



**MINUTES OF A MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 16TH DAY OF NOVEMBER 2020**

President, Mr. Evan Lukasik, called the meeting to order at 5:39 p.m. Upon Roll Call, the following Board members answered as being present: Mr. John Gottschall, Mr. Bill Graham, Mr. Stephen N. Potter, Mrs. Mia Casey Sachs, and Mr. Evan Lukasik. Mr. Andrew Stone and Dr. Lisa Metzger-Mugg were absent.

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

**ADJOURN TO CLOSED SESSION TO DISCUSS COLLECTIVE BARGAINING, THE
PURCHASE OR LEASE OF REAL PROPERTY FOR USE BY THE PUBLIC BODY,
IMMINENT OR PROBABLE LITIGATION, AND MATTERS RELATING TO
INDIVIDUAL STUDENTS.**

Mr. Lukasik entertained a motion to go into closed session to discuss collective bargaining, the purchase or lease of real property for use by the public body, imminent or probable litigation, and matters relating to individual students.

Mr. Stephen N. Potter moved to enter Closed Session to discuss collective bargaining, the purchase or lease of real property for use by the public body, imminent or probable litigation, and matters relating to individual students at 5:39 p.m. 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			
Mr. Stephen N. Potter			Dr. Lisa Metzger-Mugg
			Mr. Andrew Stone

The motion carried with a vote of 5 to 0, 2 absent.

RECONVENE OPEN SESSION

The Board returned to open session at 7:53 p.m.



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

Also in attendance were Ms. Kate Donegan, Superintendent, Dr. Joseph Bailey, Business Manager, Dr. Stephanie Helfand, Principal, Dr. Carrie De La Cruz, Dr. Martin Heffner Mrs. Julie Campanaro, Board Secretary. Also present were faculty and staff members, Mrs. Deb Keegan, Communications Coordinator Mrs. Jennifer Garza, Mrs. Toulia Sideris, Mrs. Barb Rodriguez, Mrs. Emily Hayden, Mrs. Anne Trueman, Mrs. Jennifer Arra, Mrs. Tracy McDowell, and community members present were Mrs. Claudia Kocalis, and Ms. Christine Douglas. Other Community members were present but did not identify themselves. Mr. Joseph Troyer, the District auditor, and Mr. Peter Kuhn of B&A also were present.

Mr. Evan Lukasik addressed those present. He was pleased to say that today marked the beginning of the Schools' thirteenth week of in-person learning and was pleased we had done so while keeping students, faculty, and staff members' safe.

PUBLIC COMMENT

Mr. Lukasik invited Public comment. There was none.

COMMITTEE REPORTS

Building and Finance

Mr. Stephen N. Potter reported on the work done recently within the Building and Finance meetings. He noted that the Committee had discussed several items, some of which will be introduced later in the meeting for discussion and possible approval. Mr. Potter spoke about the Procurement Card Program under consideration this evening and a new pension plan, being considered, a 457b plan. He stated the Committee focused on developing the Master Facilities Plan (MFP) and creating the rough draft to be presented this evening. The Committee also had prepared for the 2020 Tax Levy and the Public Hearing in December. They also had received a preview of the Audit report discussed shortly. The Board will have a robust discussion on all of these topics later this evening.

Mr. Potter stated that Mr. Lukasik approved a change in the agenda's order and moved to the New Business item, *Discussion and Potential Approval of the 2019-2020 Annual Financial Report*, to earlier in the meeting. He asked Dr. Joseph Bailey, the Business Manager, to talk about the audit process and work done with Mr. Joseph Troyer, the District's auditor.

Discussion and Potential Approval of the 2019-2020 Annual Financial Report



Dr. Bailey spoke of Mr. Troyer's experience, who has audited the District for the last 15 years, and introduced Mr. Troyer. Mr. Troyer gave an overview of his audit results, finding there were no issues and the District had a clean, unmodified opinion audit result. The audit was completed in a timely way and filed with the North Cook Intermediate Service Center (NCISC), the District's regional office, and the Illinois State Board of Education (ISBE). He responded to the Board's questions regarding property tax revenue and the possible effect of pending tax legislation on the \$7 million "on behalf payments" the State makes for employees. He assured the Board if the bill failed to pass, the likelihood of the funding of pension plans falling to Illinois school districts was extremely low. He responded that

The Board asked about his general impressions of the District's financial health and if he observed any processing improvements. The District held healthy reserves and appropriately sized fund balances. He was pleased with the accountability of a dedicated Business Manager to oversee financial activity daily. He found no changes when implementing testing bank transactions and thought the payroll system currently in use was sufficient.

Mr. Potter thanked Mr. Troyer and acknowledged his expertise. He complimented Dr. Bailey on his seamless transition to the Business Manager position. Dr. Bailey acknowledged the support provided by Ms. Trish Culhane, the District's Bookkeeper. There being no further questions for Mr. Troyer, Mr. Lukasik entertained a motion to accept the 2019-2020 (FY20) Annual Financial Report.

Mr. Stephen Potter moved to accept the 2019-2020 (FY20) Annual Financial Report. 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.

Board Policy Committee

Mr. Andrew Stone reported on the activity of the Board Policy Committee. The Committee has completed most of its review of the suggested IASB Draft Policy Manual. He outlined the process to date and noted that the Committee will have their recommendations and edits ready by December 4 to have edits completed by December 7 to prepare when they will meet with IASB



representatives again. The Board will have the draft manual with all revisions for the opportunity for review at the December 14 Board meeting before being asked to adopt the draft policy manual at a meeting in the New Year. Mr. Stone noted a few draft policies highlighted in the Board documents that the Committee felt full Board discussion was necessary.

The Board discussed these policies beginning with 5:186 *Private and Professional Services*, which elicited an extensive discussion regarding District policy on tutoring. The Board discussed a perception by some that current practice was allowing for favoritism and at the Junior High level, there was unfair support in class placement. Board members felt that in a school of the Joseph Sears School caliber, the students should be receiving adequate educational support to achieve and grow academically. They discussed for transparency, the possibility of self-reporting of tutoring relationships, rate disclosure, and more restrictive rules around tutoring. The Board had mixed thoughts and did not arrive at a firm resolution. When informally polled, the majority felt that some tutoring could be available but with more oversight and restrictions. The Committee will be reviewing similar policies in other districts for ideas on possible edits to our District's policy before offering a final policy for consideration. In the interest of time, Mr. Stone asked if there were other policies the Board wanted to discuss. Policy 7:60 *Residency* was a policy of interest to the Board. Current practice allows a 90-day waiver period with payment of a deposit. The District refunds the deposit in full provided the residents have established residency (provided required documentation) and live in their home, "head-on pillow" within 90 days of registration. Mr. Stone said the Board adopted extensive edits to this policy and legal review in September 2019, and the Board should utilize the language adopted then. The Board acknowledged possible abuse of the current policy could occur. They understood the waiver period is used correctly by residents whose homes are under construction or under contract to close on a purchase within the 90-day period. The Board did not want the School to accept registrations from non-residents who have no intention to live within the District boundaries. Mr. Stone noted there would be time for the Board to discuss the draft policy. Any additional comments should be directed to a member of the Board Policy Committee for consideration in the policy's final draft.

Regarding Policy 6:210 *Instructional Materials*, the Policy Committee recommended that the Board adopt one of two options worded to select and adopt instructional materials. The Committee recommended the Board adopt option 1, which provides more latitude to the Superintendent in choosing instructional materials. The Committee recommended the addition of additional language to establish a 5-year curriculum review cycle.

There being no more comments or questions regarding the draft policies, Mr. Stone concluded the discussion. He repeated that the Board members would have adequate time to review and make recommendations regarding the Draft Policy Manual policies, before final adoption New Year.

INFORMATION ITEMS

Superintendent Update



Ms. Donegan referenced her report provided in the Board packet. She highlighted that she and the other administrators are building on relationships with the school organizations like the KEA, the JSSPVA, and the Booster Club and community relationships with the police and fire department, Village, and Park District. She noted that the administration continues to build a relationship with the New Trier Township High School (NTHS) and the North Shore Special Education District (NSSED) to benefit the District's students.

Business Manager Update

In addition to the Construction Manager Selection process, MFP development, and the Tax Levy to be discussed later in the meeting, Dr. Bailey reported that the Committee discussed a necessary follow-up test to an air quality test done earlier in the year. The second test performed by Midwest Environmental Consulting Services will measure air quality under current day-to-day conditions in the school with students in attendance. He reported the tents set up in the fall to accommodate outside activities, will be taken down during the Thanksgiving break. If necessary the Board may choose to put them up again in the spring should circumstances require it. Dr. Bailey reported the Committee consulted with Dyopath, a firm hired by the District to conduct a technology audit between now and the end of the year. He anticipated a report would be available to the Board in December. Dr. Bailey concluded with thanks to Mr. Moris Quijada, the Building and Grounds Director, and his maintenance staff for conducting deep electrostatic cleaning of the School each week. This deep cleaning provides an even safer learning environment for all.

Building Report – Principal/Assistant Principal/Director of Student Services

Dr. Helfand reviewed the Building Report in the Board documents highlighting particular topics contained in her report. Along with the other administrators, she was thrilled with the progress made in the last twelve weeks. She sighted efficiency in processes and continuous improvement in the remote learning structure and curriculum delivery. Dr. Helfand reported teachers and administrators are focusing on ways to make School feel like a typical school year. She cited events held like a mock election, a virtual Veteran's Day celebration with classroom visits, and a virtual Halloween parade, which are all important Sears' traditions. She reported that we are bringing remote learners into more activities with students learning in-person to support classes with all of their peers. A Story Walk around the book "*Fletcher and the Falling Leaves*" created by the sixth-grade students in the outdoor classroom provided a safe outside learning activity for all. She was grateful for the faculty and staff for making strides in this area. Some virtual extracurricular activities have begun, and the various faculty committees are meeting regularly. Data Days on data programs allowed faculty to learn about gathering and utilizing data to inform teaching strategies for their students. Dr. Carrie De La Cruz added that the Special Education team and the MTSS Committee have collaborated to provide interventions to support meaningful learning experiences for the District's students with 504 Plans and Individual Education Plans (IEPs). Dr. Metzger-Mugg and Mrs. Mia Casey Sachs expressed their gratitude for these efforts toward normalcy.



Diversity Equity and Belonging (DEB)

Mrs. Casey-Sachs updated the Board on the activities of DEB. The first communication was sent, which initiated an increase in membership on the Committee. The DEB Committee plans to schedule an opportunity with Lizzy Appleby to teach more strategies in acknowledging and supporting differences in the classroom. This would be an opportunity for parents, and professional development for faculty and staff. The book "*Martin Rising, Requiem for a King*" was selected for The One Book One School initiative. Mrs. Casey Sachs added that the Board of Education, the administrators, and the faculty and staff are all working to find ways to further DEB's goals. She suggested the Board adopt and review policy through a lens of equity to support these ideals. Training on ways to promote this is scheduled for the Board in the spring. Ongoing training may be provided through Ted Talks, books, webinars, and the Illinois Association of School Boards (IASB). She was grateful to the JSSPVA for upgrading the positions on their board of those who work on the DEB Committee to voting members. To allow more continuity in transitions, the JSSPVA changed the position to a 2-year term office. It was suggested each Board member take ownership of one of the goals and find ways to promote further engagement of the Board members and community to achieve that goal.

ED-RED

ED-RED- Ms. Donegan referenced the presentation included in the packet titled, *Illinois Budget and Fair Tax* by Ralph M. Martire, Executive Center for Tax and Budget Accountability. She explained the presentation gives a thorough review of the failure of the fair tax legislation to pass and what that means to Illinois school districts. She invited the Board members to view it if they are interested. In getting more information.

FOIA

There were no Freedom of Information Requests responded to since the last Board meeting.

She had one additional information item regarding National Board Certification stipends. She referenced her memo on this in the Board documents. She noted that each faculty member who holds this certification receives a \$2,500 stipend annually until their certification expiration. Obtaining this certification requires years of work. She congratulated each faculty member who holds the certificate on achieving this distinction.

Name Change Update

Mr. Lukasik moved the order of the remaining Information Items. He presented a brief update on the Joseph Sears School name change petition. He outlined the sequence of events. The Board received the petition earlier in the year. The full Board discussed the petition, and recommended some actions, including creating an advisory group representative of all stakeholders, charged



with a fact-finding mission around the petitioners' assertions. The advisory group determined that the issue expands beyond the school district and recommended the Board of Education hold a community forum on the subject. Mr. Lukasik will reach out to other village board presidents and other community organizations to promote an opportunity for broader community dialogue in the New Year.

Master Facilities Plan Update

Mr. Stephen Potter updated the Board on the Master Facilities Plan. He reviewed the Draft Master Facilities Plan included with the Board documents. He stressed that the document was a very rough draft and encouraged feedback. He explained the Executive Summary was created to stand on its own. A reader would get a sense of the full plan by reading the summary and would not necessitate they read the entire document to get the project's full scope, unless one chose to. He stated that while the section is only a few pages, the full document's size (600 pages) shows the extensive work done to create the plan. He invited the Board members to review and offer feedback this week and have DLA create a better draft. Mr. Potter briefly reviewed each of the seven sections and the topics they covered. *Section One*, the Table of Contents, outlines the full plan. *Section Two* focuses on the existing site plan and building plan. It speaks to the recognition that ongoing maintenance to the building has been adequate but significant investment has not been made in the schoolhouse for many years. *Section Three* addresses the goal to make the Joseph Sears School the best JK-8 Public School in the country. Board members and other stakeholders participated with DLA and New Vista in tours of schools that have recently undergone renovation and new building projects. The purpose of the tours for the participants was to see the best 21st-Century learning environments and what may be possible in Kenilworth. *Section Four* focuses on the outcomes from the extensive multiple visioning sessions held with all stakeholders. *Section Five* focuses on educational programming and how renovations can support it. The infrastructure work to be done is not extensive. *Section Six* has an overview of Financials. He noted a slide revised by Dr. Bailey and Forecast5 that provides a complete record of sources and uses of funding year to year. This section's conclusion addresses the strong financial position of the District to complete the work planned. The audit presentation given earlier supported this. The District has sufficient resources to undertake an extensive three-phase plan over five years. In spring 2021 (\$3 million), then another (\$16 million) over the following two years and clean up and modernization of the School. Mr. Potter noted phases one and two could be funded by existing resources, based on the District's continuing surpluses. Phase three consisting of years 3, 4, and 5, may require the Board to incur some short-term debt issuing debt certificates for \$4.4 million. If that source of funding is pursued, the Board will need to pass a resolution to authorize the issuance of debt certificates. The financial advisor, Ms. Elizabeth Hennessey, recommended the Board pass the resolution now rather than later. He requested the Board members provide their feedback before the next committee meeting on December 3. *Section Seven* provides extensive details of the proposed plan. The Building and Finance Committee will continue to tighten up the MFP document financial conclusions and methodology.



Mr. Potter responded to questions about the rationale to approve a resolution now, stating that it provides transparency that the Board acknowledges in advance what may be necessary financially. It would be better to do this all at once rather than in increments considering the current market. Mrs. Casey-Sachs offered her thanks to the Building and Finance Committee under Mr. Potter's leadership for the extensive work done. Mr. Potter mentioned that an ad-hoc committee, himself, Bill Graham, Kate Donegan, Joe Bailey, and DLA, were charged with selecting a Construction Manager. The Committee reviewed eleven proposals and narrowed those down to three finalists. The selection was based on experience, cost, the record of on-time, and on-budget on previous projects and their record on inclusion and sustainability experience.

Mr. Lukasik stated he felt the project's cost was currently too high, and he was hopeful that the construction management company selected could assist in value engineering that cost down.

CONSENT AGENDA

Mr. Lukasik asked if there were any questions on items in the consent agenda. He had some questions on the procurement card program considered for approval in the consent agenda. He had reservations and wanted assurance that adequate controls and sufficient authorization requirements will be in place to administer the program effectively. Dr. Bailey will provide the Board with the written administrative controls to support the policy 4:55 *Use of Credit and Procurement Cards*. He was confident the program would save the District money with more oversight; fewer purchases to be refunded and guaranteed tax exemption on all purchases.

There was a brief discussion about the accounts payable and the cost of leasing the district copiers posted in the report. Mr. Gottschall wondered about the cost of leasing versus purchasing them. Both Dr. Helfand and Ms. Donegan said leasing was the best option over time. They referenced lower maintenance costs and better data security. They agreed to look at ways to lower the number of copies made. It is more cost-effective to copy documents rather than print them.

There being no further questions, Mr. Lukasik entertained a motion to approve the Consent Agenda.

Mr. Stephen Potter moved to approve the consent agenda as presented. Mr. John Gottschall seconded the motion.

Roll Call:

Yes

No

Absent

Abstain

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.

NEW BUSINESS (continued)

Discussion of 2020 Tax Levy

Dr. Bailey led a discussion on the estimated 2020 Tax Levy. He reviewed the timeline for the preparation and approval of the Levy and explained the item was for discussion only. No formal action will be taken. For transparency reasons, as the Levy amount does not require it, a Public Notice would be published in the local paper. He based the Levy on the assumptions of an EAV of 3%, \$2 million in new property taxes, and CPI of 2.3%, resulting in a 4.7% tax levy. The Board will be asked to approve the Levy at the December 14 Board meeting. There were no questions at this time.

Discussion and Potential Approval of the 2021-2022 Junior Kindergarten Tuition

Ms. Donegan reviewed her recommendation for the 21-22 Junior Kindergarten tuition. She recommended that it remain at \$6,000 based on the uncertainty of what things will be like next year with the COVID pandemic. Ms. Donegan had made comparisons and found the tuition was in line with other programs in the area. She asked the Board to consider offering a second JK section next year, in the morning and afternoon. The demand was there as the park district is experienced an increase in participation in their after school programs, and other full-day programs in the area had full enrollment. She stated that the JK program has had a waitlist for the past few years, showing further evidence there is a demand. She recommended a reduction in the enrollment cap to 12. Mr. Lukasik inquired about the reasoning behind the lower enrollment cap. He stated that having 14 in each section would only allow the District to break-even having fewer than 12 in a class creates a shortfall. He suggested remaining at the current cap of 14 in enrollment in the JK classrooms would allow the program to fund itself. Ms. Donegan explained that depending on what happened next year, there could be three kindergarten sections. She did not think the classroom space allowed for JK was large enough to accommodate a larger enrollment and still keep students safely distanced. A lot will depend on the situation in the fall. The Board determined they would consider this again. Still, the tuition will only be considered for approval in the consent agenda today.

Mr. Lukasik entertained a motion to approve the 2021-2022 Junior Kindergarten tuition as presented.

*Mr. Andrew Stone moved to approve the 2021-2022 Junior Kindergarten tuition 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 7 to 0.

PUBLIC COMMENT

Mr. Lukasik invited public comment. The Board heard public comment from 3rd-grade teacher Mrs. Toulia Sideris regarding the abuses referenced during the Board meeting. She was not aware of any abuses but acknowledged that at one time there had been a problem with some teachers who are no longer employed at the District. She said parents feel their children benefit from being tutored by teachers in their building who know their children and can confer with their other teachers to tailor their child's program. She asked about the possibility of surveying the parents to get varying points of view. We utilize metrics for guiding placement of students for the extended school year. If a student is on the cusp and does not meet the criteria, parents want to take advantage of tutoring to support their child. Regarding setting a rate for tutoring, she reminded the Board many tutors provide tutoring for Sears students, and setting a rate could prohibit students from getting support from their teachers who know them best. She also commented on the increase in copier costs. To maintain the bubble system's integrity, teachers cannot go to the printers to make copies. Consequently, they must request copies be made for them in advance. This requirement can affect a teacher's ability to pivot or differentiate as the situation demands, necessitating the need to print more often. Mrs. Sideris concluded her comments with thanking the teachers and support staff who have worked hard daily to provide the best possible educational opportunities and social and emotional support for their students, regardless of the pandemic restrictions.

Mr. George Kocalis, a Joseph Sears School parent, commented on the tutoring, saying he had no issue with it. He thanked the administrators and teachers for all they have done to keep in-person learning and safely. He was concerned about the way the District is communicating regarding COVID cases in School. Students are doing activities outside the schoolhouse, mostly with their grade levels. The School does not know the extent of exposure a student has outside the School. He would like to see all school parents notified about every class shut down to make their own informed decisions about their children's exposure and safety level. He asked that the School, while they cannot say who has been exposed, encourage families to communicate among themselves to keep everybody safe and well informed.



Mrs. Anne Trueman, 8th grade ELA teacher, high school liaison, and the KEA co-president, commented that she was unsure where these cases of abuse are occurring. She said that the School only levels the 8th-grade math classes and the high schools do a great job determining students' placement based on their criteria. Mrs. Trueman was not sure how this perception had come about. She was doubtful that this issue exists but recognizes some have this perception. She would welcome an opportunity to have an open and honest conversation with the Board and families to understand these concerns and address any misconceptions.

ADJOURNMENT

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

Mr. Andrew Stone made a motion to adjourn the meeting at 10:24 p.m. Mrs. Mia Casey Sachs seconded the motion.

All Ayes. The meeting adjourned at 10:24 p.m.

Attest for Distribution: DocuSigned by:
Julie M. Campanaro
Julie M. Campanaro, Secretary

Approved: DocuSigned by:
E Lukasik
Mr. Evan Lukasik, President

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