

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 18TH DAY OF APRIL 2016

The meeting was called to order by President Scott Wallace at 5:51 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, Mrs. Stacey Van Metre, Mr. Tim Kollar and Mrs. Danielle Boros.

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

CLOSED SESSION TO CONSIDER INFORMATION TO CONSIDER INFORMATION REGARDING SPECIFIC EMPLOYEE MATTERS, STUDENT DISCIPLINE AND COLLECTIVE BARGAINING

Mrs. Suzanne Nelson moved, seconded by Mr. Tim Kollar, to go into Closed Session at 5:51 p.m. to consider information regarding specific employee matters, student discipline and collective bargaining.

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 7 to 0.

The Board entered Closed Session at 5:51 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. Stacey Van Metre, Mrs. Donna Keller and Mr. Tim Kollar.

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. Enza Fox (Videographer), Mrs. Natalie McLemore

Community: Mrs. Michele Kane, Mr. Stephen Calk, Mr. Drew Jungbluth

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PUBLIC COMMENT

Mr. Scott Wallace invited public comment. It was noted that the seventh grade field trip to Springfield went well.

ADMINISTRATIVE REPORTS

Freedom of Information Act Requests – There were no FOIA requests since the last board meeting.

Report from the Superintendent – Dr. LeRoy led a discussion about the Spring Community Forum. Dr. LeRoy presented a draft agenda outlining the forum, a plan for promoting the event and a communications plan for engaging the community. Additionally, copies of the invitation, facility projects survey card and letter were presented to board members.

In discussing the forum, board members generally agreed that a number of topics – including the District instructional philosophy and the facility projects – have not been thoroughly vetted and discussed by the board and administration prior to the forum. Board members expressed the need to deliver quality information related to all of the topics outlined in the invitation.

After discussion, it was determined that the community forum would be postponed until the fall.

Dr. LeRoy also discussed the facilitation of the annual board retreat. Dr. LeRoy provided board members with a list of dates to consider for the retreat, tentatively set to take place in July.

Report from the Chief School Business Official – Dr. LeRoy reviewed the monthly financial statements and discussed the timeline for facility projects. It was noted that the timeline would need to change with the postponing of the community forum.

Report from the Principal – Mrs. Wallace reviewed the enrollment report. Mrs. Wallace noted that enrollment figures are projected to look similar in SY 16-17 as they do in SY 15-16. Mrs. Wallace said that as many as 12 additional students not reflected in the enrollment report may be attending Joseph Sears next year.

Mrs. Wallace discussed the Master Schedule for SY 16-17. The Master Schedule should provide additional instructional time in a number of areas that Mrs. Wallace said would allow students to better engage with curriculum. Mrs. Nelson and Mr. Kollar suggested Mrs. Wallace come up with a communication plan on how to relay Master Schedule changes to stakeholders.

Mrs. Wallace briefly discussed the junior high math curriculum. Mrs. Wallace noted that there has been ongoing work in this area and she plans on doing a parent institute session at the end of the month.

Report from the Director of Student Services – Ms. Jones reported that several districts including hers have seen more challenges with regulation of student behavior. Ms. Jones said that the addition of a behavioral consultant next year may be beneficial and may help lessen the problem. Board members asked Ms. Jones to provide further detail on this in advance of the next board meeting.

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Ms. Jones noted that increasing the hours of one of the school social workers has had a positive impact on the District.

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:

Mrs. Nelson moved to approve the Consent Agenda to include approval for: Minutes of the March 14, 2016 Regular Meeting and Closed Session; Monthly Financial Report for March 2016; Investment Reports for March 2016; Accounts Payable for March 15, 2016 to April 18, 2016; Revised Job Description for the Science Facilitator to Practical Arts/Outdoor Classroom Coordinator; Authorization to Destroy Closed Session Recordings for October 2014.

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. Stacey Van Metre			
Mrs. Danielle Boros			
Mr. Tim Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

The motion carried with a vote of 7 to 0.

OLD BUSINESS

Discussion of School Climate Survey Follow Up Report - Dr. LeRoy and Mrs. Wallace presented an analysis of the January school climate survey. The analysis paired data from the survey with specific actionable items on how administrators can facilitate improvement in each area. Board members suggested the administration consider ways to informally gather feedback from faculty and staff aside from surveys.

Review of 2016-2017 Administrative Structure and Added Staff Positions - Mr. Wallace briefly reviewed the SY 16-17 administrative structure, particularly as it relates to the new position of Assistant Director of Education. In summarizing the position, Mrs. Wallace noted that the new position would allow her to delegate more effectively and improve communications with parents and faculty. Mrs. Nelson noted the importance of clearly defining this role for parents and community members.

Discussion of and Potential Action to Authorize Distribution of End of Year Annual Parent and Faculty/Staff Surveys - Mrs. Keller gave an update on the end of the year parent and faculty/staff surveys. Mrs. Keller said she has worked with Mrs. Nelson and Mr. Erokwu to refine survey questions based primarily on last year's parent survey and the school climate survey administered to faculty in January. The parent survey would be issued in May. Board members discussed the merits of surveying

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faculty and staff at the end of the year. Going forward, board members agreed that the District would issue no more than one survey per year to faculty, staff and parents.

Board Committee Reports Including Comments and Questions – There were none.

NEW BUSINESS

There was none.

OTHER BUSINESS

There was none.

PUBLIC COMMENT

Mr. Wallace invited public comment. There was none.

ADJOURNMENT

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

Mrs. Van Metre moved to adjourn the meeting at 9:29 p.m. The motion was seconded by Mrs. Keller.

The motion carried with all yeases.

Attest for Distribution: 
Chike Erokwu, Secretary

Approved: 
Scott Wallace, President

ATTEST: 
Chike Erokwu, Secretary