



**MINUTES FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 5<sup>TH</sup> DAY OF FEBRUARY 2018**

The meeting was called to order by President Mindy Kelly at 5:35 p.m. Upon roll call, the following board members answered as being present: Mrs. Mindy Kelly, Mrs. Suzanne Nelson, Mr. Scott Wallace, Mrs. Donna Keller and Mrs. Melissa Ross. Mr. John Gottschall and Mrs. Danielle Boros were absent.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mr. Chike Erokwu, Board Secretary  
Mrs. Kendra Wallace, Principal

Mrs. Kelly called for a motion to go into closed session to consider information related to specific employee matters, potential or probable litigation and matters related to individual students and/or placement of students in special education programs.

*Mrs. Donna Keller made a motion to go into closed session to consider information related to specific employee matters, potential or probable litigation and matters related to individual students and/or placement of students in special education programs. The motion was seconded by Mr. Scott Wallace.*

Roll Call:

| <u>Yes</u>          | <u>No</u> | <u>Absent</u>       | <u>Abstain</u> |
|---------------------|-----------|---------------------|----------------|
|                     |           | Mrs. Danielle Boros |                |
| Mrs. Suzanne Nelson |           |                     |                |
| Mrs. Mindy Kelly    |           |                     |                |
| Mrs. Donna Keller   |           |                     |                |
|                     |           | Mr. John Gottschall |                |
| Mr. Scott Wallace   |           |                     |                |
| Mrs. Melissa Ross   |           |                     |                |

The motion carried with a vote of 5 to 0 with two members absent.

The Board entered closed session at 5:35 p.m.

The Board returned to open session at 7:52 p.m.

Upon roll call, the following board members answered as being present: Mrs. Mindy Kelly, Mrs. Danielle Boros, Mrs. Suzanne Nelson, Mr. Scott Wallace, Mrs. Melissa Ross and Mrs. Donna Keller. Mr. John Gottschall was absent.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO  
Mrs. Kendra Wallace, Principal



Mr. Chike Erokwu, Board Secretary

Community: Mrs. Emily Hayden, Mrs. Allison Drew (videographer)

### **PUBLIC COMMENT**

Mrs. Mindy Kelly invited public comment. There was none.

### **ADMINISTRATIVE REPORTS**

**FOIA Report** – Dr. LeRoy noted that the District received one FOIA report since the last meeting. The District is currently processing the request.

**Superintendent's Report** – Dr. LeRoy noted that Literacy Specialist Mrs. Emily Hayden received her National Board Certification. Board members commended Mrs. Hayden on her accomplishment. Dr. LeRoy also discussed the 2018-2019 school year calendar. The updated draft of the calendar included an attempt to have fewer off days during the month of October to improve consistency of educational delivery.

Dr. LeRoy also provided an update on the District's search for a new Director of Student Services and a Director of Curriculum, Instruction and Assessment. Dr. LeRoy noted that the District has received several highly qualified candidates from its search firm. Finalist candidates will be interviewed by a team of District teachers and board members/administrators during the week of 2/26.

**Chief School Business Official's Report** – Dr. LeRoy gave an update on potential internal construction projects for Summer 2018. Dr. LeRoy said that the District will look to complete a variety of operational maintenance projects this summer, including updates to restrooms and storage areas. The District will begin research into the use of instructional space before conducting any facilities renovations to classroom spaces.

**Principal's Report** – Mrs. Wallace reviewed the monthly enrollment report. Six new families have joined the District since the December board meeting. Mrs. Wallace also discussed the January Curriculum Update presented to the Board at last month's Committee of the Whole meeting. Mrs. Wallace noted that the District ELA Committee will be looking to pilot SchoolWide curriculum materials. A team of teachers will conduct site visits to observe SchoolWide materials in practice.

**Director of Student Services' Report** – Mrs. Wallace gave an update on behalf of Mr. Sabourin on extended school year practices. The extended school year program at Sears has been modified to include office hours throughout the summer. The program has been modified in an attempt to provide a balance of providing students with support when they need it and supporting transitioning students who are new to the District.

### **CONSENT AGENDA**

Mrs. Kelly asked if there were any questions related to the consent agenda.



There being no questions, Mrs. Kelly called for a motion to approve the consent agenda as amended.

*Mr. Scott Wallace moved to approve the closed session which includes: minutes from the December 11, 2017 Regular Meeting and closed session; minutes from the December 12, 2017 Personnel Committee Meeting and closed session; minutes from the January 25, 2018 Committee of the Whole Meeting and closed session; monthly financial reports for December 2017 and January 2018; monthly investment reports for December 2017 and January 2018; ratification of accounts payable for January 10, 2018 to February 5, 2018; acceptance of certified employee request for retirement; authorization to destroy closed session recordings from July 2016.*

*The motion was seconded by Mrs. Melissa Ross.*

Roll Call:

| <u>Yes</u>          | <u>No</u> | <u>Absent</u>       | <u>Abstain</u> |
|---------------------|-----------|---------------------|----------------|
| Mrs. Danielle Boros |           |                     |                |
| Mrs. Suzanne Nelson |           |                     |                |
| Mrs. Mindy Kelly    |           |                     |                |
| Mrs. Donna Keller   |           |                     |                |
|                     |           | Mr. John Gottschall |                |
| Mr. Scott Wallace   |           |                     |                |
| Mrs. Melissa Ross   |           |                     |                |

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

**OLD BUSINESS**

**Approval of the 2018-2019 School Year Calendar**

*Mrs. Mindy Kelly moved to approve the 2018-2019 school year calendar. The motion was seconded by Mrs. Danielle Boros.*

The motion was approved by all yeases.

**Strategic Plan Update** – Mrs. Suzanne Nelson gave an update on the development of the District's Strategic Plan on behalf of the Board's Strategic Plan Taskforce. Several revisions have been made to the latest draft of the strategic plan based on the discussion that took place at the January Committee of the Whole Meeting. The Task Force will further review and refine the tentative final draft of the District mission statement, values, strategic goals and Educational Philosophy. The strategic plan will be presented for adoption in March.

**Village House Update** – Mr. Scott Wallace gave an update on the Village House renovation on behalf of the Board's Building and Finance Subcommittee. Mr. Wallace noted that District attorneys are in the process of drafting contractual agreements between all architectural firms involved in the project. District architects will be switching from operating on an hourly basis to a project basis.



**THE JOSEPH SEARS SCHOOL**

Kenilworth School District No. 38 Board of Education

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**Discussion of the 2017-2018 Faculty/Staff School Climate Survey** – Dr. LeRoy led the Board in a discussion of the 2018 Faculty/Staff School Climate Survey. The survey will be issued to all faculty and staff in February. The Board Communications Subcommittee will present a summary of key findings from the survey to the community in March.

**NEW BUSINESS**

**Discussion of and Potential Acceptance of Retirement for Mrs. Baiba Kuntz** – Mrs. Kelly thanked Mrs. Kuntz for her service to the District and wished her well in retirement.

*Mr. Scott Wallace moved to accept the notification of retirement from Mrs. Baiba Kuntz. The motion was seconded by Mrs. Donna Keller.*

Roll Call:

| <u>Yes</u>          | <u>No</u> | <u>Absent</u>       | <u>Abstain</u> |
|---------------------|-----------|---------------------|----------------|
| Mrs. Danielle Boros |           |                     |                |
| Mrs. Suzanne Nelson |           |                     |                |
| Mrs. Mindy Kelly    |           |                     |                |
| Mrs. Donna Keller   |           |                     |                |
|                     |           | Mr. John Gottschall |                |
| Mr. Scott Wallace   |           |                     |                |
| Mrs. Melissa Ross   |           |                     |                |

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

**Discussion of and Potential Acceptance for Mr. Al Katz-Mariani to Cover Two-Week FMLA Coverage for Junior High Social Studies Teacher** – Mrs. Wallace noted that the District will have a licensed instructional assistant covering for a teacher on paternity leave. Mrs. Wallace noted that we have substitute candidates to replace the instructional assistant once he transitions to a new role.

*Mr. Scott Wallace moved for Mr. Al Katz-Mariani to Cover Two-Week FMLA Coverage for Junior High Social Studies Teacher. The motion was seconded by Mrs. Suzanne Nelson.*

Roll Call:

| <u>Yes</u>          | <u>No</u> | <u>Absent</u>       | <u>Abstain</u> |
|---------------------|-----------|---------------------|----------------|
| Mrs. Danielle Boros |           |                     |                |
| Mrs. Suzanne Nelson |           |                     |                |
| Mrs. Mindy Kelly    |           |                     |                |
| Mrs. Donna Keller   |           |                     |                |
|                     |           | Mr. John Gottschall |                |
| Mr. Scott Wallace   |           |                     |                |
| Mrs. Melissa Ross   |           |                     |                |

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



### OTHER BUSINESS

Mrs. Kelly noted that the JSSPVA benefit was a wonderful event. Mrs. Kelly thanked the teachers and parents for attending as well as Mrs. Crystal Pennington and Mrs. Betsy Kilroy for putting the event together.

### PUBLIC COMMENT

There was none.

### CLOSED SESSION

Mrs. Mindy Kelly entertained a motion to enter closed session for the purposes of considering specific employee matters. Mrs. Kelly noted that no further board business or action would be taken after closed session.

*Mrs. Suzanne Nelson moved to enter closed session for the purposes of considering specific employee matters. The motion was seconded by Mrs. Melissa Ross.*

The Board entered closed session at 8:41 p.m.

The Board returned to open session at 9:37 p.m. in Room 258.

### ADJOURNMENT

Mrs. Kelly entertained a motion to adjourn.

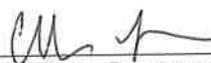
*Mr. Scott Wallace moved to adjourn the meeting at 9:37 p.m. The motion was seconded by Mrs. Suzanne Nelson.*

*The motion carried with all yeses.*

The meeting adjourned at 9:37 p.m.

Attest for Distribution:   
Chike Erokwu, Secretary

Approved:   
Mindy Kelly, President

ATTEST:   
Chike Erokwu, Secretary