



**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
THE 17TH DAY OF AUGUST 2021**

President, Mr. Evan Lukasik, called the meeting to order at 5:32 p.m. Upon Roll Call, the following Board members answered as being present: Mr. Evan Lukasik, Mrs. Mia Casey Sachs, Mr. Bill Graham, Mr. Ashish Kaura (arrived at 5:36 p.m.), Dr. Lisa Metzger-Mugg, Mr. Stephen N. Potter, and Mr. Paul Anderson,

Also present were Ms. Kate Donegan, Superintendent, Dr. Joseph Bailey, Business Manager, Dr. Stephanie Helfand, Principal, Mr. Martin Heffner, Assistant Principal, Dr. Carrie De La Cruz, Director of Student Services, and Ms. Rachel White, Recording Secretary.

**ADJOURN TO CLOSED SESSION TO DISCUSS SPECIFIC EMPLOYEE MATTERS,
COLLECTIVE BARGAINING, AND SECURITY PROCEDURES**

Mr. Lukasik entertained a motion to go into closed session to discuss specific employee matters, collective bargaining, and security procedures.

Mr. Stephen Potter moved to go into Closed Session to discuss specific employee matters and collective bargaining at 5:32 p.m. Mr. Bill Graham seconded the motion.

The motion was approved with a roll call vote of members present voting 7-0.

RECONVENE OPEN SESSION

The Board returned to open session at 7:33 p.m.

Upon roll call, the following Board members answered as being present: Mr. Paul Anderson, Mrs. Mia Casey-Sachs, Mr. Ashish Kaura, Dr. Lisa Metzger-Mugg, Mr. Stephen N. Potter, and Mr. Evan Lukasik.

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

Mr. Lukasik was excited to report that the District will welcome students back tomorrow to a full year of in-person learning. He thanked the community for their input on the upcoming school year. He provided an update on teacher negotiations and stated that after approximately seven



negotiation sessions, the District and the teachers' union filed a joint request in July to involve a federal mediator to help facilitate the discussions. This is a common practice in working through contract negotiations. The board continues to be committed to the negotiations process and working toward an agreement that is in the best interest of all stakeholders.

Mr. Lukasik also noted that item10B under New Business for approval and adoption of a board policy has been replaced with an approval and adoption of a resolution.

PUBLIC COMMENT – Anne Trueman, co-President of the KEA, addressed the Board to speak on behalf of the teachers at Joseph Sears School to tell the Board and community how excited they are to greet the students tomorrow and begin another successful year of in-person learning. Ms. Trueman mentioned that although a contract is not currently in place, each teacher remains committed to their students to ensure they receive the education they deserve. The teachers remain hopeful that an agreement will be reached that honors the teacher's dedication to District 38 students and the community.

CORRESPONDENCE

Ms. Donegan reported that the District received three Freedom of Information requests of which have all been responded to and can be found in the Board packet.

INFORMATION ITEMS

Report from the Superintendent

Ms. Donegan reviewed the current enrollment by grade level along with the range in class sizes. This report and data will help the District determine areas most impacted by projected growth or decline and provide insight into the District's long term staffing and other needs. The Board can expect updates to the enrollment report at the September and October meeting.

Ms. Donegan shared an update on recent discussions with the Kenilworth Police Department and the Park District about the ongoing safety issue with cyclists cutting through the school property as they use the Green Bay Trail. Efforts are being made to minimize the trail's security risk, including signage and the possibility of putting in barriers around teacher parking. Mr. Potter acknowledged the effort of Ms. Donegan, Chief Miller, and Paul Timm on this project. He expressed his full support for moving forward with the recommended changes, including executing an MOU with the Village of Kenilworth, which The Village is drafting.

Ms. Donegan reviewed options for future meetings as the Board transitions back to in-person meetings. She requested feedback from the Board members on several discussion items such as live streaming open session meetings, virtual Board member participation, and Listen email for public comment. There was discussion regarding the cost of live streaming and whether or not it



could be used for other school functions. The Administration and Board agreed that it would be beneficial to acquire a technology that would promote community engagement in Board meetings and could also be used for student events.

Ms. Donegan, Mr. Kaura, and Mr. Lukasik presented a preliminary strategic plan to the Board. Mr. Kaura reviewed the six guiding principles in developing the 5-year strategy to achieve Sear's vision to be the best JK-8 school in the country. Mr. Kaura explained that the assessment would focus on six areas vital to school functioning: community engagement, academics, staff, learning environment, child development, and financial responsibility. The Board discussed ways to ensure all students can flourish and using a holistic approach to accommodate the needs of all students. The next steps in developing the strategic plan will be to incorporate feedback from the Board meeting, identify Board and Administration lead for each area, create an initial list of questions and data sources for each area, and schedule meetings.

Ms. Donegan congratulated Deborah Keegan, Communications Coordinator, for her part in helping the District win the 2021 Illinois Chapter of the National Schools Public Relations Association Communication Contest for the District's annual report. Ms. Donegan also reported that Crain's Magazine contacted the District regarding the current real estate boom in Kenilworth and how this was likely impacted by the District's decision to remain in-person for the entire 2020-21 school year. The magazine interviewed Ms. Donegan to talk about the work done collectively between teachers, staff, community, and the Board to facilitate this.

Report from the Business Manager

Dr. Bailey referred the Board to details in his report. He thanked Mr. Kaura for his help in reviewing the accounts payable for the District. Mr. Lukasik inquired about some discrepancies he noticed from prior-year financials and requested additional information from Dr. Bailey. He also had suggestions and modifications to how the monthly financials are presented to the Board. Dr. Bailey said he would review these questions and requests and get back to Mr. Lukasik.

Building Report

Dr. Helfand, Mr. Heffner, and Dr. De La Cruz provided a building update. Highlights include:

- Dr. Helfand congratulated Mr. Scotte Paeth, 8th-Grade Social Studies Teachers, who was presented with a Teachers Americanism Certificate of Merit to recognize his excellence and dedication to his students by the Moose Lodge, VFW Post 1337.
- Mr. Heffner thanked the JSSPVA and the Boosters for their support over the summer in helping the District get ready for the beginning of the school year. Mr. Heffner also acknowledged and thanked the community, Park District, and Mrs. Susan White, District Registrar, for their help in making residency verification such a success this year.



- The Principal's Advisory Council has already started to get involved in the school's work through the planning and facilitation of the Back-to-School Assembly. It will have its first Summit on Friday, August 20th.
- Faculty and staff are preparing for the upcoming school year and achieving their Future Ready Learning Goals. An MTSS Committee Retreat was held to create an MTSS process that supports integrated teaching and learning systems. The District also hosted a Social and Emotional Learning Retreat to create a research-based school-wide positive behavior program aligned to the JK-8 standards and MTSS process.
- Dr. De La Cruz reported that approximately 45 students participated in the summer school and extended school year services. She thanked the teachers and support staff who helped make this summer school experience so successful.

Report from the Director of Technology and Innovation

Mr. McBride presented the new District SOPPA web page to make student data privacy transparent for families and comply with the Student Online Personal Protection Act. Effective July 1, 2021, school districts are required by the Student Online Personal Protection Act (SOPPA) to provide additional guarantees that student data is protected when collected by educational technology companies. That data is used for beneficial purposes only.

Report from ED-RED

Mrs. Casey-Sachs provided the Board with an update on the ED-RED Committee. She stated that the new executive director for the committee recently reached out to her to set up a meeting to discuss the District's legislative priorities. Mrs. Casey-Sachs noted that she planned to focus on consolidation, pension reform, and mandate overload as the District's legislative priorities, but she welcomes the Board's input.

Report from Diversity, Equity, and Belonging

Mrs. Casey-Sachs provided the Board with an update on the Diversity, Equity, and Belonging Committee. She stated that the policy committee is working with the DEB committee on drafting a policy. Based on feedback from the policy committee, edits are underway, and the committee hopes to bring the policy to the Board for approval at the October meeting. She also stated that work on the Equity Audit has officially started with discussions with parents and faculty. Ms. Donegan added that the next steps include focus groups and gathering data for the auditors.

COMMITTEE REPORTS

Board Policy Committee



Mr. Paul Anderson reported that the Policy Committee met and reviewed the policies listed on the agenda. These are primarily administrative changes due to recent changes in the law. The committee also discussed the DEB policy, but as Mrs. Casey-Sachs stated, that policy is still being edited and is not yet ready to bring to the full board.

Building and Finance Committee

Mr. Stephen Potter reported on the recent committee meeting, which focused extensively on the budget and the master facilities plan. He stated that these items would be discussed in further detail later in the meeting as action items.

CONSENT AGENDA

Mr. Lukasik asked the Board if they had any questions or comments about the Consent Agenda. There were none. Mr. Lukasik asked for a motion to approve the Consent Agenda.

Mr. Stephen Potter moved to approve the Consent Agenda as presented. Mr. Paul Anderson seconded the motion.

The motion was approved with a roll call vote of members present voting 7-0.

OLD BUSINESS

Construction Update

Dr. Bailey introduced DLA representatives Jack Hayes and Tracey Biederstadt to provide updates to the architectural plans of the Entry View, Lower Level Master Plan, and the Second Floor Master Plan. Frederick Quinn Corporation discussed the presented Construction Documents, which they will continue working on. The timeline of the Construction Documents for the Summer 2022 construction will be completed this fall, with the exception of bidding to begin in November and recommendations made to the Board by January 2022.

Mr. Lukasik asked for a motion to approve the administration to proceed with Construction Documents.

Mr. Stephen Potter moved to approve the Construction Documents as presented. Mr. Bill Graham seconded the motion.

The motion was approved with a roll call vote of members present voting 7-0.



Sustainability Update

Dr. Bailey thanked Mr. Graham and Mr. Potter for their ongoing and active support in the sustainability initiative. Dr. Bailey stated that the Sustainability Committee has been working to prepare for the upcoming construction project and its relation to the outdoor garden space and acknowledged Mr. McBride for taking the lead on this project. Mr. McBride reported that he has been working closely with Sustainability Chair, John Scheidt, to review past sustainability initiatives to continue to grow the program by offering student-led experiences while the garden is closed during construction. Mr. McBride, Dr. Bailey, and Mr. Potter all emphasized the importance of this project and assured the Board it would be a top priority.

NEW BUSINESS

First Reading of Recommended Board Policy Changes

Mr. Anderson explained that as a First Reading, no approval action is required for the recommended changes at this time. He stated that the proposed changes are primarily administrative. These policies will be brought to the Board for approval at the September 13, 2021, Regular Meeting.

Approval of Resolution Adopting COVID-19 Preventative Measures

Mr. Anderson stated that the Policy Committee is recommending that the Board approve the Resolution Adopting COVID-19 Measures which states that the District will comply with any requirements from any Governor's Executive Orders and Guidance issued by the CDC, ISBE, and/or IDPH. This resolution also states that the Board gives authority to the administrative team to take action on that guidance.

Mr. Lukasik asked for a motion to approve the Resolution to Adopt COVID-19 Preventative Measures.

Mr. Paul Anderson moved to approve the Resolution to Adopt COVID-19 Preventative Measures as presented. Mrs. Mia Casey-Sachs seconded the motion.

The motion was approved with a roll call vote of members present voting 7-0.

Approval of Kenilworth 38 Board of Education-Superintendent Expectations and Protocols



Mr. Lukasik noted these had been created during the July 19, 2021, Special Board Meeting/Retreat and asked if there were any questions. There being none, he entertained a motion to approve the Kenilworth 38 Board of Education-Superintendent Expectations and Protocols.

Dr. Metzger-Mugg moved to approve the Kenilworth 38 Board of Education-Superintendent Expectations and Protocols. Mr. Paul Anderson seconded the motion.

The motion was approved with a roll call vote of members present voting 7-0.

Discussion of 2021-2022 Preliminary Budget

Dr. Bailey provided a 2021-22 Preliminary Budget for the 2021-22 school year operation. The preliminary budget will continue to be refined, and a final budget will be brought to the Board for approval at the September 13, 2021 meeting. A public hearing will also be held at that time.

Dr. Bailey also reviewed the FY21 budget performance. He noted that the year ended with an overall surplus since the District received more revenue from federal funding due to CARES Act and other COVID-related grants.

There was significant discussion regarding the budget and its impact on the school and community. Mr. Lukasik asked that a closer look be taken at some areas of the budget and offered several suggestions for the development, timeline, and tracking of the budget.

Dr. Bailey and Mr. Lukasik agreed they would meet to discuss these recommended changes.

Approval of Personnel Report

Mr. Lukasik asked if there were any questions or comments regarding the Personnel Report.

Dr. Helfand stated that the administration is very excited about a recommendation they have brought to the Board for a JK-K and 6-8 Spanish Teacher. She noted that the candidate has a wealth of knowledge and experience, including teaching Spanish and Mandarin Chinese, coordinating her former Spanish teaching department, and preparing students for their DELE exams.

Upon no further comment, Mr. Lukasik invited a motion to approve the Personnel Report, as presented.



Mrs. Mia Casey-Sachs moved to approve the Personnel Report. Mr. Bill Graham seconded the motion.

The motion was approved with a roll call vote of members present voting 7-0.

Discussion of Board Annual Business Calendar

Ms. Donegan presented the Board with the 2021-22 business calendar for review. She stated the calendar is an excellent planning tool and assists the Board members and administrators anticipate upcoming decisions, presentations, and events.

Approval of BoardDocs Pro Document Management System Agreement

Ms. Donegan presented the Board with a recommendation for a comprehensive board management system that will drive efficiency and improve the accessibility of board documents. She stated that this software would improve board governance and transparency by making documents readily available to governing bodies, designated staff, and the public in an easy-to-access format.

Mr. Lukasik invited a motion to approve BoardDocs Pro Document Management System as presented.

Mr. Ashish Kaura moved to approve the BoardDocs Pro Management System Agreement. Dr. Lisa Metzger-Mugg seconded the motion.

The motion was approved with a roll call vote of members present voting 7-0.

Appointment of Rachel White as a FOIA Officer

Ms. Donegan led the discussion noting that Ms. Julie Campanaro previously served as the District's FOIA Officer for all non-financial-related inquiries. As part of her position as Executive Assistant to the Superintendent and Board of Education, Ms. Donegan is recommending that Rachel White be appointed as the District FOIA Officer for all non-financial related inquiries.

Mr. Lukasik asked for a motion to approve the appointment of Rachel White as a FOIA Officer.

Mr. Steve Potter moved to appoint Rachel White as a FOIA Officer. Mr. Bill Graham seconded the motion.

The motion was approved with a roll call vote of members present voting 7-0.



CALENDAR REVIEW

Ms. Donegan reviewed the upcoming events as outlined on the agenda.

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. Ashish Kaura made a motion to adjourn the meeting at 10:08 p.m. Mr. Paul Anderson seconded the motion.

All Ayes.

Attest for Distribution: _____
Mrs. Mia Casey-Sachs, Secretary

Approved: _____
Mr. Evan Lukasik, President

ATTEST: _____
Mrs. Mia Casey-Sachs, Secretary