



**MINUTES FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 17TH DAY OF APRIL 2017**

The meeting was called to order by President Scott Wallace at 5:39 p.m. Upon roll call, the following board members answered as being present: Mr. Scott Wallace, Mrs. Suzanne Nelson, Mrs. Mindy Kelly, Mrs. Stacey Van Metre and Mrs. Donna Keller. Mrs. Danielle Boros and Mr. Tim Kollar were absent.

Mr. Scott Wallace entertained a motion to go into closed session to consider information regarding specific employee matters.

Mrs. Suzanne Nelson moved, seconded by Mrs. Mindy Kelly, to go into closed session at 5:39 p.m. to consider information regarding specific employee matters

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 5 to 0 with two members absent.

The board entered closed session at 5:39 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), Mrs. Enza Fox, Mrs. Elisabeth LeBris, Mrs. Toula Sideris, Ms. Caryn Friedman

PUBLIC COMMENT



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

NEW BUSINESS

Mrs. Elizabeth Hennessy, Managing Director of William Blair and Co., gave a presentation summarizing the sale of district bonds in relation to current and projected interest rates. The District's Series 2007 Bonds are subject to optional redemption prior to maturity on December 1, 2017. Interest rates have been volatile and the Federal Reserve is expected to continue to raise interest rates several more times in 2017. In order to lock in savings, the District has exercised the option to refund the bonds now in advance of the redemption date. The estimated savings from refunding the bonds is approximately \$432,770.

Mrs. Hennessy also led a board discussion on the possibility of issuing non-referendum bonds.

Mrs. Stacey Van Metre moved to approve a resolution providing for the issue of not to exceed \$6,000,000 General Obligation Refunding School Bonds, Series 2017, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof. 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			
Mr. Tim Kollar			
Mrs. Donna Keller			
Mrs. Mindy Kelly			

The motion carried with a vote of 7 to 0.

Mr. Tim Kollar moved to approve a resolution authorizing and directing the execution of an Escrow Agreement in connection with the issue of not to exceed \$6,000,000 General Obligation Refunding School Bonds, Series 2017, of the District. 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. Mindy Kelly			



THE JOSEPH SEARS SCHOOL

Kenilworth School District No. 38 Board of Education

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The motion carried with a vote of 7 to 0.

1:1 Technology Proposal – Mrs. Allison Drew, Mrs. Enza Fox and Ms. Elizabeth LeBris gave a presentation on the District's 1:1 technology device initiative. A five-year plan has been put in place to purchase and standardized tablet devices across all grade levels. Starting next year, the district will provide 1:1 iPads in grades 3-8 with additional devices available for lower grade levels. Board members discussed options for student accountability with District devices, including a potential insurance offering and a fee assessment schedule.

Mr. Scott Wallace called for a motion to authorize the technology department to implement a 1:1 district technology device plan.

Mrs. Suzanne Nelson moved to authorize the technology department to implement a 1:1 district technology device plan. 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.

ADMINISTRATIVE REPORTS

FOIA Report – There were none.

Superintendent's Report – Dr. LeRoy discussed the upcoming board reorganization meeting in which the newly elected members will be seated on the board. The reorganizational meeting will take place at 5 p.m. on April 27. The board will select a new president and vice-president during the meeting. Dr. LeRoy noted that all board members, including newly seated members, are eligible to be an officer for the board.

Chief School Business Official's Report – Dr. LeRoy provided opportunity for discussion on district finance and investment reports. Mr. Kollar noted that the district should remain considerate of architectural fees as they go through with facilities projects. Mrs. Nelson asked Dr. LeRoy to keep the board on task with regard to the impact of architectural fees on board actions and discussions.

Principal's Report – Mrs. Wallace reviewed the enrollment report. She noted that the district is currently four students away from adding another section of fourth grade next year. Mrs. Wallace also gave a brief

RESPONSIBILITY, KINDNESS, HONESTY, RESPECT



update on ELA curriculum development. The district's adoption of ELA writing curricular materials may be delayed as faculty and staff continue to test and research new materials.

Director of Student Services' Report – Mr. Sabourin summarized the student services workload plan and gave an update on extended school year offerings. Due to low interest from families, the District will no longer partner with Wilmette School District No. 39 to provide extended school year offerings during the summer. The extended school year program will continue at Sears.

Mr. Sabourin also discussed the workload plan for special educators. Board members asked for a brief executive summary of the plan. The plan would be re-presented in May with an executive summary.

CONSENT AGENDA

Mr. Wallace asked if there were any questions regarding the consent agenda. Mr. Kollar noted that the closed session minutes from 3-20-17 contained a typographical error.

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

Mrs. Stacey Van Metre moved to approve the consent agenda which includes approval of: minutes from the March 20, 2017 regular meeting and closed session; minutes from the April 10, 2017 special meeting; approval of the monthly financial report for March 2017; approval of investment reports for March 2017; approval of accounts payable for March 21, 2017 to April 17, 2017; authorization to destroy closed session recordings for October 2015.

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. Mindy Kelly			

The motion carried with a vote of 7 to 0.

OLD BUSINESS

Discussion and Potential Approval of District Mission, Vision and Strategic Goals – Dr. LeRoy led a discussion on the strategic plan. The Strategic Plan Working Group met earlier in April to review the feedback gathered from faculty, students and parents and to revise the drafts of the strategic plan elements. Board members discussed the presented strategic plan elements. Board members noted that the strategic plan elements need to be more impactful. The possibility of hiring a copywriter to refine the



strategic plan was also discussed. Board members generally agreed that the strategic plan elements are on the right track and that administrators have authority to make decisions to advance the district based on the existing plan. The strategic plan will be presented in its entirety for approval during the summer strategic retreat.

Discussion of and Potential Authorization to Distribute Annual Parent Survey – Mr. Erokwu led a discussion on the annual parent survey. The survey will utilize 32 of 34 questions asked of parents during the 2015-2016 school year with additional questions added to capture parent satisfaction toward various aspects of the district not previously captured through the survey. Mrs. Nelson asked the administration to consider whether to ask specific questions about the building and each administrator. The annual parent survey will be incentivized and released on May 1.

Discussion of MOU to Lease Agreement for Village of Kenilworth Park District Village House – Mr. Wallace gave an update and summary of the memorandum of understanding between the district and the Kenilworth Park District. He noted that the MOU would limit the architectural fees by the park district. Otherwise, he said, there are no other legally binding principals in the MOU.

Mr. Wallace gave an update on the Village House project. He noted that village leaders are working through occupancy permit issues. Any work performed on the Village House would require updates to road access since the Village House is not up to code as it is currently constructed.

Discussion of Board Member Farewell Event – Mrs. Nelson noted that the board and administration farewell event would take place between 6-8 p.m. on May 3. Mrs. Nelson thanked Mrs. Van Metre for her service on the board since she will be unable to attend the April 27 Reorganizational Meeting. Mrs. Nelson noted Mrs. Van Metre's background in finance and her passion for education has been an asset to the school district.

NEW BUSINESS

Discussion of 2017-2018 Communication Plan – Mr. Erokwu presented the first draft of the district communication plan. Mr. Erokwu highlighted several communications initiatives for the 2016-2017 school year as well as future initiatives to be considered for next year. Mrs. Boros noted that the communication plan should include the publication of the annual report. Mrs. Keller discussed the possibility of strategically organizing the communication initiatives for next year. Board members asked the administration to look for ways to communicate curricular initiatives to parents. A final draft of the communications plan will be presented to the board in June.

Discussion of and Potential Approval to Extend Employment Contract for Mrs. Kendra Wallace as Principal for 2018-2019 – Mr. Wallace noted that the contract extension discussion came as a result of the need to stagger administrative contracts for the three District administrators. The contract terms and rates of salary increase and bonus eligibility included in Mrs. Wallace's contract would remain unchanged.

Mr. Tim Kollar moved to extend the employment contract for Mrs. Kendra Wallace as Principal for 2018-2019. 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. Mindy Kelly			

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

PUBLIC COMMENT

Mr. Wallace invited public comment. There was none.

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 Mr. Scott Wallace.

The motion carried with all yeases.

Attest for Distribution: 
Chike Erokwu, Secretary

Approved: 
Scott Wallace, President

ATTEST: 
Chike Erokwu, Secretary