



**MINUTES FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 20TH DAY OF MARCH 2017**

The meeting was called to order by President Scott Wallace at 4:11 p.m. Upon roll call, the following board members answered as being present: Mr. Scott Wallace, Mrs. Suzanne Nelson, Mr. Tim Kollar and Mrs. Mindy Kelly. Mrs. Danielle Boros, Mrs. Donna Keller and Mrs. Stacey Van Metre were absent.

Mr. Scott Wallace entertained a motion to go into closed session to consider information regarding specific employee matters and a semi-annual review of closed session minutes.

Mrs. Suzanne Nelson moved, seconded by Mr. Tim Kollar, to go into closed session at 4:11 p.m. to consider information regarding specific employee matters and a 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	
Mr. Tim Kollar		Mrs. Danielle Boros	
		Mrs. Donna Keller	
Mrs. Mindy Kelly			

The motion carried with a vote of 4 to 0 with three members absent.

The board entered closed session at 4:11 p.m.

The board returned to open session at 7:35 p.m.

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

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)

Community: Approximately 20 members of the Kenilworth community



PUBLIC COMMENT

Mr. Scott Wallace invited public comment.

Eleven Kenilworth residents who identified themselves as parents of students in the district voiced their support for Mrs. Wallace remaining as Principal at The Joseph Sears School. Mr. Wallace thanked all who spoke for participating in the meeting.

ADMINISTRATIVE REPORTS

FOIA Report – Dr. LeRoy reviewed the Freedom of Information Act requests. Dr. LeRoy said the district received one anonymous FOIA request which was researched and responded to.

Superintendent's Report – Dr. LeRoy discussed the board reorganizational meeting time. The meeting will take place at 5 p.m. on April 27. Board members would appoint board officers at the meeting as well as discuss the board meeting structure that they will use for the coming years.

Dr. LeRoy discussed new board member training. Board member training will occur earlier this year. Dr. LeRoy said a facilitator would give board training in advance of the official training date. New board members would also be assigned a mentor to ease their transitions on the board. After discussion, board members agreed to hold the training on May 1.

Chief School Business Official's Report – Dr. LeRoy reviewed the monthly financial reports. Mr. Kollar noted that a discussion should be had as to what the board should do with its fund balance.

Principal's Report – Mrs. Wallace discussed school behavior expectations. Mrs. Wallace gave a brief presentation in which she highlighted the work that has been done in district related to CHAMPS and student behavior expectations. The district will implement aspects of CHAMPS in phases with expectations set to begin being rolled out school wide in August. Mrs. Wallace said that parent communication on the topic begun with a Second Cup of Coffee parent information session and communication will continue throughout the summer. Board members encouraged Mrs. Wallace to share information about the positive behavior system with parents at a high level.

Mrs. Wallace discussed student attendance. Mrs. Wallace noted that the school would continue to closely study absenteeism to understand the reasons for and impact of chronic absenteeism on education. Mrs. Wallace said there has been contact with individual families who have missed a significant period of time throughout the year to determine how to best work with the children going forward.

Mrs. Wallace noted that the administration would like to add an additional 0.2 FTE to the art department to ensure that elementary teachers have time to plan together.

Director of Student Services' Report – Mr. Sabourin said that more than 20 families attended the Second Cup of Coffee on raising children in a high-pressure world. Dr. Bowen from NSSED presented information during the session on strategies for supporting dysregulated students. Based on the positive feedback from the session, Mr. Sabourin noted that Dr. Bowen would return to The Joseph Sears School



to give a similar presentation in the afternoon or evening. Additional training has been scheduled for teachers and social workers on ways to support dysregulated students.

Mr. Sabourin recommended the district add a new position for a student services teacher. The increase in position is in line with the anticipated increase in the number of students who need support, primarily in the junior high grade levels.

Board members asked Mr. Sabourin about the reception to changes made to the extended school year model of service delivery. Mr. Sabourin noted that he reached out to all families impacted by the change and a majority are pleased with the change in programming.

CONSENT AGENDA

Mr. Wallace asked if there were any questions regarding the consent agenda.

Mr. Wallace noted that the approval of the consent agenda to include the re-employment of non-tenured certified personnel would grant a number of faculty tenure. Mr. Wallace extended his congratulations on behalf of the board to those who attained tenure status.

There being no further questions or comments, Mr. Wallace called for a motion to approve the consent agenda.

Mrs. Stacey Van Metre moved to approve the consent agenda which includes approval of: minutes for the March 2, 2017 COW Meeting Open and Closed Session; the approval of monthly financial reports for February 2017; the approval of monthly investment reports for February 2017; the approval of accounts payable from February 14, 2017 to March 20, 2017; the authorization to destroy closed session recordings for September 2015; the approval to release reviewed closed session minutes; the approval to re-employ non-tenured certified personnel.

The motion was seconded by Mrs. Mindy Kelly.

The motion carried with all yeases.

OLD BUSINESS

Discussion of and Potential Approval of New Board Policy: Reimbursement of Travel, Meal and Lodging Expenses (2nd Reading)

Mrs. Stacey Van Metre moved to approve the new board policy related to the reimbursement of travel, meal and lodging expenses. The motion was seconded by Mrs. Mindy Kelly.

The motion carried with all yeases.

Discussion of and Potential Approval to Solicit Bid Proposals for Short-Term Air Conditioning –

Mr. Wallace noted that the district is bringing forth a proposal to regulate the extreme hot spots in the school with air conditioning units. The board will look to implement a short term solution for next year



and an entire HVAC solution at a later date. Dr. LeRoy said the district would ideally use duct-free split air conditioning units – which are slightly more expensive than other units but provide less disruption in the classroom. The air conditioning units would be installed in approximately 18 of the hottest spots in the building along with the multipurpose room at a total cost of about \$250,000. Dr. LeRoy noted that the district should be able to recoup costs by reselling the units at a later date. The aim is to have the air conditioning installed by the start of the 2017-2018 school year.

Mrs. Mindy Kelly moved to solicit bid proposals for short-term air conditioning solutions The motion was seconded by Mrs. Stacey Van Metre.

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. Mindy Kelly			

The motion carried with a vote of 7 to 0.

Presentation of First Draft of Strategic Plan – Dr. LeRoy, Mrs. Nelson and Mrs. Keller discussed the methodology and the elements of the strategic plan, including the mission statement, vision statement, core values and strategic goals. Board members discussed each element of the strategic plan. It was noted during discussion that this information would be presented to parents through two Second Cup of Coffee Sessions. The information had previously been presented to the faculty on March 17 during a faculty strategic plan development open house. Board members would give additional feedback to the strategic plan working group in the coming weeks.

Presentation of the 2016-2017 School Climate Survey Data – Mr. Wallace gave a presentation on the school climate survey findings. Mr. Wallace noted that the survey allowed for a comparison data analysis between two years since the survey questions and methodology remained consistent in that timeframe. Faculty indicated growth in a multitude of areas related to school climate through the survey. A similar analysis will be conducted regarding the parent survey which will be administered in the coming months.

Update on Potential Village House Project – Mr. Wallace noted that Village House project would need to include road emergency vehicle access which could add a million extra dollars onto the estimated cost of the project. He noted that the district will enter into a memorandum of understanding with the park district outlining some of the terms of the project. During discussion, it was noted that the district may need to assemble a task force to handle the project development once the board transitions in April.

Mrs. Keller left at 10:06 p.m.

NEW BUSINESS



Discussion of Master Facility Project – Dr. LeRoy led a discussion on temporary air conditioning solutions. Dr. LeRoy noted there are about 32 classrooms in need air conditioning. The district could either install window units for a cost of approximately \$50,000 or utilize portable units for approximately \$125,000. Dr. LeRoy reviewed the specifics of both solutions. Dr. LeRoy said she would present additional information on air conditioning specifics to the board during the Committee of the Whole meeting.

NEW BUSINESS

Discussion of and Potential Approval of Revised 2016-2017 Board Meeting Calendar

Mrs. Suzanne Nelson moved to approve the revised 2016-2017 board meeting calendar. The motion was seconded by Mrs. Mindy Kelly.

The motion carried with all yeases.

Discussion of and Potential Approval of Recommendation to Hire Ms. Tory Fairclough as 1.0 FTE Long Term Physical Education Substitute - Mr. Wallace noted that Ms. Fairclough would fill in for Mrs. McLemore who is on maternity leave.

Mrs. Suzanne Nelson moved to approve the recommendation to hire Ms. Tory Fairclough as 1.0 FTE Long Term Physical Education Substitute. The motion was seconded by Mrs. Stacey Van Metre.

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. Mindy Kelly			

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

Potential Approval to Increase Art Teacher from 0.4 FTE to 0.6 FTE

Mrs. Suzanne Nelson moved to approve an increase in the art teacher position from 0.4 FTE to 0.6 FTE. The motion was seconded by Mrs. Mindy 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			



THE JOSEPH SEARS SCHOOL

Kenilworth School District No. 38 Board of Education

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Mr. Tim Kollar

Mrs. Donna Keller

Mrs. Mindy Kelly

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

Discussion of and Potential Action to Approve Principal Contractual Merit Bonus – Mr. Wallace noted that contractual merit bonus had been discussed earlier and that the board will vote on whether to give Mrs. Wallace a 3.0% merit bonus for SY 16-17.

Mr. Tim Kollar moved to approve the principal contractual merit bonus. The motion was seconded by Mrs. Stacey Van Metre.

Roll Call:

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

Mrs. Suzanne Nelson

Mrs. Stacey Van Metre

Mrs. Danielle Boros

Mr. Tim Kollar

Mrs. Donna Keller

Mrs. Mindy Kelly

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

Discussion of and Potential Action to Approve Superintendent/Chief School Business Official Contractual Merit Bonus – Mr. Wallace noted that the board had previously discussed this item. The vote would grant Dr. LeRoy a 4 percent contractual merit bonus. Mr. Wallace noted Dr. LeRoy was eligible for up to a 5 percent merit bonus.

Mr. Tim Kollar moved to approve the superintendent contractual merit bonus. The motion was seconded by Mrs. Mindy Kelly.

Roll Call:

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

Mrs. Suzanne Nelson

Mrs. Stacey Van Metre

Mrs. Danielle Boros

Mr. Tim Kollar

Mrs. Donna Keller

Mrs. Mindy Kelly

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



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Discussion of Board Member Farewell Event – Mrs. Nelson noted that the current board would like to send off the outgoing board members with a board member farewell event. The event will take place in early May pending availability of the board and administration.

PUBLIC COMMENT

Mr. Wallace invited public comment. Two Kenilworth parents addressed the board – the first on the impact of attendance and the second on the usage of national and international schools as examples to look at related to the strategic plan.

ADJOURNMENT

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

Mrs. Stacey Van Metre moved to adjourn the meeting at 10:21 p.m. The motion was seconded by Mrs. Mindy Kelly.

The motion carried with all yeases.

Attest for Distribution: 
Chike Erokwu, Secretary

Approved: 
Scott Wallace, President

ATTEST: 
Chike Erokwu, Secretary