



**MINUTES OF A MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 14TH DAY OF DECEMBER 2020**

President, Mr. Evan Lukasik, called the meeting to order at 5:03 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, Mrs. Julie Campanaro, Board Secretary and Mr. Ken Garcia, Dyopath representative, arrived at 5:04 p.m.

**ADJOURN TO CLOSED SESSION TO DISCUSS COLLECTIVE BARGAINING, THE
PURCHASE OR LEASE OF REAL PROPERTY FOR USE BY THE PUBLIC BODY,
AND SPECIFIC EMPLOYEE MATTERS.**

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, and Specific Employee Matters.

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 5:04 p.m. Mr. Bill Graham 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 7:39 p.m.



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

Dr. Lisa Metzger-Mugg arrived at 7:40 p.m.

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. Dr. Rob Drewry, Mrs. Judi Conaghan, Ms. Jill Carell, Mrs. Kim Goff, Mr. Scott Paeth, Mrs. Toulia Sideris, Mrs. Katie Nahrwold, Mrs. Jennifer Garza, Mrs. Jayati Lunagariya, Mrs. Anne Trueman, and Mrs. Jennifer Arra. The community members present were Mrs. Amy Hannus, Mrs. Rebecca Quigley, Mr. Ashish Kaura, Mr. Jerry O'Connor, Mrs. Jessica Bollhoefer, Mrs. Suzanne Nelson, Mrs. Eileen Madigan, and Mrs. Beth Beeler. Other Community members were present but did not identify themselves. Ms. Tracy Biederstadt and Mr. Steve Wright of DLA Architects, Mr. Jack Hayes, of Frederick Quinn Corporation,

Mr. Jason Hahnstadt, faculty member, community members, Mrs. Lois Stanley, Mrs. Emily Tzur, Ms. O'Connor, and Mrs. Paget Bahr arrived later.

FINANCIAL - PUBLIC HEARING FOR THE 2020 TAX LEVY

The public hearing for the 2020 Tax Levy began at 7:39 p.m. Dr. Joseph Bailey, Business Manager, reviewed the Tax Levy, referencing the documents included in the Board Packet. He outlined the process followed, and assumptions made that determined a recommended levy of 4.58%. He stated the Tax Levy would be acted upon during New Business later in the meeting. He asked for any questions. Having no questions, the Public Hearing concluded at 7:45 p.m.

PUBLIC COMMENT

Mr. Lukasik invited Public comment. Mrs. Katie Nahrwold, a faculty member, expressed her deep disappointment in the outdoor classroom eliminated with the Master Facilities Plan. She noted a great deal of work and resources went into establishing this unique feature of the school.

NEW BUSINESS

Discussion of and Potential Approval of the Master Facilities Plan

Mr. Stephen Potter facilitated a discussion of the Master Facilities Plan (MFP) presented for Board approval. The directional Plan outlines capital investments and resources to continue the District's mission to become the best JK-8 school in the country and provide a future-ready, student-centered learning experience for every child in District 38. He outlined the project's timeline in four phases and the work done by previous Boards over several years. He described



the more recent work of hiring an architect, contracting a design company, seeking financial planning advice, conducting numerous site visits, and holding multiple stakeholder visioning and planning sessions, leading up to this recommended Plan. Dr. Metzger-Mugg added that the Plan resulted from collaboration with all of the stakeholders and was appreciative of the time and effort of the faculty and staff during the visioning sessions. Mr. Potter emphasized this was not a budget and affirmed that the plans and the cost estimates were a work in progress.

Mr. Potter facilitated reading through the Executive Summary, which summarizes each phase of the Plan thoroughly. It defines financial resources and utilizes six guiding principles; personalization, accessibility, flexibility, community orientation, outdoor connectivity, and sustainability.

Mr. Potter led the Board through a review of each section of the MFP with the goal of affirming full Board understanding and support of the Plan. He began with the Table of Contents and proceeded through Section 2, *Existing Site and Building*; this section included the Facility Assessment and 10-year Life and Safety Survey Report, along with the existing site plan and building floor plans for reference. These plans identify specific building systems and assemblies, which, over time, will require replacement in addition to planning for academic change and growth.

Section 3 - *Examples of Best Practice Educational Design* incorporated the design features the District considered would best complement the academic priorities across each grade band. Several school visits took place with New Vista Design and the architects from DLA. The tours provided unique examples of cutting-edge educational design, effective integration of sustainability features, and excellent use of common areas. Together these features create a sense of openness and community and informed design priorities of universal design, flexible classrooms, classroom neighborhoods, gathering spaces, collaborative spaces, community use and access, honoring history, sustainability, and safety and security.

Section 4 - *Educational Visioning Workshops* provides a timeline and summary of the comprehensive Master Facilities Plan development process, including; school tours, stakeholder Visioning Sessions, the development of the Educational Program, and the proposed addition, remodeling floor plans that are the culmination of everyone's input. Section 5 - *The Joseph Sears School Master Plan Educational Program* elaborates on District 38's Educational Program, which optimizes each student's learning environment to provide the very best educational experience possible.

Mr. Potter continued with Section 6 - *Financial Overview and Funding*. This section summarized the financial considerations and suggested a three-phase timeline with a total cost of \$25M, forecasted to be fully financed by existing cash balances, continuing operating surpluses, donations, and possible issuance of Debt Certificates. Mr. Potter concluded with a brief review of Section 7 - *The Joseph Sears School Master Plan*, which provides a specific proposed plan



design for additions and renovations to meet the Educational Program and provide a safe school community environment. The inclusion of flexible spaces for changing educational needs, sustainability elements, preservation of the school's tradition and history, use of a modern open and collaborative learning center make this a comprehensive plan. The Plan also offers Collaboration Offices for each grade band a Student Commons area, which features a learning stair with access to a new centrally located Library Technology Center (LTC). A new Multipurpose Room and Warming Kitchen will provide space for lunch and incorporates safety considerations for after-school community use. This last element of the design allows for expanded collaboration with the Kenilworth Park District and community life.

There were no questions from the Board at this point. Mr. Potter revisited the six guiding principles and briefly touched on the constraints to the project concerning the physical plant and structures such as the Baker Building foundation and the Skokie Ditch. He expanded on the reasons for not retaining the outdoor classroom but noted that other elements of the Plan incorporate sustainability features.

Dr. Bailey reviewed the financials of the project and methods for funding the three phases. He pointed out that the financial Plan incorporates a 15% contingency. Some board members were concerned this would not be enough.

Mr. Potter introduced the architecture team from DLA and asked them to review the site plan. Ms. Heather Juhl presented the plans for the additions, renovations, movement of current learning spaces to support learning hubs and unique spaces such as the Park District office, an atrium, and cafenasium. These plans were developed to support the District's goals and the *Educational Program* outlined in Section 5.

Mr. Potter thanked the DLA team and commented on the many hours spent assisting the District to this point. He looked forward to the continued partnership with them. He invited comments and questions from the Board and asked to take a straw poll of where the Board members stood concerning their support of the MFP. The Board unanimously supported the plan as presented with the hope that the architect and a construction manager firm would engineer down the estimated cost. Mr. Lukasik read a statement thanking Mr. Potter for his leadership and dedication in creating this long-anticipated Plan.

Discussion and Potential Approval of the Hire of Construction Manager

Dr. Bailey described the process of finding and selecting a construction manager for the MFP. The selection team considered all of the key areas critical to the Board and, after vetting numerous candidates, is recommending the hire of Frederick Quinn Corporation (FQC) as the construction project manager. He introduced Mr. Jack Hayes from FQC and stated he looked forward to working with him. FQC has extensive educational construction experience and is highly recommended by administrators at Sears who have worked with them before. Mr. Hayes was eager to get started on this ambitious project. The Board was satisfied with their



qualifications but had questions regarding the governance of the work and the designation of a project owner and project representatives. A committee of Mr. Potter, Mr. Bill Graham, Ms. Kate Donegan, and Dr. Bailey will meet with DLA representatives and Mr. Hayes weekly and will provide a complete record of all discussions and materials provided each week in a centrally located secure digital file for all BOE members to access at any time. This committee will keep the full Board apprised of any significant decisions requiring their input. There was a concern expressed; it appeared that the governance would fall most fully on administration and could overwhelm them with other essential activities happening simultaneously. Ms. Donegan was confident with the proper support of the Board; the administration could do this successfully. She was grateful for their trust and support.

Mr. Lukasik entertained a motion to approve the hire of Frederick Quinn as the construction manager.

Mr. Stephen Potter moved to hire Frederick Quinn Corporation as the Construction Manager. 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.

Discussion and Potential Approval of the 2020 Tax Levy

Mr. Lukasik referred to the presentation given during the Public Hearing on the 2020 Tax Levy. There being no further comment or questions, he entertained a motion to approve the 2020 Tax Levy as presented.

Mr. Stephen Potter moved to approve the 2020 Tax Levy as presented. 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.

Discussion of New Draft Policy Manual (First Read)

Mr. Andrew Stone reviewed with the Board again the need to overhaul an out of date policy manual with the Illinois Association of School Boards (IASB) and the Board Policy Committee and full participation of the Board. The manual presented this evening is for a first read, meaning there will be a 30-day comment period for all Board members and the school community to review and suggest changes to the policy manual. The Board will seek to adopt the complete policy manual at the February Board meeting. He noted that were a few policies that the committee felt required a broader discussion before adoption. These policies will be considered at a future Board meeting. Ms. Donegan stated that this review was vital and would serve the District well going forward.

Discussion of and Potential Approval of 2021-2022 Student Fees

Dr. Bailey reviewed his recommendations for the 2021-2022 student and athletic fees. He recommended no increases from the previous year. He responded to questions regarding what determines the fees charged for various sports. Specifically, basketball fees are higher than any other sport. Dr. Bailey stated that basketball teams are larger than other sports, and there are more games and tournaments and more game and referee fees. In response to a question regarding if our sports programs break-even, Dr. Bailey said he did not know but will look into it.

INFORMATION ITEMS

Fall Data Presentation

NWEA/MAP

Ms. Donegan presented a review of testing data for the District. She noted there were gaps in testing year-to-year for NWEA and MAP, making data comparisons difficult. She stated there were good indications from the NWEA data and indicated some areas in which to improve. She explained that NWEA/MAP testing informs student interventions and grouping, assists in grade-level curriculum refinement, and monitors student growth. She concluded from the data that RIT scores in Math and Reading were demonstrating growth, and Sears' students score very well in the 99th percentile.



Ms. Donegan continued her presentation and reviewed the District's MAP School Norms in Reading and Math. In comparing the Norms for the fall and spring results with other schools who tested the same way, our District's students compared well. Ms. Donegan reviewed the MAP RIT mean score for Reading and Math and reported that in Reading and Math, the data does not show an area that is low for more than three grade levels and recommended that each grade level investigate their results. She told the Board that the teams do not look at one data point but trends.

Ms. Donegan outlined the next steps: creating a District Assessment Team to review and refine the Assessment Program, a District Data Team to provide professional development and feedback. The team will evaluate growth with the upcoming spring data. The District will continue to evaluate the curriculum to ensure we have the best and most effective curriculum in place. She reported no overall evidence of learning loss during the COVID mitigations. Still, individual students have required additional supports and enrichment. The administration and the teaching staff will continue to look at data to support more individualized learning.

AIMSWeb

Ms. Donegan next reviewed data from AIMSWeb testing. The data is used to identify student intervention, refines grade-level curriculum, and helps monitor student growth. She reviewed the Cut scores by grade level for Reading, Math, and Writing. The assessment is for grade levels kindergarten through 4th grade. She explained that by thoughtful decision, not every student in those grade levels took the test. This year the District administered this assessment only to students who were struggling. Next year all of our students, kindergarten through 4th grade, will take the test. The District will work towards more students achieving higher percentiles and fewer in the lower tiers.

Ms. Donegan reviewed her recommended next steps; the creation of a District Assessment Team to review and refine our Assessment Program, the creation of a District Data Team to provide professional development and feedback for the Grade Level Data Teams, to evaluate growth with Spring data and continue to evaluate curriculum for maximum achievement for all students. The intent is to use assessments in a meaningful way and not test just to test.

Business Manager Report

Dr. Bailey referred the Board to his report included in the packet documents. He reviewed the activities throughout the past few weeks completed in addition to the levy and the construction manager hiring process. Dr. Bailey will share the results of an air quality test at the next Board meeting. He reported that the District completed a technology audit, and he said preparations for the FY22 Budget are underway. There were no questions.

Building Report - Principal/Assistant Principal/Director of Student Services Updates



Dr. Helfand reviewed the report with the Board. She highlighted events that transpired since the last Board meeting, including; the success of this year's Turkey Trot and Spirit Week, keeping traditions alive despite COVID restrictions. The NTHS entrance exams were held, and results will be mailed to families in February. There was excitement with the announcement of a morning and afternoon JK program in 2021-2022 SY. The recent travel survey results indicated the District would continue to offer in-person learning after the Winter break. She also acknowledged the start of the *One School, One Book* initiative with the support of DEB. A copy of the book *Martin Rising* will be given to each family to explore the theme of Equity. We hope to create an environment where each member of the Joseph Sears School community feels safe, welcome, and valued. The school will present an outdoor art display, a projection tour created by students in every grade level to celebrate what they have learned through this book's study.

Dr. De La Cruz spoke briefly about events occurring in her Student Services department, including the ongoing work of the MTSS Committee implementing a new system, *EduClimber*, which will help visualize our student data and track and organize students' interventions, and ensure student-centered conversations and procedures.

Dr. Metzger-Mugg inquired about the Junior Kindergarten registration for the 21-22SY. She was told that the morning session was filled, but there were still many openings in the afternoon session.

ED-Red

There was nothing to report since the organization had not met since the last Board meeting.

Diversity, Equity, and Belonging

Mrs. Mia Casey-Sachs reviewed highlights from her report posted in the Board documents. She drew attention to the *One Book, One School* event already discussed during the building report and thanked all who have worked to make it happen. She mentioned the creation of a new student social justice-focused club. She complimented Mr. Scott Paeth on his work on a statewide African American History audit. He will be working with administrators to implement learnings into the curriculum moving forward. She was delighted that in the 2021/2022 School Year, the school is offering a SEED (Seeking Educational Equity & Diversity) program to the school and community with facilitators for the group identified by Ms. Donegan. Mrs. Casey-Sachs noted that many of the DEB committee's efforts this school year would lay the groundwork for the diversity audit Ms. Donegan scheduled for the 2021/2022 school year.

Name Change Update

Mr. Lukasik gave an update on the Name Change petition. He directed those interested in reading the statement included in the Board documents. The efforts to date included fact-finding,



creating an advisory group, whose findings were the topic was not a just a school discussion but one to be held with the broader community. Plans are to have a community forum involving the School District, the Village, and Park District. Mr. Graham inquired if the petitioners would receive a formal communication. Mr. Lukasik will contact them after he has met with all of the Board members. Board members expressed their appreciation for holding this important conversation.

COMMITTEE REPORTS

Building and Finance

Mr. Steve Potter reported that his committee's focus had been the Master Facility Plan, which was covered thoroughly earlier in the meeting. The next Building and Finance meeting is planned for January 7, 2021.

Board Policy Committee

Mr. Andrew Stone had no report as the committee had worked primarily on the Draft Policy Manual already discussed earlier in the meeting. The committee has not scheduled its next meeting.

CONSENT AGENDA

Mr. Lukasik asked if there were any questions about the items under the Consent Agenda. There being no questions, he entertained a motion to approve the Consent Agenda as presented.

Mr. Stephen Potter moved to approve the Consent Agenda as presented. Mr. Bill Graham 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



There was no public comment.

ADJOURNMENT

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

Mr. John Gottschall made a motion to adjourn the meeting at 10:26 p.m. Mrs. Mia Casey Sachs seconded the motion.

All Ayes. The meeting adjourned at 10:26 p.m.

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

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

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