



**MINUTES FOR THE REGULAR BOARD MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 15TH DAY OF AUGUST 2016**

The meeting was called to order by President Scott Wallace at 5:37 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. Danielle Boros and Mr. Tim Kollar. Mrs. Stacey Van Metre was absent.

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

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

Mrs. Donna Keller moved, seconded by Mrs. Mindy Kelly, to go into Closed Session at 5:37 p.m. to consider information regarding specific employee matters 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 6 to 0 with one member absent.

The Board entered Closed Session at 5:37 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. Melinda Kelly and Mrs. Donna Keller, Mrs. Danielle Boros and Mr. Tim Kollar. Mrs. Stacey Van Metre was absent.

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

Faculty: Mrs. Allison Drew (Videographer), Mrs. Allison Lopuszynski, Mrs. Cathleen Sheridan, Mrs. Jennifer Comiza, Mrs. Cathy Quigley, Mr. Jim Beavin, Ms. Caryn Friedman,



Community: Mr. Charles Czachor, PMA Financial, Mrs. Heather Gorny, PMA Financial, Mrs. Katie Nahrwold, Mrs. Melissa Ross, Mr. Tom Nahrwold, Mr. Lou DeFelice.

PUBLIC COMMENT

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

ADMINISTRATIVE REPORTS

Freedom of Information Act Requests – Dr. LeRoy said the district received several FOIA requests and responded to them in a timely manner. Dr. LeRoy noted that the FOIA requests were related to enrollment, withdraws and parent survey results.

Report from the Superintendent – Dr. LeRoy said she has spoken to Kenilworth Police Department Chief Miller about how road construction will impact the school year. Dr. LeRoy said that if construction is not finished by the start of the school year, then the Administration will send notice out to families. It was noted that construction is scheduled to be completed before the school year will begin.

Report from the Chief School Business Official – Dr. LeRoy gave a brief budget overview presentation and discussed the assumptions that went into creating the budget. Dr. LeRoy then invited two representatives from the district's investment firm, PMA Financial, to give a presentation about district investment policies and procedures.

Report from the Principal – Mrs. Wallace discussed changes made to the Master Schedule heading into the 2016-2017 school year. The Master Schedule will allow for common lunch time for students across grade levels as well as common planning time for teachers. Mrs. Wallace said the Master Schedule was revised with input from faculty and she hopes that this schedule will stay in place for years.

Report from the Director of Student Services – Mr. Sabourin noted that he has reviewed student services department staffing as well as the department's data management system. Based on his review, Mr. Sabourin said the Student Services Department would implement new IEP management software, PowerIEP.

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. Tim Kollar moved to approve the Consent Agenda to include approval for: Minutes of the July 12, 2016 Special Meeting and Closed Session; Monthly Financial Report for June and July 2016; Accounts Payable for June 21, 2016 to July 15, 2016; Ratification of Accounts Payable for July 16, 2016 to August 15, 2016; Investment Reports for June and July 2016; Authorization to Destroy Closed Session Recordings for March 2015; Approval of Family Medical Leave Request for Certified Employee; Adoption of the Proposed Fiscal Year 2017 Budget and Approval of a Public Hearing

The motion was seconded by Mrs. Suzanne Nelson.



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 with one members absent.

OLD BUSINESS

Review of and Potential Adoption of Mission Statement, Vision Statement and Strategic Plan Goals

– Board members discussed the need to form a task force that would work on the strategic plan. The task force would be composed of input from parents, board members, administrators and teachers. Board members added it is important that key stakeholders discuss the current strategic plan. Mrs. Wallace noted that the most recent draft of the strategic plan was left largely in tact to honor the hours of research and discussion that went into its creation several years ago. Board members noted that the strategic plan development would occur during the next 3-6 months.

Review of Strategic Plan Objectives and Action Items for the 2016-2017 School Year – Dr. LeRoy noted that the Administration has sought feedback from a number of sources while developing the strategic plan objectives and action items. Board members discussed the need to have the administrative strategic action plan overlap into administrative goals. Dr. LeRoy noted that the action plan represents a list of tasks that the Administration will take to accomplish the items set forth in the strategic plan. Board members agreed that the strategic action plan should be used as a guide or a working document for the Administrators to fulfill their responsibilities.

Potential Approval of Administrative Roles and Responsibilities – Dr. LeRoy led the board in a discussion about administrative roles and responsibilities. Board members noted that rather than approving the administrative roles and responsibilities, administrators should continue to work together to balance their workloads and responsibilities.

Review of Revised Front Office Support Staff and Assistant Director of Education Job Descriptions

– Dr. LeRoy and Mrs. Wallace led the Board in a discussion related to the changes in positional responsibilities of front office support staff. Dr. LeRoy noted that in his role, the Assistant Director of Education will oversee assigned 504 plans, assist in establishing school policies/procedures and oversee campus and lunchtime supervision. The Joseph Sears School Front Office will continue to support both the principal and the director of student services.

Review of Community Contact Reference Guide and Faculty and Staff Contact Reference Guide –

Dr. LeRoy led a brief discussion about the community and faculty/staff contact guides. The community



contact guide has been distributed to parents and posted on the website. The administration has made minor revisions and will present an updated version of the contact guide during the next board meeting.

Review and Potential Action to Approve 2016-2017 Administrator Goals - After a brief discussion on the administrator goals, it was noted that due to the time-sensitive nature of the administrator goals, the goals can be approved as presented now, but subject to revision later.

Mr. Tim Kollar moved, seconded my Mrs. Donna Keller to approve the 2016-2017 Administrator Goals.

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 5 to 1 with one member absent.

Discussion of Annual Report Publication – Mr. Erokwu led a brief discussion about the annual report. It was noted that the annual report would be completed and presented to the community in September.

Review of and Potential Approval of Discipline Related Policies – Mr. Sabourin discussed the work that went into the revisions of the discipline related policies and procedures. Mr. Sabourin noted that a committee of administrators, parents and faculty reviewed the discipline procedures before they were presented to the board for approval.

Mr. Scott Wallace motioned to approve the discipline related policies as presented. The motion carried with all yeases.

Discussion of and Potential Approval of Collective Bargaining Agreement Between The Board of Education of Kenilworth School District No. 38, Cook Country, Kenilworth, Illinois and the Kenilworth Education Association, IEA-NEA, August 2016 to August 2021 – Mr. Wallace began the discussion by thanking all of the board members, administrators and KEA representatives who worked on the contract. Mr. Kollar, who worked on the Board’s negotiating committee, noted that he believes this is a positive contract for the district. Mr. Kollar discussed highlights from the contract, including: an increased school year by three days – two of which will be used for professional development; streamlining HR policies relating to employee travel; increased teacher education stipend to \$1,500; and a fair, 5-year payscale. Mr. Kollar noted that teachers have taken a smaller decrease in retirement as part of negotiations. It was noted that an additional 10 minutes have been incorporated to the school day which pushed the start time of school to 8:10 a.m. this year.



THE JOSEPH SEARS SCHOOL

Kenilworth School District No. 38 Board of Education

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Mrs. Suzanne Nelson moved, seconded my Mrs. Mindy Kelly, to approve the Collective Bargaining Agreement Between The Board of Education of Kenilworth School District No. 38, Cook Country, Kenilworth, Illinois and the Kenilworth Education Association, IEA-NEA, August 2016 to August 2021

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 6-0 with one member absent.

NEW BUSINESS

Potential Approval of Recommendation to Hire Ms. Jennifer Bennett as 1.0 FTE Speech and Language Pathologist

Mrs. Mindy Kelly moved to hire Ms. Jennifer Bennett as a 1.0 FTE Speech and Language Pathologist. The motion was seconded by Mr. Tim 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 6 to 0 with one member absent.

Potential Approval of Recommendation to Hire Ms. Jayati Lunagariya as 1.0 FTE Sixth Grade Math Teacher

Mrs. Mindy Kelly moved to hire Ms. Jayati Lunagariya as a 1.0 FTE Sixth Grade Math Teacher. The motion was seconded by Mrs. Suzanne Nelson.



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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. Tim Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

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

Potential Approval of Recommendation to Hire Mrs. Susan White as 1.0 FTE Administrative Assistant to The Joseph Sears School –

Mrs. Mindy Kelly moved to hire Mrs. Susan White as a 1.0 FTE Administrative Assistant to The Joseph Sears. 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. Tim Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

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

Approval of Recommendation to Hire Ms. Margaret Keefe as 1.0 FTE Instructional Assistant –

Mr. Tim Kollar moved to hire Ms. Margaret Keefe as a 1.0 FTE Instructional Assistant. The motion was seconded by Mrs. Suzanne 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			
Mr. Tim Kollar			
Mrs. Donna Keller			
Mrs. Melinda Kelly			

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



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Presentation of and Potential Approval to Distribute Annual Parent Survey and Executive Summary – Mrs. Danielle Boros led a discussion of the distribution of the annual parent survey. Mrs. Boros noted the survey was divided into areas of strength and areas of growth based on the responses from parents. The survey will be distributed via email to parents and teachers along with a letter from the board president.

Mr. Scott Wallace motioned to approve the distribution of the annual parent survey and executive summary. The motion carried with all yeases.

Discussion of State of the District Address for the September 19, 2016 Board Meeting – Mr. Wallace led a discussion about the topics worth discussing during the community forum presentation.

OTHER BUSINESS

There was none.

PUBLIC COMMENT

Mr. Wallace invited public comment. Mr. Lou DeFelice identified himself as a parent of a Joseph Sears School Student. Mr. DeFelice stated that he believes the public forum is a great idea. Mr. DeFelice said that he hopes the Board will not discount the survey itself, especially pertaining to benchmark levels of satisfaction. Mr. DeFelice noted he was surprised to see the survey results as they related to teacher satisfaction and that he would like to see the Board and Administration adopt measureable goals.

ADJOURNMENT

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

Mrs. Mindy Kelly moved to adjourn the meeting at 10:14 p.m. The motion was seconded by Mrs. Donna Keller.

The motion carried with all yeases.

Attest for Distribution: Chike Erokwu, Secretary

Approved: Scott Wallace, President

ATTEST: Chike Erokwu, Secretary