

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 14TH DAY OF MARCH 2016

The meeting was called to order by President Scott Wallace at 5:05 p.m. Upon Roll Call, the following board members answered as being present: Mr. Scott Wallace, Mrs. Suzanne Nelson, Mrs. Melinda Kelly, Mrs. Donna Keller, Mr. Tim Kollar and Mrs. Danielle Boros. Mrs. Stacey Van Metre was absent.

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

CLOSED SESSION TO CONSIDER INFORMATION REGARDING SPECIFIC EMPLOYEE MATTERS, POTENTIAL LITIGATION AND SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

Mrs. Suzanne Nelson moved, seconded by Mr. Tim Kollar, to go into Closed Session at 5:05 p.m. to consider information regarding specific employee matters, potential litigation and semi-annual review of closed session minutes.

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. Tim 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 5:05 p.m.

The Board returned to Open Session at 7:41 p.m.

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

Faculty: Mrs. Allison Drew, (Videographer) and Mrs. Enza Fox (Videographer)

Community: Mr. Peter Huften, Mrs. Michele Kane

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PUBLIC COMMENT

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

ADMINISTRATIVE REPORTS

Freedom of Information Act Requests - Dr. LeRoy reviewed the FOIA requests submitted to the District since the February board meeting. The District received three requests from the Illinois Policy Institute. All requests were processed and responded to in a timely manner.

Report from the Superintendent - Dr. LeRoy said the District received a notification letter from the Illinois State Board of Education regarding the District's PARCC participation rate. The District will participate in an inquiry due to receiving 80% participation rates on the English Language Arts and Mathematics exams. The inquiry will likely take place in late spring or in the summer. Dr. LeRoy said Kenilworth and Winnetka are among Districts in the township with similarly low participation rates. Mrs. Wallace noted that students in the District choose to opt out after the second PARCC test.

Report from the Chief School Business Officer - Dr. LeRoy highlighted notable bills from the monthly accounts payable. Dr. LeRoy said the District transferred the majority of cash from Chase Bank to First Bank and Trust. Dr. LeRoy said the balance of District funds should be completely transferred over by the end of the month.

Dr. LeRoy also discussed milk fees for the 2016-2017 school year. Milk fees will remain the same as they did in SY 15-16.

Report from the Principal - Mrs. Wallace discussed potential changes to the Master Schedule. Mrs. Wallace noted that the most recent draft of the schedule has science and social studies periods at 60 minutes in length. Mrs. Wallace said the new Master Schedule would allow enough flexibility to allow classes to forego specials in favor of additional science lab time.

Mrs. Wallace discussed the new advisory period as it relates to the revised Master Schedule. Mrs. Wallace said the morning check-in period is much needed at Sears. She added that there are ongoing discussions about the enrichment/RTI period and how to improve it going forward.

Mrs. Wallace said the Master Schedule Committee would continue to refine the Master Schedule. The Committee plans on having a definite draft of the Master Schedule at the conclusion of their March 17 meeting.

In giving an overview of the math program at Sears, Mrs. Wallace discussed the math matrix that determines class placement in junior high. Mrs. Wallace noted that math placement in grade 4 and lower will stay heterogeneous. Mrs. Wallace said a communication will be delivered to current fifth-grade parents next month explaining the math curriculum and placement process.

Mrs. Wallace led a discussion on the curriculum renewal process. Board members indicated there is a need to distill the information presented into something more easily understandable for the community.

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Mrs. Wallace concluded her report by discussing positional changes and shifts headed into the 2016-2017 school year. Mrs. Wallace proposed the District add a Math Intervention Specialist to mirror the model that exists with the reading specialists. One math specialist would serve junior high and the other would serve elementary students. Mrs. Wallace noted the practical arts position would shift to include use and oversight of the Outdoor Garden. Mr. Kollar noted that the Board needs to be mindful of the fact that the community created a program that District will now absorb and manage.

CONSENT AGENDA

Mr. Wallace asked if there were any questions regarding the Consent Agenda. There being no questions, Mr. Wallace asked for a motion to approve the Consent Agenda:

Mr. Kollar moved to approve the Consent Agenda to include approval for: Minutes of the February 8, 2016 Regular Meeting and Closed Session; Approval of Financial Reports for January 2016 and February 2016; Approval of Investment Reports for January 2016 and February 2016; Approval of Accounts Payable from February 9, 2016 to March 14, 2016; Acceptance of Certified Employee(s) Request for Resignation; Approval of Job Share Request for 1.0 FTE Art Teacher; Approval of Family Medical Leave Request(s); Authorization to Destroy Closed Session Recording for September 2014; Approval of Re-employment of Non-Tenured Certified Personnel; Approval of Resolution of Non-Renewal of Non-Tenured Certified Personnel; Approval of Revised Job Description for the Math Facilitator to Math Intervention Specialist; Approval of Revised Job Description for the Junior High RtI/Gifted Coordinator to Differentiation Facilitator; Approval of Release of Closed Session Minutes.

The motion was seconded by Mrs. Keller.

Roll Call:

Yes

No

Absent

Abstain

Mr. Scott Wallace

Mrs. Suzanne Nelson

Mrs. Stacey Van Metre

Mrs. Danielle Boros

Mr. Tim Kollar

Mrs. Donna Keller

Mrs. Melinda Kelly

The motion carried with a vote of 6 to 0.

OLD BUSINESS

Board Committee Reports Including Comments and Questions - Dr. LeRoy recapped the March Building and Finance Committee Meeting. Dr. LeRoy noted that a facility improvements forum took place for faculty where they were able to give input as to the types of needs present within the building.

NEW BUSINESS

Discussion of and Potential Approval of Student Milk Fees for the 2016-2017 School Year

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Mr. Kollar moved to approve student milk fees for the 2016-2017 school year. The motion was seconded by Mrs. Keller.

Roll Call:

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

The motion carried with a vote of 6 to 0.

Discussion of and Potential Approval of the Revised Job Description and Salary for the Business Services & Human Resources Position to the Executive Assistant to Business Services and Human Resources – Dr. LeRoy noted that the Business Services & Human Resources Coordinator position has seen a steady increase in extra duties over the past three years. The position now includes executive assistant responsibilities due to the revised administrative structure. Dr. LeRoy recommended the Board approve a 15 percent salary increase for this school year.

Mrs. Kelly moved to approve the revised job description and salary for the Business Services & Human Resources position to the Executive Assistant to Business Services and Human Resources. The motion was seconded by Mr. Kollar.

Roll Call:

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

The motion carried with a vote of 6 to 0.

Discussion of and Potential Approval to Add 1.0 FTE Math Intervention Specialist to the Certified Teaching Staff

Mr. Kollar moved to approve the addition of a 1.0 FTE Math Intervention Specialist to the Certified Teaching Staff. The motion was seconded by Mrs. Nelson.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace Mrs. Suzanne Nelson			

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Mrs. Stacey Van Metre

Mrs. Danielle Boros
Mr. Tim Kollar
Mrs. Donna Keller
Mrs. Melinda Kelly

The motion carried with a vote of 6 to 0.

Discussion of and Potential Approval of the Administrative Restructure to Include a Certified Teaching Position, Teacher Resource Coordinator

The Board discussed the Teacher Resource Coordinator position. The new position would be a 10-month teacher-level position that would assist the Principal in facilitating and participating in committee meetings. The position would also assist the Principal with the operational and disciplinary day-to-day school affairs. Mrs. Wallace noted the position might not be a long-term position. Mrs. Wallace added the position responsibilities would be defined by the person who fills the role. Mrs. Nelson and Mr. Wallace expressed the need to clearly define the roles of the position for teachers and staff.

Mr. Wallace noted that with the approval of the position, the Board would be adding to the FTE count with stagnant enrollment.

Mrs. Keller moved to approve the administrative restructure to include a certified teaching position, Teacher Resource Coordinator. The motion was seconded by Mrs. Kelly.

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. Tim Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 6 to 0.

Discussion of and Potential Approval to Extend Employment Contrat for Mrs. Kendra Wallace as Principal for 2016-2018

Mrs. Kelly moved to extend the employment contract for Mrs. Kendra Wallace as Principal for 2016-2018. The motion was seconded by Mrs. Nelson.

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			

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Mr. Tim Kollar
Mrs. Donna Keller
Mrs. Melinda Kelly

The motion carried with a vote of 6 to 0.

Discussion of and Potential Action to Approve Superintendent/Chief School Business Official Contractual Merit Bonus - Mr. Wallace noted that Dr. LeRoy is subject to up to a 5 percent contractual bonus based on merit. Mr. Wallace noted the Board has considered extending a 4 percent bonus to Dr. LeRoy.

Mr. Kollar moved to approve the Superintendent/Chief School Business Official Contractual Merit Bonus. The motion was seconded by Mrs. Kelly.

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. Tim Kollar Mrs. Donna Keller Mrs. Melinda Kelly			

The motion carried with a vote of 6 to 0.

OTHER BUSINESS

There was none.

PUBLIC COMMENT

Mr. Wallace invited public comment. Mr. Huften expressed his support for the Board's decision to extend Mrs. Wallace's contract.

ADJOURNMENT

There being no further business Mr. Wallace entertained a motion to enter closed session to consider specific employee matters.

Mrs. Suzanne Nelson moved, seconded by Mrs. Donna Keller, to enter closed session to consider specific employee matters.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Scott Wallace			

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Mrs. Suzanne Nelson

Mrs. Stacey Van Metre

Mrs. Danielle Boros
Mr. Tim Kollar
Mrs. Donna Keller
Mrs. Melinda Kelly

The motion carried with a vote of 6 to 0.

The Board entered Closed Session at 9:21 p.m.

The Board returned to Open Session at 10:11 p.m.

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

Mr. Kollar moved to adjourn the meeting. The motion was seconded by Mrs. Kelly.

The motion carried with all yeases and two members absent.

Attest for Distribution: 
Chike Erokwu, Secretary

Approved: 
Scott Wallace, President

ATTEST: 
Chike Erokwu, Secretary