MINUTES OF A REGULAR MEETING AND WORKSHOP
OF THE BOARD OF EDUCATION
CITY OF LAKE FOREST SCHOOL DISTRICT 67
FEBRUARY 21, 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, February 21, 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:

Alice LeVert, Vice President
Anne Geraghty Helms, Member
Jennifer Mason, Member
Carl Kirar, Member
Richard Chun, Member
Emily Bernahl, Secretary
Suzanne Sands, President

Absent: None

Administration Present:

Matthew Montgomery, Superintendent
Jeff McHugh, Deputy Superintendent
Jennifer Hermes, Chief Operating Officer/CSBO
Melissa Oakley, Chief Communications Officer

Staff Present: Tiana Adams, Board Clerk

Guests: None

Adjourn to Executive Session:
Motion: Mrs. LeVert moved, seconded by Ms. Bernahl 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: Helms, Sands, Kirar, Bernahl, LeVert, Chun, Mason
Nays:
Absent:

The motion carried unanimously.

Adjourn Executive Session:
Motion: Mr. LeVert moved, seconded by Ms. Bernahl that the Board of Education of City of Lake Forest School District 67, Lake Forest Illinois, adjourn Executive Session at 6:19 p.m.
Votes were taken by roll call. Votes were cast as follows:

Ayes: Kirar, Bernahl, LeVert, Chun, Mason, Sands, Helms
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 6:20 p.m.

Board members present at roll call were:

Suzanne Sands, President
Anne Geraghty Helms, Member
Emily Bernahl, Secretary
Alice LeVert, Vice President
Carl Kirar, Member
Richard Chun, Member
Jennifer Mason, Member

Absent: None

Administration Present:
Matthew Montgomery, Superintendent
Jeff McHugh, Deputy Superintendent
Jennifer Hermes, Chief Operating Officer/CSBO
Melissa Oakley, Chief Communications Officer

Staff Present: Tiana Adams, Board Clerk
Susan Milsk, Sheridan Elementary Principal

Guests: None

Workshop:

<u>New Business/ Open Topics</u>
Mr. Chun discussed there have been recent questions on the payroll and p-card policies. It is recommended to add Policy 5:60 as a reference to Policy 4:50. At the next meeting the board will review policy 4:50 for approval.

Mr. Kirar requested a review of policies 2:200 and 2:220 for the processes on holding special board of education meetings. Board will discuss during the workshop in March. A review of the Book Reconsideration Process was also requested and the revisit of the topic around food.

Ms. Helms asked about the impact of technology on our students. Dr. Montgomery will meet with Ms. Helms to determine what metrics would need to be developed.

Finance/Ops Update

The Finance and Ops Committee met last week with an Auditor from Miller Cooper to review the audit. Dr. Hermes provided an overview of the audit. There were no deficiencies found in the audit.

Mandarin Program

Dr. McHugh provided an update on the Mandarin Program. There has been a decline in enrollment and it is difficult to find instructors. Administration recommended a phasing out approach of the program. This approach would bring the instructors required to one instead of two. An update will be provided to the Board in the next meeting.

Strategic Plan

The Board will vote on the 2023-2028 Strategic Plan at the meeting next month. The plan consists of the goals, objectives, and strategies. Action steps and metrics are what will take place after the plan is approved.

Pledge of Allegiance

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

President's Report

Mrs. Sands discussed looking toward the future of the District.

Earlier this month, a special board meeting was convened to approve a facility improvement project at Cherokee. The bids for this work were opened in January, as the Board was advised by administration that waiting until this meeting to approve that work may have resulted in losing some of the recommended bidders. This work will remove certain physical barriers at Cherokee that currently create less than ideal conditions for those navigating the building in a wheelchair. We are taking advantage of this opportunity to also provide two new classroom spaces – a science lab and a multipurpose classroom, collaboration, and meeting space that can be used for inquiry projects, STEM projects, and other innovative learning opportunities. This project will have an immediate and lasting impact at Cherokee starting this fall. While this work was prioritized at Cherokee due to necessary ADA work, the district fully intends to provide similar classroom spaces and science labs at Sheridan and Everett in the future. There will also be future investments made at DPM.

Facility planning is an active and ongoing process in District 67. Over the years, the District has used debt service, prioritization, and careful fund balance management to execute capital projects. Based on the current financial forecasting models, it is anticipated the District will be able to continue to address facility needs and do future improvement projects without going to the community with a referendum request.

This evening, you will also hear about a K-8 reading pilot that started today and will inform the reading review in progress across the District. The thoughtful planning and staff engagement that has gone into setting up the process for this work has been extraordinary.

The Let's Talk Community Event was held on February 2nd and focused on student support available in District 67 as well as District 115. There are many ways in which students in our schools are provided with learning support and can access additional support and resources as needed.

Mrs. Sands discussed the opportunity to serve on the Strategic Planning Design team over the past few months. Earlier in the evening the Board was provided with a preview of the plan. The resulting plan is truly the synthesis of input from assessment data, a wide array of stakeholders, and thoughtful deliberation, conversation, and collaboration on the part of the design and writing teams. Gratitude and appreciation to everyone who has engaged in this process.

The future looks very bright at District 67.

School Spotlight
Susan Milsk, Sheridan Principal provided an update on the Community of Learners Preschool program. She covered how this program has developed over the years and how it has been integrated into the fabric of Sheridan School. A video highlighting the program was played.

Superintendent's Report
Dr. Montgomery's report consisted of the following topics: Reading Resource Pilot, Update, Strategic Planning, Cherokee Construction, District 115 Referendum, Community Partnership/Support.

The teaching and learning focus for 2022-2023 has been on Math 6-8, Reading K-8, and instructional coaching. Vail Kieser, Director of Teaching and Learning along with Denise Galatsianos, Literacy Coach shared the Reading Resource Pilot earlier this month at the Ed Committee meeting and last week to a group of parent leaders; this meeting was recorded and will be shared in the upcoming 411. Dr. McHugh will be providing an update later this evening as well.

Dr. Montgomery went through the Strategic Planning timeline. The process began in October 2022 and is currently in the phase where the leadership teams, Board Education Committee, and Cabinet review and recommend edits. The plan will be shared with the Board at the regular meeting in March. A huge shout out to Dr. McHugh and Mrs. Oakley for the lead on the plan which has been a huge undertaking for two districts. Next school year there will be an action plan for the Board to review.

As Mrs. Sands mentioned, the Board met earlier this month to approve the Cherokee construction project, this will address the ADA accessibility concerns. The renovations will also offer innovative instructional spaces in the area of STEM and other collaborative learning opportunities. We will be looking for ways to incorporate innovative spaces into Sheridan and Everett as well; the goal is to ensure there are similar learning opportunities across all elementary schools in the district.

The D115 Proposed Referendum is upcoming, the vote will take place in forty-two days. The ask is for $105.7 million dollars with fifty-two percent being dedicated to solely infrastructure and improvements. The other forty-eight percent will be instructional space upgrades. The building was built in 1935 and is an 88 year old structure that is trying to be maintained. The upgrades will also offer better safety and security opportunities. On Monday, March 6 there will be a Referendum Information Session for families of future Scouts; at 5pm there will be building tours and at 5:30pm the session will begin.

The APT sponsored its "Share the Love" initiative again, partnering with our District staff and students to create and distribute Valentine cards for our City of Lake Forest first responders, municipal employees, senior citizens, hospital employees, and other community members.

Public Participation
None

Reports
Reading Review Update
Dr. Jeff McHugh, Deputy Superintendent, presented on the Reading Review Process. This process began with Dr. McHugh in his prior role as the former Director of Teaching and Learning and Vail Kieser, current Director of Teaching and Learning has taken the torch and run with it. The process started last year by researching best practices in literacy and looking at the District's current core literacy beliefs. Ms. Kieser and her team focused on prioritizing standards, common assessments, and instructional practices. Currently the same resources are being used but adjustments are being made that will lead to improved student outcomes on the IAR this spring. The pilot began today across the District and it is very exciting work. This presentation is very high level and does not do justice to the amount of work that the team has done. Research was conducted into resources, meetings with other schools, and resources were narrowed down to 8-10. From there the publishers of those resources came in to provide presentations to staff members, administrators, and coaches. The resources were then whittled down from there. Ms. Kieser and her team have visits scheduled to learn more about how other districts utilized these resources and their effectiveness before developing the implementation plan. They are also looking at the financials and cost of adoption. Schedules will be built in the spring for next year. The Board asked questions about the reading review update and discussion was held.

Board Committees:
Education Committee - Suzanne Sands, Jennifer Mason, Anne Geraghty Helms
Mrs. Sands, committee chair, stated many of the reports provided have already covered many of the Education Committee's topics. The April meeting date has been adjusted to April 13 in order to accommodate the timeline for decision making involved in the reading pilot. Brief discussion was held on the strategic plan and Dr. Montgomery spoke on the referendum. An upcoming topic will be on the impact of technology which was a request made earlier in workshop.

Board Finance and Operations Committee – Alice LeVert, Richard Chun, Carl Kirar
Mrs. LeVert, committee chair, reported that the committee met on February 14 and the major topic of discussion was on the annual audit. Betsy Allen of Miller Cooper attended the meeting and reported there were no deficiencies found. The audit has been included if anyone is interested in reviewing it. The

committee also discussed the after school program that is currently run by Champions and the District has been in partnerships with Champions for ten years. A decision was made to open up for proposals for the after school program and there were responses from three bidders. It has been recommended by the Business Office to negotiate a new contract with Champions; with some community input it was decided to conduct a parent survey to learn their level of satisfaction with the program as operated by Champions. Discussion was also held on the potential of expanding the program to accommodate a significant waitlist of families. Discussion was held on student fees; there are two changes. One is to remove the instrument rental fee for students at DPM and the other is a slight increase in Early Learner's Program at Sheridan. A presentation was given on the five year projection model. Next meeting will be on April 19th.

Board Policy Committee – Richard Chun, Emily Bernahl, Anne Geraghty Helms
Mr. Chun, committee chair, reported that the Committee met in December and PRESS Issue 110 is being submitted tonight for Board approval.

Liaison Reports:
True North Education Cooperative 804 - Suzanne Sands
Mrs. Sands reported that the leadership council met on February 8 and the most exciting news is the cooperative has a new strategic plan. Instead of speaking on it; a video will be shared. The recruiting video was played by accident; the correct video is linked in the report. Mrs. Sands shared other current work being done at TrueNorth. The other big thing on the horizon is facilities planning. The next meeting is on March 8th.

Legislative Liaison – Carl Kirar
Mr. Kirar gave a brief summary of his report and stated there is a full report from IASB and Ed-Red linked in the agenda for review. He discussed the lame duck session, which is a ten day period at the first part of January after the elections where the Illinois Congress meets to seat the new Congress. It was proposed during that session that sex education be taught from Kindergarten through Grade 12 in all Illinois schools. It was lobbied against by many school boards and others. The proposal did not go forward for a vote and has not been resubmitted.

Spirit of 67 - Richard Chun
No report at this time.

Executive Association of Parents and Teachers (APT) – Jennifer Mason
Ms. Mason reported the APT met on February 9 and discussed the winter glow parties. There are new officers being brought in for the upcoming school year. There will be a new president at Everett and a new secretary for DPM. Annie Cavanaugh led the "Share the Love" event and it was a nice event.

The next Community Series will be held on February 28th at the DPM braves gym with the local police departments. This series is on stopping the bleed/tourniquet training.

Action Items:

Acceptance of 2021-2022 Audit

Motion: Mrs. LeVert moved, seconded by Ms. Mason that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, accept the 2021-2022 Audit .

Votes were taken by roll call. Votes were cast as follows:
Ayes: Chun, Kirar, LeVert, Mason, Sands, Helms, Bernahl
Nays:
Absent:

The motion carried unanimously.

Approval of 2023-2024 Student Fees

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

Votes were taken by roll call. Votes were cast as follows:
Ayes: Mason, Chun, Sands, LeVert, Bernahl, Kirar, Helms
Nays:
Absent:

Approval of E-Learning Plan for Pandemic/Emergency Preparedness

Motion: Ms. Mason moved, seconded by Mr. Chun, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the E-Learning Plan for Pandemic/Emergency Preparedness.

Votes were taken by roll call. Votes were cast as follows:
Ayes: Bernahl, Mason, Chun, LeVert, Kirar, Helms, Sands
Nays:
Absent:

The motion carried unanimously.

Approval to Waive First Reading of PRESS Issue 110

Motion: Ms. Helms moved, seconded by Mrs. Bernahl, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the waiving of the first reading of PRESS Issue 110.

Votes were taken by roll call. Votes were cast as follows:
Ayes: LeVert, Kirar, Bernahl, Mason, Sands, Chun, Helms
Nays:
Absent:

The motion carried unanimously.

Approval of PRESS Issue 110 - Second Reading

Motion: Mrs. Bernahl moved, seconded by Ms. Mason, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Second Reading of PRESS Issue 110.

Votes were taken by roll call. Votes were cast as follows:
Ayes: Mason, Bernahl, Chun, Helms, Kirar, Sands, LeVert
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 Human Resources Report
- New Hires
- Retirements
- Resignations
- Change of Assignments

Approval of Disbursements, Payrolls and Financial Statements: September, October, November 2022
Minutes of a Regular Meeting and Workshop, October 25, 2022
Minutes of an Executive Session, October 25, 2022
Minutes of a Regular Meeting and Workshop, November 15, 2022
Minutes of an Executive Session, November 15, 2022
Minutes of a Regular Meeting and Workshop, December 13, 2022
Minutes of an Executive Session, December 13, 2022
Minutes of a Tax Levy Hearing, December 13, 2022
Minutes of Joint Special Closed Meeting, January 31, 2023
Minutes of a Special Meeting, February 6, 2023
Minutes of a Joint Special Meeting, February 7, 2023
Minutes of an Executive Session, February 7, 2023

It was requested that following consent agenda items be removed:
Approval of Disbursements, Payrolls and Financial Statements: September, October, November 2022
Minutes of a Regular Meeting and Workshop, November 15, 2022
Minutes of an Executive Session, November 15, 2022
Minutes of a Regular Meeting and Workshop, December 13, 2022
Minutes of an Executive Session, December 13, 2022

Motion: Ms. Helms moved, seconded by Ms. Mason, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Consent Agenda items, as presented with the exception of items number two, five, six, seven, and eight.

Votes were taken by roll call. Votes were cast as follows:
Ayes: Kirar, Sands, Helms, LeVert, Bernahl, Mason, Chun
Nays:
Absent:

The motion carried unanimously.

Motion: Mr. Kirar moved, seconded by Ms. Bernahl, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, table the removed Consent Agenda items until next month.

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.

Freedom of Information Act (FOIA):
Jairo Gomez | Bid Results for Cherokee Addition Project | Completed
Bo Kim | Bid Results for Cherokee Addition Project | Completed
Frank McCormick | Employee Salary Information | In Progress

Public Participation:
None

Announcements:

Tuesday, February 28, 2023	Community Safety Series Critical First Aid - Save a Life - 7:00 p.m. DPM Gym
Tuesday, March 14, 2023	**Board of Education Meeting -** **7:00 p.m. West Campus Board Room**

Adjournment:
Motion: Mrs. LeVert moved, seconded by Ms. Mason, 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 8:11 p.m.

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Suzanne Sands, President Date Emily Bernahl, Secretary Date