

# Kenilworth School District No. 38

## MINUTES FOR THE SPECIAL BOARD MEETING OF THE BOARD OF EDUCATION OF KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS THE 12<sup>TH</sup> DAY OF JULY 2016

The meeting was called to order by President Scott Wallace at 8:08 a.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.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mrs. Kendra Wallace, Principal;  
Mr. Besset Sabourin, Director of Student Services;  
Mr. Chike Erokwu, Communication Coordinator  
Dr. Michael Jacoby, Executive Director of Illinois Association of School Business Officials

Faculty: Mrs. Daphna Stepen, Kenilworth Education Association

### DISCUSSION AND PRESENTATION ON BEST PRACTICES IN BOARD GOVERNANCE

After introductions, Dr. Jacoby gave a presentation and led a discussion on board governance. Board members participated in an exercise where they self-identified strengths and areas of improvement for the board as a whole. Board members indicated that overly focusing on details and becoming overly involved with school operations as areas in need of improvement.

Board members discussed the difference between strategic and tactical agendas. It was noted that an increase in strategic thinking is an area of need for the board.

Through the course of discussion, board members discussed the need to improve the internal culture, which impacts external culture. Board members discussed the need to have the Board take a more active role in addressing community concerns.

The Board and Administration discussed the roles and responsibilities of the superintendent as they relate to the Board.

### REVIEW OF STRATEGIC PLAN

Board members discussed the mission statement, the vision statement and district strategic goals for the 2016-2017 school year. Several board members expressed the desire to have a unique mission statement to the district that includes language that reflects positively on the district. Administrators noted the mission statement as presented attempted to honor the work and contributions from the community. The Board discussed the difference between the vision and mission statements. Discussion included the pros and cons of having a single statement versus having separate mission and vision statements.

The Board took a lunch break at 12:03 p.m.

The Board reconvened at 12:36 p.m.

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Upon reconvening for lunch, 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.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mrs. Kendra Wallace, Principal;  
Mr. Besset Sabourin, Director of Student Services;  
Mr. Chike Erokwu, Communication Coordinator  
Dr. Michael Jacoby, Executive Director of Illinois Association of School Business Officials

## REVIEW OF STRATEGIC PLAN

While wrapping up the discussion, it was noted that Mrs. Keller would work with the administration to refine the language included in the strategic plan document. It was also noted that the administration would present an action plan to the board on how to implement the strategic goals in the strategic plan at the next meeting.

## **CLOSED SESSION TO CONSIDER INFORMATION REGARDING SPECIFIC EMPLOYEE MATTERS AND COLLECTIVE BARGAINING**

Mr. Wallace asked for a motion to enter Closed Session.

*Mrs. Stacey Van Metre moved to enter closed session to consider information regarding specific employee matters and collective bargaining. The motion was seconded by Mrs. Donna Keller.*

The Board entered Closed Session at 12:54 p.m.

The Board returned to Open Session at 2:46 p.m.

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

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mr. Chike Erokwu, Communication Coordinator

## CONSENT AGENDA

Mr. Wallace asked if there were any questions regarding the Consent Agenda. Mr. Wallace noted that Item C on the agenda related to the resignation of an instructional assistant would be removed.

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*Mr. Kollar moved to approve the Consent Agenda to include minutes from the June 20, 2016 regular meeting and closed session; destruction of closed session recordings from February 2015; and the acceptance of employee resignation from a certified teacher.*

*The motion was seconded by Mrs. Nelson.*

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 with one member absent.

## OLD BUSINESS

**Review of FY17 Budget Process** – Dr. LeRoy gave an overview of the process that will be used to review and present the budget over the next few months. Dr. LeRoy noted that she will have the budget completed during the first week of August and she would set up meetings with board members before the board meeting to discuss and review aspects of the budget. The Board will vote to approve the draft of the budget during the August 15 board meeting.

## NEW BUSINESS

**Discussion of 2016-2017 Crossing Guard Positions** – Dr. LeRoy discussed the school crossing guard position stationed in front of the school during lunchtime. Dr. LeRoy presented the Board with a letter from the Kenilworth Police Department that indicated there is no need for the crossing guard position due to the low number of students who go home for lunch at lunchtime. The Board supported the recommendation to eliminate the crossing guard position.

**Discussion of and Potential Approval of Recommendation to Hire Mrs. Kristin Rydholm at 1.0 FTE Library Instructional Assistant** – Mr. Kollar moved to approve the Recommendation to Hire Mrs. Kristin Rydholm as 1.0 FTE Instructional Assistant. The motion was seconded by Mrs. Van Metre.

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

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Mrs. Melinda Kelly

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

**Discussion of Annual Board Calendar** – Dr. LeRoy presented the Board with a calendar of dates for committee of the whole meetings. Dr. LeRoy noted that dates were selected around meetings that have generally included longer discussions.

During discussion, it was noted that the September board meeting would include a “State of the District” address as well as time for community discussion.

## OTHER BUSINESS

There was none.

## PUBLIC COMMENT

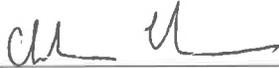
Mr. Wallace invited public comment. There was none.

## ADJOURNMENT

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

*Mr. Tim Kollar moved to adjourn the meeting at 3:30 p.m. The motion was seconded by Mrs. Melinda Kelly.*

*The motion carried with all yeas.*

Attest for Distribution:   
Chike Erokwu, Secretary

Approved:   
Scott Wallace, President

ATTEST:   
Chike Erokwu, Secretary