



**MINUTES FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 18TH DAY OF JUNE 2018**

The meeting was called to order by President Mindy Kelly at 5:08 p.m. Upon roll call, the following board members answered as being present: Mrs. Mindy Kelly, Mrs. Suzanne Nelson, Mr. John Gottschall, Mrs. Melissa Ross and Mrs. Danielle Boros. Mr. Scott Wallace and Mrs. Donna Keller were absent.

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO
Mr. Chike Erokwu, Board Secretary

Mrs. Kelly called for a motion to go into closed session to consider information related to specific employee matters and potential or probable litigation.

Mrs. Melissa Ross made a motion to go into closed session to consider information related to specific employee matters and potential or probable litigation. 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 5 to 0 with two members absent.

The Board entered closed session at 5:08 p.m.

The Board returned to open session at 7:47 p.m.

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

Also in attendance were:

Dr. Crystal LeRoy, Superintendent/CSBO
Mrs. Kendra Wallace, Principal
Mr. Chike Erokwu, Board Secretary
Mr. Besset Sabourin, Director of Student Services



THE JOSEPH SEARS SCHOOL

Kenilworth School District No. 38 Board of Education

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Community: Mrs. Enza Fox, Mrs. Allison Drew (videographer), approximately 6 members of the Kenilworth community

PUBLIC COMMENT

Mrs. Mindy Kelly invited public comment. There was none. Mrs. Kelly thanked Mrs. Wallace and Mr. Sabourin for their service to The Joseph Sears School.

ADMINISTRATIVE REPORTS

FOIA Report – Dr. LeRoy reviewed the FOIA requests made of the District since the last meeting. The District received four unique FOIA requests since the last regular Board meeting. All FOIA requests were responded to in a timely manner.

Superintendent's Report – Dr. LeRoy reviewed her employee recruitment and retention report. Board members discussed the report, specifically as it relates to the need for comparison data on employee retention and the challenges of maintaining substitutes. Dr. LeRoy also discussed the board retreat. Mrs. Dee Molinare from IASB will facilitate the self-evaluation. Board members will use a combination of surveys and one-on-one phone interviews to prepare for the retreat. Board members discussed the importance of spending time on culture and district vision during the retreat. The strategic retreat will take place on July 10.

Dr. LeRoy led a discussion with the board on potential formats for community forums. Mrs. Kelly suggested board members could reach out to the community to solicit feedback on the formatting of the forums. Dr. LeRoy discussed the possibility of creating a community advisory committee composed of Kenilworth residents, families and organizations. Mrs. Nelson and Mrs. Boros volunteered to work with Dr. LeRoy to establish the committee.

Dr. LeRoy discussed the residency verification process. Dr. LeRoy noted that the District, which has fewer residency verification compared to its neighbors, might consider moving toward annual residency verification similar to many other surrounding districts. Dr. LeRoy discussed the residency verification process. Board members noted a desire to fully articulate district residency processes and procedures in writing.

Dr. LeRoy gave an update on the interim principal search. Dr. LeRoy noted that the District is in the pre-screening process for candidates. An interim principal search committee composed of faculty, administrators and community members will screen finalist candidates in early July.

Chief School Business Official's Report – Dr. LeRoy reviewed the monthly financial statements and investment reports and discussed the use of consultants. Mrs. Wallace discussed consultants as they relate to instructional usage.

Principal's Report – Mrs. Wallace reviewed the enrollment report and updated the board on professional development offered to faculty and staff during the institute days at the end of the school year.

Director of Student Services' Report – (None)



CONSENT AGENDA

Mrs. Kelly asked if there were any questions related to the consent agenda. Items B and D related to the approval of minutes from the 5/16 and 5/24 board and personnel committee meetings were removed from the agenda. Board policies 2:260 and 5:20 related to uniform grievance procedures and the prohibition of workplace harassment were removed from the consent agenda.

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

Mrs. Suzanne Nelson moved to approve the consent agenda which includes approval of: minutes from the June 4, 2018 special meeting and closed session, minutes from the May 21, 2018 regular meeting and closed session, monthly financial report for May 2018, investment reports for May 2018, accounts payable for May 22, 2018 to June 18, 2018, approval of family medical leave request for certified employee, board policy revisions and associated resolutions for 2:120 School Board – Board Member Development; 2:150 School Board - Committees; 5:100 General Personnel - Professional Development Program; 7:20 Students - Harrassment of Students Prohibited; 7:180 Students - Prevention of and Response to Bullying Intimidation and Harassment; 7:190 Student Behavior; 7:210 Students – Expulsion Procedures and 7:250 Students – Student Support Services

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 7 to 0.

OLD BUSINESS

Board Committee Reports – Mr. Wallace gave an update on the Village House on behalf of the finance and facilities subcommittee. Mr. Wallace said the community meetings related to the presentation of the Village House to the community were positive. The Intergovernmental Taskforce will soon begin planning out fundraising efforts for the project.

Presentation of Annual Parent Survey Data – Mrs. Nelson and Mrs. Kelly gave a presentation on the annual parent survey. Mrs. Kelly noted that as a whole, parent responses to questions regarding administrative and board transparency and satisfaction shifted negatively compared to the prior year’s data. A detailed recap of survey data will be shared with parents in the coming weeks.



NEW BUSINESS

Discussion of and Potential Approval of Recommendation to Hire Mrs. Terry Oquendo as 1.0 FTE School Nurse – Mr. Sabourin gave a brief summary of Mrs. Oquendo’s professional background. Mr. Sabourin noted that he is excited to have Mrs. Oquendo join the district.

Mrs. Melissa Ross moved to approve Mrs. Terry Oquendo as 1.0 FTE School Nurse. The motion was seconded by Mr. 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 7 to 0.

Discussion of and Potential Approval of Recommendation to Hire Mrs. Kathleen McGowan as 1.0 FTE Student Services Teacher – Mr. Sabourin gave a summary of Mrs. McGowan’s professional background. Mr. Sabourin noted that he is excited to have Mrs. McGowan join the district. Mr. Sabourin noted that Mrs. McGowan’s position was added to increase continuity of services across grade levels.

Mrs. Melissa Ross moved to approve Mrs. Kathleen McGowan as 1.0 FTE Student Services Teacher. The motion was seconded by Mr. John Gottschall.

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 7 to 0.

Discussion of and Potential Approval of District Treasurer, Ms. Zuica Donev – Dr. LeRoy noted that as part of a system of financial checks and balances, Ms. Donev would take over the District treasurer role.



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Mr. John Gottschall moved to approve Ms. Zuica Donev as District Treasurer. 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 7 to 0.

OTHER BUSINESS

There was none.

PUBLIC COMMENT

There was none.

ADJOURNMENT

Mrs. Kelly entertained a motion to adjourn.

Mr. Scott Wallace moved to adjourn the meeting at 9:56 p.m. The motion was seconded by Mrs. Donna Keller.

The motion carried with all yeses. The meeting adjourned at 9:56 p.m.

Attest for Distribution: Chike Erokwu
Chike Erokwu, Secretary

Approved: D. Boros
Danielle Boros, Vice President

ATTEST: Chike Erokwu
Chike Erokwu, Secretary