for three positions to include: Teacher, Administrative Assistant to The Joseph Sears School, as well as Business Services and Human Resources Coordinator. Dr. Kalinich said the updated Teacher job description was reflective of the teacher evaluation process, as well as language consistent in the Kenilworth Education Association (KEA) Professional Agreement. She added that the updated wording in the job description was made with the suggestions of the KEA leadership and the wording was cleared with the District’s legal counsel.

Dr. Stoll suggested the wording on the contract should be updated to reflect the exact number of hours teachers and support staff work during the week. After general board discussion, Dr. Stoll recommended the hours include the words, “inclusive of” as to accurately reflect the exact number of hours in a workday. Dr. LeRoy said the changes in wording would be acceptable, provided that an exact number of hours for accounting purposes.

Mr. Greg Werd moved to approve the Updated Job Descriptions for Teachers and Support Personnel as revised. 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.

Discussion of and Potential Action to Approve Administrative Goals and Compensation – There was no action for this item.

ADJOURNMENT - SINE DINE

Dr. Stoll moved to adjourn the meeting. The motion was seconded by Mr. Werd. The motion was approved by unanimous consent and the meeting adjourned at 7:31 p.m.

Mr. Kollar thanked Mrs. Moerschel, Dr. Stoll and Mr. Werd for their service to the District and community. He noted that their contributions will be missed.

SEATING OF NEW BOARD MEMBERS, ADMINISTERING THE OATH OF OFFICE AND ROLL CALL

The meeting was called to order by Superintendent Kelley Kalinich, at 7:36 p.m. Upon Roll Call, the following Board members answered as being present: Mrs. Suzanne S. Nelson, Mrs. Danielle Boros, Mrs. Donna Keller, Mrs. Stacey M. Van Metre, Mr. Timothy Kollar and Mrs. Mindy Kelly. Mr. Scott Wallace was absent.

Also in attendance were:

Dr. Kelley M. Kalinich, Superintendent;
Dr. Crystal LeRoy, Business Services and Human Resources Manager;
Mrs. Julie Campanaro, Executive Assistant to the Superintendent;
Mr. Chike Erokwu, Communication Coordinator
Community members: Mrs. Michele Kane, Dr. Christine Stoll and Mr. Gregory Werd.

Dr. Kalinich led Mrs. Boros, Mrs. Keller and Mrs. Kelly in the Oath of Office, which Board members recited.

IDENTIFICATION OF PRESIDENT PRO TEM

Mrs. Stacey Van Metre moved to appoint Mr. Tim Kollar as President Pro Tem. The motion was seconded by Mrs. Suzanne Nelson. The motion passed with all yeases.

ELECTION OF OFFICERS

Mr. Kollar entertained discussion on the election of new Board officers. Mr. Kollar said Mr. Scott Wallace would run unopposed for President and Mrs. Nelson would run unopposed for Vice President. At the suggestion of Dr. Kalinich, Mr. Kollar said Mr. Erokwu would be proposed to serve as Board Secretary/Recording Secretary and Director of Student Services Ms. Julia Jones would be proposed to serve as Treasurer.

Mrs. Van Metre moved to approve the slate of Board officers as presented during the meeting. The motion was seconded by Mrs. Donna Keller.

Roll Call:

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

The seating of new officers passed with a vote of 6 to 0 with one member absent.

THE ESTABLISHMENT OF BOARD OF EDUCATION COMMITTEES AND REPRESENTATION

Newly-elected Board Vice President Mrs. Suzanne Nelson took over President duties from President Pro Tem, Mr. Kollar, after the establishment of Board officers as newly-elected President Mr. Scott Wallace was absent.

Mrs. Nelson thanked Mr. Kollar for fulfilling his duties as Board President during the past two years. Mrs. Nelson entertained discussion on the continuation of Board committees. The Board held general discussion on the committee structure. Mrs. Nelson proposed, after speaking earlier to Mr. Wallace, that the Board continue to meet in their current committee structure with the exception of the disbanding of the Communications Committee. The potential to have a communication Board liaison could be considered in place of this Committee. After implementation of the proposed plan, the Board could re-evaluate the structure in September.

It was noted that all Board members would send an email to Mr. Wallace and Mrs. Nelson with their first and second choices of committees in which they would like to serve. Board members would include their interests, expertise and meeting availability in the email, as well as any interests they may have in serving as a committee chairperson. Mrs. Nelson asked members to submit the information for review by May 7, 2015.

The Board identified the following members as liaisons:

Bill Reviewer: Mrs. Stacey Van Metre
Booster Club Liaison: Mrs. Danielle Boros
Communication Liaison: To be determined
Discipline & Ethics Committee Liaison: Mrs. Donna Keller
ED-RED Liaison: Mrs. Danielle Boros
Emergency Preparedness Committee: Mrs. Melinda Kelly
JSS Foundation: Mr. Timothy Kollar and Mr. Scott Wallace
JSS Foundation Ex Officio: Mrs. Stacey Van Metre
JSSPVA Liaison: Mrs. Suzanne Nelson
IASB Representative: Mr. Scott Wallace
NSSED Representative: Mr. Timothy Kollar
Technology/21st Century Representative: Mrs. Melinda Kelly

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Resolution Authorizing Signatories for Bank Accounts - Dr. Kalinich referred the Board to her memorandum recommending the Board approve newly-elected Treasurer Ms. Jones, Board President Mr. Wallace, and Incoming Superintendent/Chief School Business Official Dr. LeRoy as signatories for the District. Dr. Kalinich was also presented as a signatory with the added note to have her authorization end on June 30, 2015.

Mr. Timothy Kollar moved to approve the Resolution Authorizing Signatories for Bank Accounts as presented. The motion was seconded by Mrs. Van Metre.

Roll Call:

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

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

Discussion of and Setting of Meeting Dates for Board of Education Meetings for the 2015-2016 School Year: Mrs. Nelson led the Board in discussing the meeting dates for the upcoming year. Mrs. Nelson noted that the proposed dates were reflective of nine meeting dates that would fall on the third Monday of each month with the exception of the February and March meetings. Mr. Kollar noted additional meetings can be scheduled on an as-needed basis, if needed.

Mrs. Nelson proposed the Board consider an off-site planning retreat type meeting in July for discussions on the Strategic Plan and other long range planning. It was noted that the date of the off-site planning meeting be tabled for discussion at the Board's Regular meeting on May 18.

Mrs. Van Metre moved to approve the proposed Board of Education meeting dates for the 2015-2016 school year. The motion was seconded by Mr. Kollar. The motion passed with all yeases.

OTHER BUSINESS

There was none.

PUBLIC COMMENT

Mrs. Nelson invited public comment from the community. There was none.

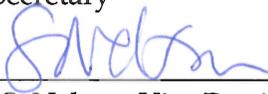
ADJOURNMENT

There being no further business, Mrs. Nelson entertained a motion to adjourn.

Mrs. Van Metre moved, seconded by Mrs. Melinda Kelly, to adjourn the meeting at 8:21 p.m.

The motion carried with all yeases.

Attest for Distribution: 
Chike Erokwu, Secretary

Approved: 
Suzanne S. Nelson, Vice President

ATTEST: 
Chike Erokwu, Secretary