

**MINUTES OF A REGULAR MEETING AND WORKSHOP  
OF THE BOARD OF EDUCATION  
CITY OF LAKE FOREST SCHOOL DISTRICT 67  
APRIL 25, 2023**

The regular meeting of the Board of Education of the City of Lake Forest School District 67, County of Lake, State of Illinois was held on Tuesday, April 25, 2023 at Lake Forest High School West Campus, and called to order at 5:15 p.m. by Mrs. Sands.

Board members present at roll call were:

Carl Kirar, Member

Emily Bernahl, Secretary

Suzanne Sands, President

Richard Chun, Member

Jennifer Mason, Member

Alice LeVert, Vice President

Anne Geraghty Helms, Member

Absent: None

Administration Present:

Matthew Montgomery, Superintendent

Jeff McHugh, Deputy Superintendent

Jennifer Hermes, Chief Operating Officer/CSBO

Melissa Oakley, Chief Communications Officer

Jordan Salus, Chief Technology Officer

Staff Present: Tiana Adams, Board Clerk

Guests: None

**Adjourn to Executive Session:**

**Motion:** Mrs. LeVert, seconded by Mr. Chun that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, adjourn to Executive Session at 5:16 p.m. to discuss matters related to the appointment, employment, compensation, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, including hearing testimony or a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity 5 ILCS 120/2(c)(1) and security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8)

Votes were taken by roll call. Votes were cast as follows:

Ayes: LeVert, Helms, Mason, Kirar, Chun, Bernahl, Sands

Nays:

Absent:

The motion carried unanimously.

**Adjourn from Executive Session:**

**Motion:** Mr. Chun moved, seconded by Ms. Mason that the Board of Education of City of Lake Forest School District 67, Lake Forest Illinois, adjourn Executive Session at 5:38 p.m.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Sands, Chun, Bernahl, LeVert, Kirar, Helms, Mason

Nays:

Absent:

The motion carried unanimously.

**Re-Open Meeting:**

Mrs. Sands called back to order the regular meeting of the Lake Forest School District 67 Board of Education, Lake Forest, Illinois at 5:40 p.m.

Board members present at roll call were:

Richard Chun, Member

Carl Kirar, Member

Alice LeVert, Vice President

Jennifer Mason, Member

Suzanne Sands, President

Emily Bernahl, Secretary

Anne Geraghty Helms, Member

Absent: None

Administration Present:

Matthew Montgomery, Superintendent

Jeff McHugh, Deputy Superintendent

Jennifer Hermes, Chief Operating Officer/CSBO

Jordan Salus, Chief Technology Officer

Melissa Oakley, Chief Communications Officer

Staff Present: Tiana Adams, Board Clerk

Vail Kieser, Director of Teaching and Learning

Denise Galatsianos, Literacy Coach

Becky Saxena, Match Coach

Dr. Renee Fitzsimmons, Everett Elementary School Principal

Dr. Kate Cavanuagh, Cherokee Elementary School Principal

Guests: Students of Everett and Cherokee Elementary Schools

**Workshop:**

New Business/Open Topics

Mr. Chun gave an update on recommended policy changes as a follow up to last month's meeting.

Policies 2:220 and 2:200 would not be updated as previously recommended by a member of the Board.

Discussion held on suggested policy changes and policy manual updates. There are policies on the agenda for approval that are a part of the recent PRESS Issue 112, as well as updated policies that are recommendations from administration.

#### Finance/Ops Update

Dr. Hermes discussed the Perkins and Will Health and Life Safety Survey that will be presented to the Board for approval this evening. It is required by law that the architect of record perform the survey every ten years. It is recommended by administration to expand beyond the legal requirements of solely phase one and to include phase two. Phase two is an accessibility assessment, physical assessment, and eventually becomes a road map to set the district up for the future.

Members of the Board requested to see the prior ten year survey and the actions that were taken by administration from the architect's recommendations.

Members of the Board asked questions about the survey and discussion was held. The Board recommended that administration go out for bids to have other architects put eyes on the projects and ensure the District is getting the best services and fees available. It was also recommended to prioritize the needs of students with disabilities.

#### Staffing Plan

Dr. Montgomery gave a brief overview of the staffing updates that he will present in his board report. There are no action items on the agenda for vote this evening. Decisions were made with first students in mind and then staff to minimize impact.

Members of the Board asked questions on staffing needs and how adjustments would be made to support teachers. Discussion held on staffing updates.

#### English Language Arts and Algebra Adoption

Vail Kieser provided a brief overview of the presentation she would present later in the regular meeting. The presentation covered the pilot results, the benefits of the new program, and why the team is recommending adoption.

Members of the Board commended the team for their thoroughness throughout the pilot and how successful it was.

Members of the Board asked questions as to why Amplified was chosen. Denise Galatsianos and Suzanne Sands spoke further on the program and implementation as well as the process for making the decision.

#### **Pledge of Allegiance**

The Board and members of the community recited the Pledge of Allegiance.

#### **School Spotlight**

Dr. Renee Fitzsimmons brought Moose, support dog, to the meeting. Students spoke on their responsibilities and experiences with Moose and why they love having him at the school.

Dr. Kate Cavanaugh presented the journey of a student who had the opportunity to experience inclusive practices that gave them a sense of belonging. When the student started in the district they were non-verbal and had challenges to learning; now they are able to speak, read, write, and is more disciplined. A video was played with the parent's and teacher's experience working with the student. Overall the program has been a great success.

### **President's Report**

President Sands discussed how fortunate the District is to have outstanding educators and superb staff supporting the students. Overall the District's leadership team is top notch and they strive daily to reach the mission and vision statement. All of the future work within the District, some of which will be discussed during tonight's meeting, will be prioritized, guided, and driven by the Portrait of a Learner and the new strategic plan. In order for this work to take place, there must be change; physical changes, staffing changes, and curriculum changes. Leading change, implementing change, and being impacted by change is hard. Yet, without change the District simply cannot achieve progress.

### **Superintendent's Report**

Dr. Montgomery's report consisted of the following topics: Curriculum Adoption, Staffing/Enrollment, Strategic Plan, and Metrics Development, Shared Services Report, District 115 Referendum Update Year-End Activities, and Gratitude to Departing District 67 Board Members.

The proposed adoption of a new K-4 and 5-8 English Language Arts curriculum "Amplify" is on the agenda for approval later in the meeting. Vail Kieser, Director of Teaching and Learning has worked diligently. A sincere thanks to her and all of the District 67 teachers, staff, students, and families who have contributed to this effort.

Administration is faced with the decision to return the staffing levels to pre-pandemic numbers. In 2018-2019 there were less staff members and it is not sustainable to keep operating at a post pandemic level. This is evident when looking at the enrollment trends. The goal is to have the enrollment and staffing aligned to operate in the most sustainable manner possible. This will be done with the least amount of impact to staff by reducing through attrition. When people retire positions may not be replaced or by finding other positions to move personnel. No matter the decision made, it will be met with questions, curiosity, and frustrations.

This strategic plan was approved at last month's meeting and the next steps would be action planning and metric development. Administration will make reports to the board updating them annually on the actions and metrics of the plan over the next five years.

Dr. Montgomery was required by the Board to determine if the shared services model is still necessary and the best decision for both Districts. He highlighted some of the benefits of having a shared services model. There is a new position that was recently posted for a Director of Safety and Security to add to the shared services model. This position was a recommendation of the audit conducted to ensure we are improving our schools' safety. The financial analysis for shared services was discussed in comparison to other peer districts. If the Districts were to split then the annual costs for each would increase. After twenty years into the agreement, the shared services model is still best. Every year there will be an update on where the Districts are in the shared service agreement.

The referendum was officially passed by 125 votes. The results were certified and officially announced last Thursday, April 20. Project planning is underway and construction will begin in summer of 2024. In an effort to continue community engagement, a District 115 Capital Projects Advisory Committee is being formed to provide community consultation on projects funded by the bond. This will be a small group of qualified volunteers with relevant backgrounds. Applications can be found on the website.

Dr. Montgomery discussed some of the year end activities that would be taking place in the upcoming weeks. Since there would be no May board meeting, he congratulated the Deer Path Middle School 2023 graduates that would soon become part of the Class of 2027 for Lake Forest High School.

A special thanks to departing board members Suzanne Sands, Richard Chun, and Jennifer Mason for their thankless and tiring dedication to the community. This is their final formal meeting.

Members of the Board asked questions about the FTE data and requested a projection for future staffing; discussion held.

### **Public Participation**

Parents of a student at Deer Path Middle School addressed their child's need for accessibility due to their physical needs.

Members of the public which consisted of District staff addressed the Board and administration in regards to the recommended staffing changes.

### **Reports**

#### English Language Arts and Algebra Adoption

Vail Kieser, Director of Teaching and Learning along with Becky Saxena, Math Coach and Denise Galatsianos, Literacy Coach presented the recommendation for a new English language arts for grades K-8 and math curriculum for 8th grade. Big Ideas Math is being recommended for approval for Algebra 1. The goal was to collaborate with the high school to have continuity when students transition.

Amplify CKLA is being recommended for the K-5 students and Amplify ELA is being recommended for the 6-8 students. This process has been going on for the past few school years and was started by Dr. Jeff McHugh. An overview of the reading review pilot was discussed and how the decision was made to recommend Amplify.

### **Board Committees:**

#### Education Committee - Suzanne Sands, Jennifer Mason, Anne Geraghty Helms

Mrs. Sands, committee chair, reported the committee last met on April 13. She commended the work of those who were a part of the reading review and curriculum recommendations.

#### Board Finance and Operations Committee – Alice LeVert, Richard Chun, Carl Kirar

Mrs. LeVert, committee chair, reported that the committee met on April 19 and began year end activities.

Board Policy Committee – Richard Chun, Emily Bernahl, Anne Geraghty Helms

Mr. Chun, committee chair, reported that the committee met in conjunction with the District 115 Policy Committee to review PRESS Issue 111.

**Liaison Reports:**

True North Education Cooperative 804 - Suzanne Sands

Mrs. Sands reported that the leadership council met on April 19. A video was played that highlights the services and experiences at True North.

Legislative Liaison – Carl Kirar

Mr. Kirar stated his report contains updates from Ed-Red and the Illinois Association of School Boards. Please read the report linked to the agenda for the full notes.

Spirit of 67 - Richard Chun

It is an exciting week for the Spirit with Grant Day. All Grant Day information can be found linked to the report in the agenda.

Executive Association of Parents and Teachers (APT) – Jennifer Mason

The Executive APT is partnering with North Chicago to do a food drive, the first week of May. The new president for the APT will be Kimberly Carris.

**Action Items:**

Approval of English Language Arts Curriculum for Grades K-8

**Motion:** Ms. Mason moved, seconded by Mr. Kirar that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the recommended English Language Arts Curriculum for Grades K-8 .

Votes were taken by roll call. Votes were cast as follows:

Ayes: Helms, Sands, Kirar, Bernahl, LeVert, Chun, Mason

Nays:

Absent:

The motion carried unanimously.

Approval of 8th Grade Algebra Curriculum - Big Ideas

**Motion:** Ms. Helms moved, seconded by Mrs. Bernahl that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the recommended 8th Grade Algebra Curriculum - Big Ideas.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Bernahl, Mason, Chun, LeVert, Sands, Helms, Kirar

Nays:

Absent:

The motion carried unanimously.

Approval of Quest Food Services Contract Renewal 2023-2024

**Motion:** Ms. Mason moved, seconded by Ms. Helms, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Quest Food Services Contract Renewal 2023-2024.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Mason, Chun, Sands, Helms, Bernahl, Kirar, LeVert

Nays:

Absent:

The motion carried unanimously.

Approval of Olson Contract Renewal 2023-2024

**Motion:** Mrs. LeVert moved, seconded by Mrs. Bernahl, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, adopt the Olson Contract Renewal 2023-2024.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Kirar, Helms, Bernahl, Mason, Chun, LeVert, Sands

Nays:

Absent:

The motion carried unanimously.

Approval of ECRA Contract Renewal 2023-2024

**Motion:** Ms. Helms moved, seconded by Ms. Mason, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the ECRA Contract Renewal 2023-2024.

Votes were taken by roll call. Votes were cast as follows:

Ayes: LeVert, Kirar, Sands, Chun, Mason, Bernahl, Helms

Nays:

Absent:

The motion carried unanimously.

Approval of Perkins and Will Ten-Year Health and Life Safety Survey

**Motion:** Mr. Chun moved, seconded by Mr. Kirar, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Perkins and Will Ten-Year Health and Life Safety Survey.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Sands, Helms, Bernahl, LeVert, Kirar, Mason, Chun

Nays:

Absent:

The motion carried unanimously.

Approval of Contract Award for Afterschool Care - Champions

**Motion:** Mrs. LeVert moved, seconded by Ms. Mason that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Contract Award for Afterschool Care - Champions.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Chun, Sands, LeVert, Helms, Bernahl, Kirar, Mason

Nays:

Absent:

The motion carried unanimously.

Approval of Master Agreement for Construction Management Services to Pepper Construction

**Motion:** Ms. Helms moved, seconded by Ms. Mason, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Master Agreement for Construction Management Services to Pepper Construction.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Helms, Bernahl, Mason, Sands, Chun, LeVert

Nays: Kirar

Absent:

The motion carried unanimously.

Approval of James Martin Associates Contract Renewal 2023-2024

**Motion:** Ms. Helms moved, seconded by Mrs. Bernahl, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve James Martin Associates Contract Renewal 2023-2024.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Bernahl, Helms, Kirar, Chun, LeVert, Mason, Sands

Nays:

Absent:

The motion carried unanimously.

Approval of Designated Levels of Authority for Construction Work Summer 2023

**Motion:** Mrs. Sands moved, seconded by Mrs. LeVert, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Designated Levels of Authority for Construction Work Summer 2023.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Mason, LeVert, Sands, Helms, Chun, Bernahl, Kirar

Nays:

Absent:

The motion carried unanimously.

Approval of 2024-2025 School Year Calendar

**Motion:** Ms. Helms moved, seconded by Mrs. Bernahl, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the 2024-2025 School Year Calendar.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Kirar, Bernahl, Mason, LeVert, Sands, Chun, Helms

Nays:

Absent:

The motion carried unanimously.



Approval of 2023-2024 Board Meeting Calendar

**Motion:** Ms. Mason moved, seconded by Mrs. Bernahl, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the 2023-2024 Board Meeting Calendar.

Votes were taken by roll call. Votes were cast as follows:

Ayes: LeVert, Mason, Sands, Helms, Kirar, Bernahl, Chun

Nays:

Absent:

The motion carried unanimously.

Approval of 2023-2024 Shared Services Compensation

**Motion:** Ms. Helms moved, seconded by Mrs. Sands, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the 2023-2024 Shared Services Compensation .

Votes were taken by roll call. Votes were cast as follows:

Ayes: Sands, Kirar, LeVert, Bernahl, Chun, Mason, Helms

Nays:

Absent:

The motion carried unanimously.

Approval of 2023-2024 Administrative Compensation

**Motion:** Mrs. Sands moved, seconded by Mr. Chun, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the 2023-2024 Administrative Compensation.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Chun, Sands, Bernahl, Mason, Helms, Kirar, LeVert

Nays:

Absent:

The motion carried unanimously.

Approval of 2023-2024 Exempt Compensation

**Motion:** Ms. Mason moved, seconded by Ms. Helms that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the 2023-2024 Exempt Compensation.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Helms, Chun, LeVert, Sands, Bernahl, Mason, Kirar

Nays:

Absent:

The motion carried unanimously.

Approval of 2023-2024 Consolidated District Plan

**Motion:** Mrs. LeVert moved, seconded by Ms. Mason, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the 2023-2024 Consolidated District Plan.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Bernahl, Mason, Helms, Kirar, Sands, Chun, LeVert

Nays:

Absent:

The motion carried unanimously.

Approval to Waive First Reading of Policies 4:50, 4:80, 6:40, and 6:50

**Motion:** Mr. Chun moved, seconded by Ms. Helms, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the waiving of the first reading of the updated policies.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Mason, Chun, Sands, Helms, LeVert, Kirar, Bernahl

Nays:

Absent:

The motion carried unanimously.

Approval of the Second Reading of the Updated Policies 4:50, 4:80, 6:40, and 6:50

**Motion:** Mrs. Bernahl moved, seconded by Mr. Chun, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the second reading of the updated policies.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Kirar, Mason, LeVert, Bernahl, Chun, Sands, Helms

Nays:

Absent:

The motion carried unanimously.

Approval of PRESS Issue 111 - First Reading

**Motion:** Mrs. Bernahl moved, seconded by Mrs. LeVert, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the first reading of PRESS Issue 111.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Kirar, Bernahl, Mason, LeVert, Sands, Chun, Helms

Nays:

Absent:

The motion carried unanimously.

**Consent Agenda**

Any item may be removed from the consent agenda at the request of a Board Member.

Approval of Disbursements, Payrolls, and Financial Statements, January and February 2023

Approval of Human Resources Report

One Year Administration Employment Contracts

- Shared Service One-Year and Multi-Year Employment Contracts
- Certified - Part Time, Tenured and Probationary Employment Contracts
- Hires
- Changes of Assignments
- Resignations
- Separations

- Change of Assignments
- Activities/Athletics/Test Prep

Minutes of a Regular Meeting and Workshop, March 14, 2023

Minutes of an Executive Session, March 14, 2023

Minutes of a Reduction in Workforce Public Hearing, March 14, 2023

Minutes of Joint Special Meeting, April 11, 2023

Release of Executive Session Minutes August 2022 - February 2023

**Motion:** Ms. Helms moved, seconded by Mr. Chun, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Consent Agenda items, as presented.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Sands, Bernahl, Mason, Kirar, LeVert, Chun, Helms

Nays:

Absent:

The motion carried unanimously.

**Freedom of Information Act (FOIA):**

Parents Care | 5 of 5 Completed

Samir Vhaidra | 1 of 3 Completed

Jeff Brincat | 4 of 4 Completed

Hannah Natanson-Washington Post | 1 of 1 Completed

Dan O'Neil 3 of 3 Completed

Lacus Silva | 1 of 1 Completed

Andrea Batiste | 3 of 3 Completed

Frank McCormick | 1 of 1 Completed

Zach Manchester | 1 of 1 Completed

LaQuisha Robinson | 1 of 1 Completed

Sheri Reid-Smart Procure | 2 of 2 Completed

Skip Shein | 1 of 1 In Progress

**Public Participation:**

None

**Announcements:**

**Tuesday, May 2, 2023**

**Board of Education Organizational Meeting  
(New Board/Old Board)-  
5:30 p.m. LFHS West Campus Board Room**

Thursday, May 4, 2023

Education Committee Meeting -  
12:00 p.m. LFHS West Campus Seminar B

Tuesday, May 30, 2023

Deer Path Middle School Graduation -  
5:00 p.m. LFHS West Campus Gym

Tuesday, June 6, 2023

Last Day of School for Students

**Tuesday, June 20, 2023**

***Change from June 27, 2023***

**Board of Education Meeting -**

**7:00 p.m. LFHS West Campus Board Room**

**Adjournment:**

**Motion:** Mr. Chun moved, seconded by Mrs. LeVert, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, adjourn the regular meeting.

On voice vote, motion carried.

The regular meeting adjourned at 9:51 p.m.

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Anne Helms, President

Date

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Emily Bernahl, Secretary

Date