



THE JOSEPH SEARS SCHOOL

Kenilworth School District No. 38 Board of Education

542 Abbotsford Road • Kenilworth, IL 60043 • 847.256.5006 • kenilworth38.org

**MINUTES OF A MEETING OF THE
EDUCATION COMMITTEE OF THE BOARD OF EDUCATION
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
NOVEMBER 6, 2019**

The Education Committee of the Board of Education of Kenilworth School District No. 38, Cook County, Illinois, met on the 2nd day of October 2019, at 1:00 p.m. in the Faculty Hall Conference Room of The Joseph Sears School, 542 Abbotsford Road, Kenilworth, Illinois.

Dr. Lisa Metzger-Mugg called the meeting to order at 1:04 p.m. The following Board members were present: Mr. Evan Lukasik and Mrs. Suzanne Nelson. Also present: Dr. Lisa Leali, Chief Education Officer. Dr. Stephanie Helfand, Interim Assistant Principal joined the meeting at 2:45 p.m.

PUBLIC COMMENT

There was none.

OLD BUSINESS

Student Growth & Achievement Update

Dr. Leali presented an updated version of the Student Growth and Achievement PowerPoint with feedback from the October 2, 2019, Education Committee. As Dr. Leali will be co-presenting this topic with three faculty members for the regular full Board meeting on November 14, the Education Committee focused on providing targeted feedback to improve the final version. Similar to the last presentation in October, Dr. Leali provided examples of the different types of assessment used at Sears in the areas of Literacy, Mathematics, Personal Development, and Social Emotional Learning. Appendices included data on the Illinois Assessment of Readiness (IAR) and the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP). A data summary with an overview of strengths and opportunities for growth in each area still needs to be added.

Suggested revisions for the full Board meeting presentation on November 14:

- Add an overview slide on presentation goals and break it up into sections.
- Provide a comprehensive summary overview of assessment methods of student learning at Sears; go beyond MAP and IAR data tables. Provide examples of formative and summative assessments in Literacy, Mathematics, Social Emotional Learning (SEL).
- Add a slide on the evolution of data days and evidence analysis at Sears.
- Add slides with a summary of results for English Language and Math by grade level with a range of values and rolling averages for MAP and IAR to complement the five-year data tables in the appendices.
- Add clear titles for English Language Arts and Math assessments to make it easier to read.
- Add a data summary with an overview of strengths and opportunities for growth in each area.
- Highlight successes and improvements made as a result of focused strategic initiatives.
- Personal development percentages presented a little confusing; present the top three.
- Discuss the impact of transitions on student performance; stability is important.
- Discuss opportunities for improvement and reference current initiatives in place to address them.



As requested, the latest version included additional data from the Illinois State Board of Education Summative Designation and explained some of the changes that led to the decline from “exemplary” in 2018 to “commendable” in 2019. Board members requested that in addition to providing the data that led to the summative designation, Dr. Leali provide an overview of what Sears is currently doing and plans to do in the future that will improve student achievement in the areas that led to the decline. Dr. Metzger-Mugg requested that Dr. Leali also provide an overview of other data-based ratings and rankings of Sears such as Chicago Magazine (ranked 4th best elementary and middle school) and Niche.com (A+ rating; in the top 1% of public elementary and middle schools in the country).

Review of Proposed Instruction Policy Updates (600 Series Revisions)

At the September Board meeting, several policies were presented to the Board. At the last Education Committee meeting in October, Dr. Leali provided an update on the plan for gathering feedback from faculty to gather feedback on their suggestions for changes to the instruction policies. Instruction policies reviewed include Curriculum Content (6:60), Administrative Procedure - Comprehensive Health Education Program (6:60), Accelerated Placement Program (6:135), English Language Learners (6:160), and Title 1 Programs (6:170). Board members discussed the policies with Dr. Leali. Below is a summary of the discussion and proposed updates:

Policy 6:60 Curriculum Content

- Discussion on how the six required character attributes referenced in the policy (respect, responsibility, fairness, caring, trustworthiness, and citizenship to raise students’ honesty, kindness, justice, discipline, respect for others, and moral courage) are taught formally at Sears.
- Discussion on if Sears currently celebrates Constitution Day on September 17 that is part of the current policy in effect for several years.
- Consider selecting part of #3, “provided it can be funded by private grants or the federal government”.
- Question for Legal Counsel: is the reading opportunity in point #1 in addition to core instruction?

Policy 6:60 Administrative Procedure - Comprehensive Health Education Program

- Discussion about required and additional courses for sex education.
- Discussion on how parents and guardians are given five days of advanced notice for sessions on sexual abuse and other topics mentioned in the policy (AIDS, family life, organ transplants).
- Modify language around abstinence to remove “until marriage”.
- Confirm policy is implemented accordingly with necessary administrative procedures in place

Policy 6:135 English Language Learners

- No additional modifications recommended

Policy 6:170: Title 1 Programs

- Language needs to be updated to include Parent/Guardian to be consistent.

There was no additional feedback from faculty, but they appreciated the opportunity to give feedback. The next step is to send to proposed changes to the Policy Committee for review and approval at an upcoming regular Board meeting.



Compulsory School Age & Atypical Placements

Dr. Leali is collaborating with faculty, administrators, instructional assistants, and the social worker on current practices regarding compulsory school age and atypical placements at Sears. She shared a flowchart that describes some of the processes and procedures in place for the Junior Kindergarten program.

NEW BUSINESS

Discussion of Strategic Topic: Social Emotional Learning

Some aspects of Social Emotional Learning at Sears were shared as part of the Student Growth and Achievement Update presentation, but the strategic topic was not fully addressed due to time constraints. Dr. Metzger-Mugg recommends adding a short 60-minute Education Committee meeting in December to go over the strategic topic in greater detail.

Student and Employee Data Privacy & Procedures and Safeguards at Sears

Interim Assistant Principal Dr. Helfand presented an overview of data governance, student privacy, and staff privacy at Sears. In her previous role as Chief Technology Officer at New Trier High School, Dr. Helfand provided an important perspective on sound data governance and data privacy procedures in the township as well as in the K-12 educational landscape. Dr. Helfand reported that all schools across New Trier Township are facing the difficulty of being in compliance with the variety of data laws for both employees and students. Like most schools, we have opportunities for improvement to ensure full compliance with many different data laws, but Sears is behind most other Township schools.

Dr. Helfand explained several student data privacy laws. Federal laws include the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Individuals with Disabilities Act (IDEA), the National School Lunch Act (NSLA), and the Protection of Pupil Rights Amendment (PPRA). In Illinois, schools also must comply with the Illinois Student Records Act (ISSRA), Public Act 098-0610 – Teacher Certification and Licenses, and the new Student Online Personal Protection Act (SOPPA). Sears uses a number of different student data applications and testing systems. There are over 50 different instructional applications used at Sears.

In addition to student data privacy laws, Sears must also comply with hundreds of employee data privacy laws at the federal and state level. A new federal law in Illinois that Sears must comply with is the Illinois Personal Information Protection Act (PIPA). Similar to the student data, there are numerous employee data systems and applications used at Sears.

Dr. Helfand explained how other schools approach data governance and how Sears approaches it differently. It is suggested that District leadership has a technology background with a solid understanding of data governance and data privacy issues. At Sears, there are data custodians involved in daily operations, but Sears also needs to improve monitoring and compliance. Additionally, Sears lacks some of the data infrastructure typically used with data systems like the Powerschool application. The data are entered inconsistently and incorrectly, further complicating the Sears data environment. Dr. Helfand suggested conducting a technology/data audit every few years and systematically address issues.

Current and next steps include the following: implement systems and processes and procedures as currently designed and evaluate in preparation for an audit & recommendations.



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As a Township, Sears will work together on data governance. Every third Tuesday is Tech Tuesday when stakeholders from Township schools collaborate on data governance topics. Sears will engage with Glenn Stout from HALOCK consulting for audit. Sears will also work toward Trusted Learning Environment Seal from Consortium for School Networking (CSN).

FUTURE AGENDA ITEMS

As noted, the recommendation is to add a December Education Committee meeting to discuss the planned strategic topic of SEL at Sears. At the January Education Committee meeting, the strategic topic will be Personalized Learning.

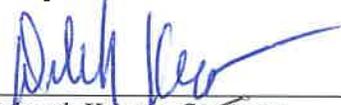
PUBLIC COMMENT

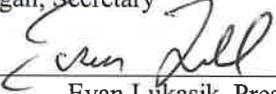
There was no public comment.

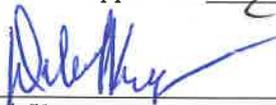
ADJOURNMENT

There being no further business, Dr. Metzger-Mugg entertained a motion to adjourn.

Mrs. Suzanne Nelson moved to adjourn the meeting at 3:10 p.m. Mr. Evan Lukasik seconded the motion. The meeting adjourned at 3:10 p.m.

Attest for Distribution: 
Deborah Keegan, Secretary

Approved: 
Evan Lukasik, President

ATTEST: 
Deborah Keegan, Secretary