



**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 21ST DAY OF SEPTEMBER 2020**

President, Mr. Evan Lukasik, called the meeting to order at 5:34p.m. Upon Roll Call, the following Board members answered as being present: Mr. Evan Lukasik (remote), Mr. John Gottschall (remote), Mrs. Mia Casey Sachs (remote), Mr. Bill Graham (remote), Mr. Andrew Stone (remote), Dr. Lisa Metzger-Mugg (remote) and Mr. Stephen N. Potter (remote).

Also present were, Ms. Kate Donegan, Superintendent, Dr. Stephanie Helfand, Principal, (remote) Dr. Carrie De La Cruz, Director of Student Services, (remote), Dr. Martin Heffner, Assistant Principal (remote) and Dr. Joseph Bailey, Business Manager (remote) and Mrs. Julie Campanaro, Board Secretary (remote).

**ADJOURN TO CLOSED SESSION TO DISCUSS SPECIFIC EMPLOYEE MATTERS
AND COLLECTIVE BARGAINING AND SEMI-ANNUAL REVIEW OF CLOSED
SESSION MINUTES**

Mr. Lukasik entertained a motion to go into closed session to discuss specific employee matters, collective bargaining and semi-annual review of closed session minutes.

Mr. Stephen Potter moved to go into Closed Session to discuss specific employee matters, collective bargaining and semi-annual review of closed session minutes at 5:35 p.m. Mrs. Mia Casey Sachs seconded the motion.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Evan Lukasik			
Mr. John Gottschall			
Mr. Bill Graham			
Mrs. Mia Casey-Sachs			
Dr. Lisa Metzger-Mugg			
Mr. Stephen N. Potter			
Mr. Andrew Stone			

The motion carried with a vote of 7 to 0.

RECONVENE OPEN SESSION

The Board returned to open session at 7:44 p.m.



Upon roll call, the following Board members answered as being present: Mr. John Gottschall, Mr. Bill Graham, Mr. Evan Lukasik, Mr. Stephen N. Potter, Mrs. Mia Casey-Sachs, and Mr. Andrew Stone. All were present remotely. Dr. Lisa Metzger-Mugg was absent.

Also in attendance were Ms. Kate Donegan, Superintendent, Dr. Stephanie Helfand, Principal (remote), Dr. Carrie De La Cruz, Director of Student Services (remote), Dr. Martin Heffner, Assistant Principal (remote), Dr. Joseph Bailey, Business Manager (remote), Mrs. Deb Keegan, Communications Coordinator (remote) and Mrs. Julie Campanaro, Board Secretary (remote).

Mr. Lukasik gave opening remarks regarding the Public Hearing for the FY21 Budget. He also referenced an article supporting the benefits to in-person learning over remote learning and expressed pride in the fact that our district was able to provide in-person learning for those families that wanted it. He thanked everyone responsible for presenting this opportunity.

PUBLIC COMMENT – There was no public comment.

FINANCIAL

Public Hearing for Fiscal Year 2021 Budget - Mr. Evan Lukasik called the Public Hearing to order at 7:47 p.m. He invited Business Manager, Dr. Joseph Bailey, to present the Fiscal Year 2021 Budget. In doing so, Dr. Bailey outlined the budgeting process including the publishing of the budget for 30 days in advance of this public hearing to allow for viewing of the proposed budget by the public.

Dr. Bailey remarked that the proposed budget was not very different from draft budget presented in August and characterized it as a conservative budget. He outlined some of the changes including adding \$3.2 million in capital projects, and additional architect fees, and reducing the estimated COVID-19 related costs, which would be mitigated through the Cares Act. Dr. Bailey stated that he felt the proposed budget was fiscally responsible and realistic.

Dr. Bailey responded to questions from the Board regarding the EAV's effect on the budget, and ways to reduce expenditures to bring the District's per pupil spending more in line with the median of the other sender districts. Some areas were identified as possible places to reduce costs over time. Human Resources (salaries and benefits) are the largest portion of the budget's expenditures, about 87%, which is typical of most school districts, followed by special education costs. He added that the administration would be looking to take advantage of any available grants, reducing purchases for supplies by finding ways to economize, utilizing more efficient, purchasing procedures.

The Public Hearing concluded at 8:13 p.m.

Discussion and Possible Adoption of Fiscal Year 2021 Budget



Mr. Potter expressed his gratitude for Dr. Bailey's efforts and fine work with the Building and Finance Committee. He noted that the costs were comparable to previous years. He observed that while the District spends wisely, it still has a high overhead. He commented that going to zero-based funding as the District is doing, is a strong move and expressed his excitement that while the Master Facilities Plan will add significantly to the coming year's budget, it would provide our District's students with an enriched environment in which to learn and additional benefits for the community.

There being no further questions or comments, Mr. Lukasik entertained a motion to adopt the FY21 Budget as presented.

Mr. Stephen N. Potter moved to adopt the Fiscal Year 2021 Budget as presented. Mr. John Gottschall seconded the motion.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Evan Lukasik			
Mr. John Gottschall			
Mr. Bill Graham			
Mrs. Mia Casey-Sachs			
		Dr. Lisa Metzger-Mugg	
Mr. Stephen N. Potter			
Mr. Andrew Stone			

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

CORRESPONDENCE

Ms. Donegan reported there had been two Freedom of Information requests since the last Board meeting and both had been responded to appropriately.

INFORMATION ITEMS

Report from the Superintendent

Ms. Donegan offered her thanks to the Joseph Sears School Parent Volunteer Association (JSSPVA) for coordinating the Marla's Lunch program and providing a thoughtful welcome back lunch for faculty and staff. She was also very grateful to the parents who volunteered to assist the School in maintaining the integrity of our "Bubble" system. She remarked that the teachers have been working tirelessly to provide quality instruction to the students regardless of the learning platform the students are participating. The District has collaborated with the local North Shore Health organization and the local Illinois Department of Health (IDPH) department to insure we are following all necessary protocols to provide a safe learning environment for our



students, teachers and staff. She also thanked School Nurse, Mrs. Terry Oquendo, for organizing flu shots for the faculty and staff. Everyone enjoyed seeing each other while maintaining proper social distancing.

Enrollment, Class Size Report - She reviewed the current enrollment with a total of 459 students enrolled, and 53 of those enrolled participating in remote learning, with class sizes ranging from 12-19 students.

Report from the Principal

Dr. Helfand noted that a lot has happened in the interval between the start of school in August, and now. She listed the activities and highlights since August 17, August 17- 21 Institute Days were held providing planning opportunities and professional development in differentiation, trauma informed teaching practices, social and emotional learning, remote teaching technology training, and School-wide curriculum training for ELA. A virtual Second Cup of Coffee was attended and covered the expectations for parents for the start of the school learning and the unique challenges the pandemic presented. Events such as the Junior Kindergarten and Kindergarten Meet the Teacher, virtual curriculum nights, Behavioral and Emotional Screening System (BESS) JK-8, AIMSWeb assessment for K-4 and our traditional 3rd grade Word Parade.

Dr. Helfand reviewed the Remote Learning platform, which offers a 5 hours school day with a minimum of 2.5 hours of synchronous (live) Zoom instruction. Remote Learning teachers align the curriculum, instruction and assessment to that of the in-person experience as best as the online environment allows and continue to look for opportunities to integrate our Remote Learners into our In-Person environment as often as possible. She added that in-person learning has been going very well and at times almost felt as if things were back to normal.

She noted that the MTSS Committee has been meeting regularly to focus on assessing students for social emotional wellbeing, academic achievement, and developing practices to respond to student behavior or crisis situations. Going forward student intervention and enrichment will look different than it has in the previous school years, but will be focused on providing in-person learning as effectively as possible while also meeting individual needs along the way.

Report from the Director of Student Services

Dr. De La Cruz outlined changes to the 504 Support plans. In order to best support the students who have Section 504 plans and their teachers, the team shifted some roles and responsibilities between the Director of Student Services, the Assistant Principal, caseworkers, social workers and the psychologist. She reported that this new this model would provide more personalized and specialized support to the students who are on 504 plans, their parents, and the teachers who support them.



While the IEP goals, supports, and services will remain in place for the current school year, changes in the instructional day and program may affect the special education minutes in the IEP and how some supports are provided. Case managers are in the process of communicating with families about these potential adjustments and writing IEP amendments. Case managers have been updating Individualized Remote Learning Plans (IRLPs). IRLPs are a supplement to document what the supports and services look like in a remote learning environment.

Dr. De La Cruz reviewed extracurricular opportunities noting that the plan is to have three “sessions” of Virtual Extracurricular programming starting in October. She reviewed communications and emphasized the effort being made to keep the learning community apprised along the way. Finally, it was reported that the school would have its first Fire Evacuation Drill at the end of September and a lockdown drill potentially in October. The unique circumstances of maintaining safety and social distancing during these drills is being closely reviewed.

Dr. Helfand responded to a Board member’s inquiry about temporary remote learning as it pertains to quarantine. She advised that it is rare that quarantine would be beyond 10 days, which would not pose an issue.

Suspension Report

Ms. Donegan referenced the “Suspension Report” item on the agenda. She noted this was a mandated report she will give each month, regarding any student discipline issues. There was nothing to report this month.

Presentation on the 2020 Annual Parent Survey

Mrs. Mia Casey Sachs gave a presentation on the results of the 2020 Annual Parent Survey. She noted that in spite of condensing the survey down to fewer questions, participation was much lower than in years past but attributed this to the Governor’s order and the change to remote learning beginning in March.

She noted there were six measurable categories of school climate; Curriculum/Instruction/Teaching, Student Behavior and Engagement, Administration, School Climate, General Satisfaction and Overall Ratings.

She noted that even with last spring’s Remote Learning situation, the analysis showed parent attitudes on school climate issues in the survey remained mostly in the ‘Good’ categories. Questions related to school leadership, transparency, and engagement, shifted more positively this year, but remain important areas of concentration for our new administrative team. When analyzing the ‘Administration’ category, there was a more neutral satisfaction. This may reflect having many interim administrative staff while we were in the process of our administrative structure study and filling those positions permanently.



A review of open-ended responses revealed there were common key areas related to school culture throughout the responses. Listed were; a focus on students first, structure/defining roles & responsibilities, parents are encouraged by new leadership, there are still high expectations for students/curriculum, bullying/diversity require attention and interest in insuring equal opportunities for girls.

The following areas were identified for next steps:

- Ensure a “student first” philosophy
- Provide greater support for Diversity, Equity, and Belonging (DEB) initiatives to ensure students, faculty, and staff feel safe to be and express themselves
- Hire, retain, and support qualified teaching staff
- Reinforce and communicate effectively the roles and responsibilities of administrators
- Continue focus on social-emotional learning (SEL) instruction and integrating it into all aspects of the curriculum to prepare students to succeed and thrive
- Seek a deeper understanding of discipline issues and develop solutions with administrators, faculty, and parents.
- Utilize parent feedback on curricular areas of interest to the community and focus on areas showing a year-to-year decline.

Mrs. Casey Sachs expressed her gratitude to those who participated and stated that the Board remains focused on achieving those next steps in partnership with the administrative team, faculty and staff and the school community.

In response to questions regarding future surveys, Mrs. Casey Sachs reported that the plan is to engage a consultant or vendor who specializes in creating and analyzing surveys to obtain the best outcomes and most meaningful information. The survey will move to more of the purview of the administration with support from the Board of Education instead of the Board being responsible.

There were no further questions.

Mr. Lukasik thanked Mrs. Casey Sachs, Mrs. Deb Keegan and Mrs. Julie Campanaro for their efforts on the survey.

COMMITTEE REPORTS

Board Policy Committee

Mr. Andrew Stone reviewed his memo contained in the Board documents pertaining to the Board Policy comprehensive audit being conducted.

Dr. Lisa Metzger-Mugg returned to the meeting at 8:59 p.m.



Mr. Stone reported that the Committee met on 09/14/21 and divided the policies into series and identified working groups with point people in each, to review those policies in their assigned series. Two meetings were scheduled to review the suggested edits from each of the working groups. October 26 will be for review of policies from series 100-500 and November 9 for policies from series 600-800. The full set of edits from all of the series will be shared with IASB on December 4 and the Policy Committee will then meet with IASB on December 7 to review these edits for the policy manual. It is possible it will take more than one meeting with IASB to complete this final review. Mr. Stone directed the Board's attention to a chart in his memo and invited the members to view to which working group they had been assigned. If a particular Board member has an interest in a specific policy series they would like to work on, they were asked to contact the point person in that working group. The point people from each working group will schedule any meetings needed prior to the October 26 and November 9 meetings.

Building and Finance Committee

Mr. Stephen Potter reported on the recent committee meetings held which focused a great deal on the budget and the master facilities plan (MFP). With regard to the MFP, the committee is working closely with the architect, DLA and New Vista Design on the final presentations to the faculty and staff and the community on October 1. The plan could be presented to the Board of Education for possible adoption at the November 16, Board of Education meeting.

Mr. Potter thanked Dr. Bailey again for his work on the budget and encouraged his continued focus on reducing expenditures in the areas discussed. He reported that Dr. Bailey will develop a set of metrics to create a baseline for comparison as the year progresses and would provide comparisons between actual costs and the amount budgeted over the course of the fiscal year to maintain focus on actual expenditures.

The committee also heard from a representative from Midwest Environmental, who presented his report on Air Quality testing done at the school in July. The results from the testing found no mold levels that exceeded acceptable limits and were normal in all respects. Should the Board wish to establish a baseline, the same scope of work could be duplicated quickly, and suggested it be done during a typical day when only the usual students and faculty would be present for the most representative readings.

Communications Committee

Mrs. Mia Casey Sachs reported that with her report given on the 2020 Annual Parent Survey, the Communications Committee has been retired and responsibilities for that committee are absorbed by the administration, the Communications Coordinator, Mrs. Deb Keegan and with continued support from her as liaison.

Diversity, Equity and Belonging (DEB)



Mrs. Mia Casey Sachs was excited about this new committee and mentioned that their next meeting was scheduled for the following day on September 22 where they will be discussing and finalizing their vision and when it will be rolled out to the community. She expected she would have more to report at the next Board meeting.

Ed-Red

Ms. Donegan noted this organization has not met yet but anticipated they would be meeting before the November Board meeting. The graduated income tax legislation will likely figure prominently in their discussions after the November elections.

CONSENT AGENDA

Mr. Lukasik asked the Board if they had any questions or comments about the Consent Agenda.

There was a brief discussion on the Administrators' and Teachers' Salary Compensation Report and Salary Compensation Report for Classified IMRF Staff Members. Specifically what each column represented such as, how much was contractual, stipend or extra duty pay.

There being no more questions, Mr Lukasik asked for a motion to approve the Consent Agenda as presented.

Mr. Stephen Potter moved to approve the Consent Agenda as presented. Mr. John Gottschall seconded the motion.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Evan Lukasik			
Mr. John Gottschall			
Mr. Bill Graham			
Mrs. Mia Casey-Sachs			
Dr. Lisa Metzger-Mugg			
Mr. Stephen N. Potter			
Mr. Andrew Stone			

The motion passed with a vote of 7 to 0.

OLD BUSINESS

There was none.

NEW BUSINESS



Approval of Memorandum of Agreement

Ms. Donegan reviewed the Memorandum of Agreement to the Kenilworth Educators Association contract pointing out that the items stipulated in the MOU were based primarily on issues pertaining to COVID -19 and Remote learning. She thanked the KEA representatives. Mrs. Toula Sideris and Mrs. Anne Trueman for working with her in partnership to write this document. She responded to Board members' questions regarding the content of the MOU, stating it covers primarily, legislated mandates and reinforces health and safety mandates due to COVID-19. It covers schedule elements per school code, FIC relief, the addition of one personal day, the manner in which evaluations will be done as worked out within the PERA committee, and takes into account the new Remote Learning/In Person schedule. None of these elements would negatively affect the quality of education to students and would allow teachers a greater comfort level for safety.

Mr. Lukasik entertained a motion to approve the Memorandum of Agreement as presented.

Mrs. Mia Casey Sachs moved to approve the Memorandum of Agreement as presented. Mr. Andrew Stone seconded the motion.

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Evan Lukasik			
Mr. John Gottschall			
Mr. Bill Graham			
Mrs. Mia Casey-Sachs			
Dr. Lisa Metzger-Mugg			
Mr. Stephen N. Potter			
Mr. Andrew Stone			

The motion passed with a vote of 7 to 0.

Schedule October Special Board Meeting

Ms. Donegan will poll the Board members to identify a date that all Board members can attend.

CALENDAR REVIEW

Ms. Donegan reviewed the upcoming events as outlined on the agenda. She drew special attention to the Parent/Teacher conferences scheduled to take place virtually from October 19 to October 23. These will be attendance days for students. Additionally, it was noted that the Building and Finance Committee meeting would be moved to October 9.



PUBLIC COMMENT

Mr. Lukasik invited public comment. There was none.

ADJOURNMENT

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

Mr. Stephen Potter made a motion to adjourn the meeting at 9:25 p.m. Mrs. Mia Casey Sachs seconded the motion.

All Ayes.

Attest for Distribution:

DocuSigned by:
Julie M. Campanaro
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Julie M. Campanaro, Secretary

Approved:

DocuSigned by:
Evan Lukasik
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Mr. Evan Lukasik, President

ATTEST:

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Julie M. Campanaro, Secretary