

**MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION,  
KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS;  
542 ABBOTSFORD ROAD, KENILWORTH, ILLINOIS, 17<sup>TH</sup> DAY OF NOVEMBER, 2008**

The meeting was called to order by President Jeffrey A. Treiber at 7:04 p.m. The following Board members answered as being present: Mr. Joseph Seminetta, Mrs. Karen M. Hartman, Mr. Michael H. Tempest, and Mr. Jeffrey A. Treiber. Mr. Tom Colberg, Mrs. Susan E. Rohrman and Mr. Chris L. Williams were absent.

Also in attendance:

Dr. Kelley M. Kalinich, Superintendent;  
Mr. David Brown, Principal;  
Dr. Elizabeth Noell, Director of Student Services;  
Mr. Jim Mattern, Business Services Consultant;  
Mrs. Julie M. Campanaro, Recording Secretary;  
Mr. Jeff Rollefson, Partner auditing firm, Evans, Marshall & Pease;  
Community Members: Mrs. Lili Duquette - The Joseph Sears School Parents' Volunteer Association (JSSPA) Community Liaison, Master Will Duquette and Miss Natalie Duquette.

**PUBLIC COMMENT**

Mr. Treiber invited public comment. There was none.

**FINANCIAL PRESENTATIONS**

**Presentation of Fiscal Year 2008 Audit** - Mr. Treiber invited Mr. Jeff Rollefson, partner from the auditing firm Evans, Marshall & Pease, to give a presentation to the Board on the results of the Fiscal Year 2008 audit. Mr. Rollefson led the Board through the findings and recommendations of the audit conducted by his firm. It was noted that the financial status of the District remains strong and implemented procedures are consistent and appropriate. One specific recommendation noted that a separate bank account should be established for the Flexible Benefits program. Dr. Kelley Kalinich noted that this has already been set up by Mr. Jim Mattern. Board members inquired about the reporting of the Junior Kindergarten enrollment and half day Kindergarten enrollment in the audit. Mr. Mattern reported that the enrollment numbers for these instructional programs are reflected in the audit. Mr. Rollefson further noted that that the reported Average Daily Attendance (ADA) is the highest recorded by the District in recent history. Mrs. Hartman inquired about the impact of operating costs in relation to our current capital expenditures. Mr. Rollefson noted that the capital expenditures are reported separately.

There being no further questions, Mr. Treiber thanked Mr. Rollefson for his presentation and Mr. Jim Mattern stated that a copy of the audit report would be available in the District Offices and the public libraries serving Kenilworth for review by the public.

Mr. Rollefson departed the meeting.

**Presentation of Estimate of 2008 Levy** - Mr. Jeff Treiber asked Mr. Jim Mattern to present the estimate information of the 2008 levy. Mr. Mattern briefly outlined the levy process and the recommendation to file a levy under the 5% threshold which requires the conducting of a formal public hearing. He further noted that in a continued effort to be transparent, he recommended

that public hearing be conducted at the December Board of Education meeting. As such, a resolution regarding the adoption of the 2008 Levy will be presented for Board consideration later in the Board meeting agenda. Mr. Mattern addressed procedural questions from the Board. There being no further questions, Mr. Treiber thanked Mr. Mattern for his presentation.

Mr. Mattern departed the meeting.

### **CONSENT AGENDA**

Mr. Jeffrey Treiber asked for comments regarding the Consent Agenda. It was noted by Dr. Kalinich that there were some minor changes to the minutes as noted on pages 3 and 4, as distributed earlier in the meeting. Additionally, Mrs. Karen Hartman noted that there were changes to the Accounts Payable report as follows: Educational Fund \$83,511.07 and O&M Fund \$47,400.66. There being no further comments, Mr. Treiber entertained a motion to approve the Consent Agenda.

*Mr. Joseph Seminetta moved to approve the Consent Agenda to include: Minutes of the October 20, 2008, Regular Board Meeting as amended and Closed Session; Financial Report for October 2008; Investment Reports for October 2008; Accounts Payable Report for October 2008, as amended; Accounts Payable for October 21, 2008 to November 17, 2008; Authorization to Destroy Closed Session Recordings for April 2007; Approval of the Fiscal Year 2008 Audit; Approval of a Resolution Regarding the Estimated Levy for the Year 2008; and Approval of 2008-2009 Building Rental Fees. Mr. Michael Tempest seconded the motion.*

#### Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Jeffrey A. Treiber			
Mr. Joseph T. Seminetta			
Mrs. Karen M. Hartman		Mr. Tom Colberg	
Mr. Michael H. Tempest		Mrs. Susan E. Rohrman	
		Mr. Chris L. Williams	

Motion carried by a vote of 4 to 0 with 3 members absent.

### **ADMINISTRATIVE REPORTS**

**Freedom of Information Act Requests** – There were no requests to report.

**Communications/Correspondence** – There were no communications or correspondence to report.

**Enrollment Update for the 2008-2009 School Year** – Dr. Kalinich noted that there would be additional students joining Sears School in January. She further reported that the new Kasarda Report was delayed due to the processing of gathering data from all the feeder districts. It is anticipated that the report will be completed within the next month or so.

Mrs. Rohrman arrived at 7:27 p.m.

**Report from the Principal** – Mr. David Brown reported that the 1<sup>st</sup> Trimester ended on November 14<sup>th</sup>. As such, report cards will be mailed for each student on Friday, November 21<sup>st</sup> with Parent/Teacher Conferences occurring on Monday, November 24<sup>th</sup> and Tuesday, November 25<sup>th</sup>. He also noted that Dr. John Wick, assessment consultant, recently met with our teachers to provide guidance and interpretation of the Illinois Standards Achievement Testing (ISAT), Iowa Test of Basic Skills (ITBS) and CoGAT Testing as noted in the Individual Student Data Profiles for students in grades 3-8. This information will be shared with parents during the upcoming conferences for grades 3-5 and in report card mailings for grades 6-8. Mr. Brown noted that he recently met with the 8<sup>th</sup> grade students and faculty to remind the students about the behavioral and academic expectations for the school year.

Mr. Chris Williams arrived at 7:39 p.m.

**Report from the Director of Student Services** – Dr. Elizabeth Noell reported that during the past few weeks, Ms. Julia Jones, the School Psychologist, Ms. Terry Sofianos from NSSED, Mr. David Brown and she had been working on a draft of the Response to Intervention (RtI) Transition Plan for the District. This is the plan required by the Illinois State Board of Education that is to be in place by January 2009. The Education Committee had the opportunity to review the plan on November 11<sup>th</sup> and the full Board of Education will review the presentation and plan at the December meeting. Additionally, Dr. Noell reported that during the previous week Rush Neurobehavioral consultant, Dr. Meryl Lipton, consulted with selected classroom teachers and student services team. Dr. Noell also noted the transition activities that are in place to support the 8<sup>th</sup> grade students in their preparation to attend New Trier Township High School. She distributed a copy of a handout entitled “Count Down for New Trier Class 2013” noting the specific transition activities and dates.

**Review of Upcoming Events and Activities** – Dr. Kalinich reviewed upcoming dates of interest drawing particular attention to the upcoming Faculty Appreciation Breakfast on Wednesday, November 19<sup>th</sup>. She noted that one *Sixteen Trends* discussion with Sears School parents and community members took place on November 14<sup>th</sup> and two additional discussions will be held on the afternoon of Wednesday, November 19<sup>th</sup> and the evening of Tuesday, December 2<sup>nd</sup>. A discussion group for community members will be scheduled for January 2009, leading up to the Wednesday, February 4, 2009 presentation by Dr. Gary Marx, the author of *Sixteen Trends*. The Technology Committee continues to meet to address both short term and long terms needs as related to the integration of technology in our student instruction. Mrs. Karen Hartman and Mr. Michael Tempest are serving on this Committee along with faculty members and parents. In conclusion, Dr. Kalinich reported that the Scholastic Honors Breakfast will be on December 8<sup>th</sup> at 7:30 a.m.

## **UNFINISHED BUSINESS**

**Presentation, Discussion and Possible Action to Approve Revised Board Policy 4:30 Revenue and Investments** – Dr. Kalinich reviewed the revised policy noting the feedback from our legal counsel. She noted that the document was the culmination of a year’s worth of input and study from the Board members. Three questions were raised during the discussion regarding the section

“Authorized Investments”, item #4, as well as the last two sections “Indemnification” and “Amendment”. It was agreed that before the Board adopted the proposed policy our legal counsel should provide an opinion regarding these questions. Dr. Kalinich will gather this additional feedback and report to the Board of Education for review at their regularly scheduled December meeting.

The Board members spoke briefly about the current economic conditions and the desire for the District to continue to minimize investment risk. As such, it was agreed that there would be no new investments in commercial paper until reviewed by the Board at an undetermined future date.

### **NEW BUSINESS**

There was none.

### **BOARD COMMITTEE REPORTS**

**Building and Finance Committee** – Mrs. Karen Hartman directed the Board to the draft minutes for details regarding the November Committee meeting.

**Communication Committee** – Mr. Joseph Seminetta noted that the Communication Committee needed to schedule a meeting. It was agreed that this meeting would take place on December 9, 2008 at 5:00 p.m.

**Education Committee** – Mrs. Susan Rohrman directed the Board to the draft minutes for details regarding the November Committee meeting. She also noted that the Committee would need to reset their next meeting date preferably prior to the December 8, 2008, Board of Education meeting. It was agreed the Education Committee would meet next on December 2, 2008 at 8:00 a.m.

**Northern Suburban Special Education District (NSSD) Governing Board** - Mrs. Susan Rohrman directed the Board to the draft minutes for details regarding the October meeting.

**Personnel Committee** – Mr. Jeffrey Treiber noted that the Committee needed to schedule a meeting in December. It was agreed that the Committee would meet prior to the Regular Board meeting on December 8, 2008, at 6:00 p.m.

**Questions and Comments from the Board Members** – Dr. Kalinich asked if the policy review representatives could meet prior to the next Board of Education meeting. A meeting was set for Monday, November 24, 2008, at 10:30 a.m.

Mr. Treiber noted that upon a recent review of past meeting minutes, he identified an error in the minutes from the April 21, 2008, Board of Education Meeting. He noted that during Public Comment he was asked about his firm’s involvement with the architectural firm, OWP/P. Mr. Treiber stated at the time that his firm was currently not engaged in any K-12 school projects with the architectural firm, OWP/P, though his firm might be involved in such projects at a future date. Further he stated at the time that his firm would not be involved in a project with Kenilworth

School District No. 38 during his tenure on the Board of Education. Mr. Treiber asked that the minutes for April 21, 2008, be amended to accurately reflect what was said. Dr. Kalinich stated that the minutes from April 21, 2008, could be amended as a Consent Agenda item for the next Board of Education meeting.

There being no further business at this time, Mr. Jeffrey Treiber entertained a motion to go into Closed Session.

**CLOSED SESSION TO CONSIDER INFORMATION REGARDING THE EMPLOYMENT OF EMPLOYEES, STUDENT DISCIPLINE AND POTENTIAL LITIGATION.**

*Mr. Joseph Seminetta moved, seconded by Mrs. Karen Hartman to go into Closed Session at 8:03 p.m. to consider information regarding the employment of employees, student discipline and potential litigation.*

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Jeffrey A. Treiber			
Mr. Joseph T. Seminetta			
		Mr. Tom Colberg	
Mrs. Karen M. Hartman			
Mrs. Susan E. Rohrman			
Mr. Michael H. Tempest			
Mr. Chris L. Williams			

Motion carried by a vote of 6 to 0 with 1 member absent.

The Board returned to Open Session at 8:24 p.m.

Upon return to Open Session, the following Board members were present: Mr. Jeffrey A. Treiber, Mr. Joseph T. Seminetta, Mrs. Karen M. Hartman, Mrs. Susan E. Rohrman, Mr. Michael Tempest and Mr. Chris L. Williams. Mr. Tom Colberg was absent. Dr. Kelley M. Kalinich was also present.

**PERSONNEL**

**Discussion of Employment of Employees** – Dr. Kalinich recommended the Board of Education accept with regret the resignation of Instructional Assistant Miss Gabrielle Bass and hire in her place Mr. Mark Medhurst as an Instructional Assistant at a prorated rate for the annual salary of \$18,000 for the remaining time in the 2008-2009 school year.

*Mrs. Karen Hartman moved to accept with regret the resignation of Miss Gabrielle Bass, Instructional Assistant and to hire in her place, Mr. Mark Medhurst as an Instructional Assistant at a prorated rate for the annual salary of \$18,000 for the remaining time in the 2008-2009 school year. Mr. Michael Tempest seconded the motion.*

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. Jeffrey A. Treiber			
Mr. Joseph T. Seminetta			

Mr. Tom Colberg

Mrs. Karen M. Hartman  
Mrs. Susan E. Rohrman  
Mr. Michael H. Tempest  
Mr. Chris L. Williams

Motion carried by a vote of 6 to 0 with 1 member absent.

**Discussion of and Possible Action to Approve Administrative Contract and Salary Increase - It** was determined that additional information was needed before formal action could be taken.

**OTHER BUSINESS**

There was none.

**ADJOURNMENT**

*There being no further business, Mr. Michael Tempest moved seconded by Mrs. Susan Rohrman to adjourn the Board of Education Meeting at 8:25 p.m.*

Voice vote: All yes.

Attest for Distribution: \_\_\_\_\_  
Kelley M. Kalinich, Secretary

Approved: \_\_\_\_\_  
Jeffrey A. Treiber, President

Attest: \_\_\_\_\_  
Kelley M. Kalinich, Secretary