

Regular Board of Education Meeting

Monday, September 8, 2025 6:30 PM

Administration Center - Board Room, 131 McKinley Ave., Lake Villa, Illinois
60046

1. **Call to Order**
2. **Roll Call**
3. **Electronic Participation of a Board Member (Roll Call Vote)**
4. **Closed Session (Roll Call Vote)**
 - *Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2)*
 - *Personnel - Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of Lake Villa District #41. 5 ILCS 120/2(c)(1)*
5. **Resume Open Session at 7:00 p.m. (Voice Vote)**
6. **Approval of Agenda (Roll Call Vote)**
7. **Pledge of Allegiance**
8. **Communications**
9. **Public Comments**
10. **Consent Agenda A (Roll Call Vote)**
 - 10.1. Regular Board Meeting Minutes – August 18, 2025
 - 10.2. Closed Session Meeting Minutes – August 18, 2025
 - 10.3. Special Meeting Minutes – August 18, 2025
 - 10.4. Destruction of Closed Session Audio Recordings – January 22, 2024 Early & January 22, 2024 Late
 - 10.5. Resignation of Staff:
 - *Katelynn Casas, Paraprofessional*
 - *Timothy Kramer, Teacher*
 - 10.6. Employment of Staff:
 - *Brenda Burdette, Hallway Monitor*
 - *Jamie Norris, Hallway Monitor*
 - *Lori Wilcox, Interim Principal*
 - 10.7. Freedom of Information Act Requests
 - 10.8. Electronic Communication Received by the Board
 - 10.9. 6th Day Student Enrollment Report

10.10. Concussion Oversight Team Member's
Appointment and Action Plan Approval

10.11. Designated Hazardous Routes Listing

11. Reports

11.1. Superintendent's Report

Presenter: Dr. Keim-
Bounds

11.2. Enrollment and Staffing Updates for 2025-
2026 School Year

Presenter: Dr. Victor
Wight & Mrs. Sandy
Allen

12. Old Business

12.1. Social Emotional Screener – Aperture
Education: DESSA purchase (Roll Call Vote)

Presenter: Dr. Victor
Wight

12.2. Summer Board Member IASB Workshop
Reschedule (Discussion)

13. New Business

13.1. Replacement of Operations and Maintenance
Pick-Up Truck (Discussion)

Presenter: Mr. Blaine
Sears

13.2. IASB Lake Division Fall Meeting –
October 8, 2025 (Discussion)

14. Calendar Review

15. Public Comments

16. Adjourn

FOIA REQUEST REPORT 09-08-2025

Request Date	Name / Company	Records Requested	Status	Status Date
7/22/2025	Justin Wenig , Starbridge	"...public records detailing financial transactions made by Lake Villa School District 41, specifically: A report (such as a check register, expenditure report, or purchase order history) reflecting all transactions from January 1, 2022 to present date, including but not limited to: Purchase date; Vendor name; Description of goods/services purchased; Line item quantity; Line item price/amount. If vendor names are coded in the file, please provide a vendor list with corresponding codes. I am requesting existing, already maintained electronic records (without copying, scanning, or printing). If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information."	Response Made	8/19/2025
8/10/2025	Sheri Reid, SmartProcure	"...commercial FOIA request to the Lake Villa Community Consolidated School District No. 41 for any and all purchasing records from 2/10/2025 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address"	Response Made	8/19/2025
8/18/2025	Matt Kuhlman Mattewfosterkuhlman@gmail.com	"...I request a list of current elementary school principals, assistant principals, PE teachers, activities coordinators, curriculum directors, student services directors, and community engagement staff within your district, including their names, titles, and district email addresses."	Pending Response	9/5/2025
8/29/2025	Woo Park, The Data Branch	"... all purchase orders issued between March 1, 2025, and the present. We are seeking all purchase orders issued by any and all schools, departments, divisions, or offices under your school district, including (but not limited to) general administration, finance, information technology, facilities/maintenance, curriculum and instruction, and food services."	Response Made	9/4/2025
9/2/2025	CT Mills Public Info Access LLC	"...I am requesting copies of records related to district purchases and contracts, as outlined below. Please include vendor name, product or service description, purchase/contract amount, and contract start and end dates. 1. Core Curriculum Purchases (Records of core curriculum purchases for Math, English Language Arts (ELA), and Science. 2. Instructional Technology (Records of purchases or contracts for instructional technology platforms, specifically including (but not limited to): Nearpod, Edpuzzle, Pear Deck, Newsela, MagicSchool, Quizlet, and IXL.) 3. Common Assessment Software (Records of purchases or contracts for assessment software, specifically including (but not limited to): Performance Matters, Formative, Pear Assessment, MasteryConnect, Renaissance DnA, Eduphoria, DMAC, and Linkt.)"	Pending Response	9/5/2025

9/2/2025	Owen Wang, Lake County Gazette	<i>"...I am requesting the following records under the Illinois Freedom of Information Act, 5 ILCS 140, preferably in electronic format: Names and honors of all students in your high schools recognized by the College Board as AP Scholars. As a member of the media, I am involved in gathering and reporting news to the public. Access to public records is essential for me to fulfill my professional responsibilities, which include holding public institutions accountable and providing transparency to the public. Given my role in disseminating information, I believe I am eligible for a fee waiver as a media professional."</i>	Pending Response	9/5/2025
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Entries below submitted for BOE Meeting Packet on 09/08/25

Sender	Date & Time	Additional Information
Melissa Newman hmelissa1222@gmail.com	8/17/2025 at 2:26 PM	Received by Board - Comments Only (Responded to on 8/17/2025 at 2:57 PM)

6th Day Enrollment						
Year	Hooper	Martin	Thompson	Palombi	Off-Site	Pupil Enrollment
2025	500	497	456	790	60	2313
2024	533	497	482	798	76	2386
2023	558	514	469	817	72	2358
2022	578	526	464	800	58	2368
*2021	586	491	494	828	71	2399
*2020	644	503	556	561	72	2264
2019	679	595	594	617	83	2485
2018	683	616	611	613	83	2523
2017	672	604	638	639	60	2553
2016	649	623	627	678	57	2577
2015	674	652	661	692	70	2679
2014	713	687	673	687	63	2760

Total includes 10 outstanding registrations:
1 returning but not registered and 9 new

** 2020 & 2021 Pandemic Years*

Returning Registration: 1,987
 Returning Not Registered: 1
 New Registration: 316
 New Pending Approval: 9

Total for 2025: **2313**

Monthly Student Enrollment Report - August 2025

GRADE	Hooper	Cross-Categorical	Number of Sections	Martin	Cross-Categorical	* Bi-Lingual	** Number of Sections	Thompson	*** LASSO	Number of Sections	Grade Level Total	SPED Off-Site	Total
ECE	23	0	2	3	0	0	0	70	4	6	96	2	98
Kindergarten	66	1	4	78	0	10	4	58	6	3	202	1	203
1st Grade	68	6	4	68	4	15	3	53	4	3	189	2	191
2nd Grade	72	2	4	87	5	19	4	66	1	4	225	4	229
3rd Grade	92	6	4	83	3	16	4	69	0	3	244	7	251
4th Grade	89	5	4	89	5	0	4	73	0	3	251	5	256
5th Grade	90	4	4	89	8	0	4	67	0	3	246	6	252
Elementary Total	500			497				456			1453		1480
GRADE	PALOMBI												
6th Grade	259	6									259	4	263
7th Grade	261	9									261	13	274
8th Grade	270	6									270	16	286
Middle School Total	790										2243	60	2303

* Included in Martin Total

** English / Bi-Lingual

*** Included in Thompson Total

Note: Cross-Cat numbers are included in grade totals

Returning Registration: 1,987

Returning Not Registered: 1

New Registration: 316

New Pending Approval: 9

MEMO

Date: September 8, 2025
To: Members of the Board of Education
From: Dr. Sandra Keim-Bounds, Superintendent
RE: Concussion Oversight Team Committee

Background:

Policy 7:305 Student Athlete Concussions and Head Injuries, requires the Superintendent or designee to develop and implement a program to manage concussions and head injuries suffered by students. The Board is required to appoint or approve members of a Concussion Oversight Team for the District. Last year, Angela Sisi served as chairperson of this committee.

Discussion:

The Concussion Oversight Team Committee is classified as a Superintendent/Administrative Committee. Moving forward, Julie Pozezinski will serve as chairperson of the Concussion Oversight Team Committee with the following staff participating as members:

Julie Pozezinski
Steve Johnson
Fran Taylor
Darlene Kuxhouse
Rachel Effa
Anne Middaugh
Donna Coia

Recommendation:

It is recommended that the Board approve the members of the Concussion Oversight Team Committee as presented.

MEMO

Date: September 8, 2025

To: Dr. Sandra Keim-Bound, Superintendent
Members of the Board of Education

From: Anna Kasprzyk, Chief School Business Official

RE: Hazardous Conditions annual review

Pursuant to Public Act 94-0439, the school board is required by law to annually review the hazardous conditions and update the list for changes. The classification of safety hazard conditions allows for District to claim and receive reimbursement for transportation costs that result from transporting students who live less than 1.5 miles from the school building. There are no changes to the hazardous condition listing from prior year.

If you have any questions, please do not hesitate to contact me.

**Current Approved Serious Safety Hazard Findings -
Busing - Lake Villa School District #41**

Sequential #	Location	School
41-00-1	Cedar Lake Road - Thompson Lane - Winddance Dr.	Thompson
41-00-2	Cedar Lake Road -- Thompson Ln to 37660 Cedar Lake Road	Thompson
41-03-01	Route 59 - Dering Lane	Martin
41-03-02	Route 59 Walking South -- Petite Lake Road to Dering Lane	Martin
41-03-03	Illinois 59 - 38685 Rt 59 to Dering Lane	Martin

41-84-1	Grand Avenue - Crab Tree to Sand Lake Road	Hooper
41-84-2	Thornwood Dr - Deerpath Dr. to Sand Lake Road	Hooper
41-84-3	Beck Road - Rolling Ridge Dr. to Sand Lake Road	Hooper
41-85-1	Sand Lake Road - Beck Rd to 2300 Sand Lake Road	Hooper
41-85-2	Grand Avenue - Sand Lake Road to Prospect Dr.	Hooper
41-94-01	Grand Avenue - Mallard Ridge to Hooper School	Hooper
41-94-02	Hawthorn, Sprucewood, Rolling Ridge & Witchwood -- Hawthorn to Hooper School	Hooper
41-94-03	Fairfield, Burr Oak, Woodland & Countryside -- Fairfield to Hooper School	Hooper
41-94-03	Grand Avenue - McKinley to Sheehan Drive and Grand between Park and McKinley	Palombi
41-94-04	Parma & Granada -- Parma, Granada to Hooper School -- Grand Avenue	Hooper
41-94-05	Grand Avenue	Hooper
41-94-07	Grand Avenue -- Deep lake Shores to Palombi School	Palombi

Shared at a Board of Education Meeting on 09/08/2025.

Date: September 8, 2025
To: Dr. Sandra Keim-Bounds, Superintendent
Members of the Board of Education
From: Dr. Vic Wight, Assistant Superintendent of Teaching and Learning
Sandy Allen, Director of Personnel
RE: 2025-2026 Enrollment and Staffing Update

ENROLLMENT

School secretaries returned to work on August 1st, 2025. Our registration and enrollment numbers appear to be lower from last year. Here is data as of September 04, 2025:

- Returning Registration: 1,987
- Returning Not Registered: 1
- New Registration: 316
- New Pending Approval: 9
- 2025-26: 6th Day Enrollment 2,313
- 2024-25 6th Day Enrollment: 2,386

The most up-to-date information is provided within the sixth-day enrollment figures.

STAFFING

District 41 added a total of 3.9 FTE certified staff this year. As part of our Three-Year Teaching and Learning Plan, we added 1.0 FTE Enrichment Teacher at Palombi Middle School. To address the increased needs of special education students and bilingual students, we added 1.0 FTE Social Worker at Palombi Middle School, 1.0 FTE Social Worker supporting Thompson and Martin Schools, 0.5 FTE Speech-Language Pathologist at Thompson School, 0.1 FTE Certified School Nurse providing districtwide support, and 0.3 FTE Bilingual Teacher at Palombi Middle School.

Certified, Classified, and Administrative Staffing Changes

Following the addition of 3.9 certified FTEs, several internal staffing changes took place between the 2024–2025 and 2025–2026 school years. Among classified staff, there were 20 transfers, including two paraprofessionals who moved into teaching positions, 12 retirements or resignations, and 19 new hires. Certified staff changes included 13 internal transfers, 11 retirements or resignations, and 21 new hires, two of whom were also paraprofessionals transitioning into teaching roles. Administrative changes included one resignation, the hiring of

one assistant principal through the transfer of the Thompson School Lead Teacher position—marking the first of three planned lead teacher-to-assistant principal transitions—and the hiring of a new building principal. In total, to accommodate the additional FTE and these internal shifts, the district hired 42 certified, classified, and administrative staff members.

Contracted Positions

Several critical hard-to-fill positions have been filled through contracts with specialized agencies or through intergovernmental agreements:

- **Occupational Therapist:** 1.0 FTE at Thompson and Palombi Schools
- **Certified School Nurse:** .4 FTE District-Wide
- **Hearing Itinerant:** .4 FTE District-Wide
- **School Psychologist:** 2.0 FTE at Martin and Palombi Schools
- **Speech Language Pathologist:** 1.0 FTE at Hooper School and Proportionate Share
- **Social Worker:** 1.0 FTE at Martin and Thompson Schools

We continue to actively post for these contracted positions, aiming to hire qualified internal candidates who can transition into these roles permanently.

Unfilled Positions (As of 8/8/2025)

- **Palombi Middle School:** 7th Grade SPED Cross Cat Teacher
- **Martin School:** K-1st Cross Cat Paraprofessional
- **District-Wide:** Bilingual Speech Language Pathologist

Next Steps

To fill the remaining open positions, we will:

- Continue to post these positions and interview qualified applicants.
- Partner with universities to engage student teachers and interns.

CONCLUSION

Although enrollment is slightly lower than last year, District 41 has strengthened staffing by adding new positions, filling vacancies across all employee groups, and using contracted services to maintain critical supports. A few roles remain unfilled, but we continue to actively recruit and seek qualified candidates to ensure every position is covered. We remain committed to providing the staffing and resources necessary to support student learning and success across the district.

Thank you for your attention and continued support.

MEMO

Date: September 8, 2025

To: Dr.Sandra Keim-Bounds, Superintendent
Members of the Board of Education

From: Dr.Vic Wight, Assistant Superintendent of Teaching & Learning

RE: Social Emotional Screener - Aperture Education: DESSA

Rationale:

Upon continued collaborative staff discussions and previous Mental Health Committee feedback, we have a continued identified need for a research-based social-emotional screening tool. Our school support team agreed on the continued use of DESSA. The screener measures eight skills: self-awareness, self-management, personal responsibility, decision-making, goal-directed behaviors, social awareness, relationship skills, and optimistic thinking. Additionally, professional development, resources, and additional screeners are available through DESSA to be utilized, as needed.

Parents/guardians will have an opportunity to opt out of their child/ren screener.

Recommendation:

The administrative team recommends the purchase of Aperture Education: DESSA at the total cost for one year: \$18,751.00

MEMO

Date: September 8, 2025
To: Dr. Sandra Keim-Bounds, Superintendent
Members of the Board of Education
From: Blaine Sears, Director of Facilities and Security
RE: Replacement of Operation and Maintenance Pickup Truck Discussion

Background:

District 41 has a total of 3 vehicles as part of its maintenance fleet. Those vehicles are a 2010 F450 dump truck, 2012 F250 and a 2017 F250. Each vehicle has its own purpose and is an essential part of the operations and maintenance efficiency.

Discussion:

The 2012 F250 truck has served the district for 13 years with plowing and salting all of the locations within our district. Each winter, salt and debris would make its way underneath the spreader and eat away at the bed lining. Although the efforts of rinsing the bed and applying more bed liner slowed down the rusting process, the truck bed supports have all given out completely compromising the safety of the truck.

Efforts to find a replacement bed have not gone well as no one stocks or supplies a new truck bed for a 2012 model. Different solutions were investigated, which included replacing the truck bed with a utility box, however this would alter the usage of the truck and the cost would be around \$19,000.

Napleton Ford in Libertyville provided a quote of \$41,708 for a newer model - 2019 F250 with 17,000 miles. The quote includes a newer V-plow, which would replace our 13 year old straight blade plow currently installed on the old truck. The trade-in value of our old truck in its current condition with the existing plow is \$7,000.

The all inclusive price for the replacement is \$34,708 which is the most cost effective solution compared to repairing the existing or purchasing a brand new truck with the plow, which is estimated to be around \$64,222.90.

If you have any questions, please do not hesitate to contact me.



Division Meeting



Lake Division Meeting

Prairie Trail School, Gurnee SD 56

Wednesday, October 8

13600 W.
Wadsworth Road

Wadsworth

A Legislative Event



Program

Legislative carousels will provide an opportunity to gain insight on recent legislative updates and forge greater ties with legislators.

[Learn More](#)

6 p.m. – IASB Proposed Constitutional Changes Discussion (optional)

6:15 p.m. – Registration/Networking with Appetizers/Desserts

6:45 p.m. – Business Meeting/Election of Division Officers/Proposed Bylaws Change and Legislative Carousels

Registration deadline is **October 1**.

Registration Fee: \$30

[Register Now](#)



Election of Division Officers and Bylaws Revision

The Lake Division Proposed Slate of Officers and a proposed change to the Lake Division Bylaws will be emailed to the division prior to the meeting. Each district has one vote.

Contact Cindy Rispens at crispens@iasb.com for further information.

More Upcoming Division Events

Board members are encouraged to attend the meeting in their home division; members are also welcome to attend meetings outside their division if a different date, site, or topic is better suited to their calendar, location, or interests.

[View Division Events](#)

Lighting the Way to Excellence in School Governance

Illinois Association of School Boards

2921 Baker Drive, Springfield, Illinois 62703-5929
One Imperial Place, 1 East 22nd Street, Suite 310, Lombard, Illinois 60148-6159
Springfield: (217) 528-9688 | Lombard: (630) 629-3776

You are receiving this email because aleksandra.tilton@district41.org is enrolled as a member or associate of an IASB member board of education.

8	SEP, MON	● 6:30 – 9pm	BOE Meeting
13	SEP, SAT	● 9am – 3pm	Naperville Super Saturday New Board Member Ev
16	SEP, TUE	● 6 – 8pm	PTO Meeting Lake Villa District Library
22	SEP, MON	● 6:30 – 9pm	BOE Meeting
25	SEP, THU	● 4:30 – 7:30pm	PTO Event - Mc Teacher's Night McDonald's
29	SEP, MON	● 4 – 9pm	Negotiations
6	OCT, MON	● 6:30 – 9pm	BOE Meeting
8	OCT, WED	● 6 – 7:45pm	IASB Lake Division Fall Meeting
10	OCT, FRI	● All day	Teachers' Institute - No School
13	OCT, MON	● All day	Columbus Day - No School
16	OCT, THU	● 6:30 – 7:30pm	OC Martin - 5th Grade Music Concert
21	OCT, TUE	● 6 – 8pm	PTO Meeting Lake Villa District Library
27	OCT, MON	● All day ● 6:30 – 9pm	PTO Event - Coin Wars - All D41 Schools (Day 1/5) BOE Meeting
28	OCT, TUE	● All day	PTO Event - Coin Wars - All D41 Schools (Day 2/5)
29	OCT, WED	● All day ● 6 – 9pm	PTO Event - Coin Wars - All D41 Schools (Day 3/5) Date Option 1 - IASB Starting Right Board
30	OCT, THU	● All day ● 6 – 9pm ● 6 – 7pm	PTO Event - Coin Wars - All D41 Schools (Day 4/5) Date Option 2 - IASB Starting Right WL Thompson 5th Grade Music Concert
31	OCT, FRI	● All day	PTO Event - Coin Wars - All D41 Schools (Day 5/5)

3	NOV, MON	● All day	Book Fair - All D41 Schools (Day 1/5)
4	NOV, TUE	● All day	Book Fair - All D41 Schools (Day 2/5)
5	NOV, WED	● All day	Book Fair - All D41 Schools (Day 3/5)
6	NOV, THU	● All day	Book Fair - All D41 Schools (Day 4/5)
7	NOV, FRI	● All day ● All day	Book Fair - All D41 Schools (Day 5/5) First Trimester Ends
17	NOV, MON	● 6:30 – 9pm	BOE Meeting - PJP Presentation
18	NOV, TUE	● 6 – 8pm	PTO Meeting Lake Villa District Library
20	NOV, THU	● 6 – 7pm	WL Thompson 4th Grade Music Concert
21	NOV, FRI	● All day	2025 Joint Annual Conference (Day 1/3)
22	NOV, SAT	● All day	2025 Joint Annual Conference (Day 2/3)
23	NOV, SUN	● All day	2025 Joint Annual Conference (Day 3/3)
24	NOV, MON	● All day	Parent Teacher Conferences - No School
25	NOV, TUE	● All day	Parent Teacher Conferences - No School
26	NOV, WED	● All day	Non - Attendance Day - No School
27	NOV, THU	● All day	Thanksgiving Day - No School
28	NOV, FRI	● All day	Non - Attendance Day - No School
11	DEC, THU	● 6:30 – 7:30pm	OC Martin - 4th Grade Music Concert
15	DEC, MON	● 6:30 – 9pm	BOE Meeting
16	DEC, TUE	● 6 – 8pm	PTO Meeting Lake Villa District Library