



**MINUTES FOR THE COMMUNICATIONS COMMITTEE MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 16<sup>TH</sup> DAY OF OCTOBER 2018**

The meeting was called to order by Committee Member Mrs. Donna Keller at 8:21 a.m. Upon roll call, the following board members answered as being present: Mrs. Suzanne Nelson, Mrs. Donna Keller, Mrs. Mindy Kelly and Mrs. Danielle Boros. Mr. John Gottschall, Mr. Scott Wallace and Mrs. Melissa Ross were absent.

Also present were: Dr. Crystal LeRoy, Superintendent/CSBO, Mr. Chike Erokwu, Communication Coordinator

*Discussion of Strategic Framework for District Communications* – Subcommittee members discussed the proposed framework for District communications. Mr. Erokwu noted that District communications should do the following:

- Ensure all stakeholders are appropriately informed and engaged with Kenilworth School District No. 38
- Ensure all District communications are aligned with the District's key differentiators
- Maintain a positive public image for the District.

Committee members discussed the proposed communications framework. The framework will be revised to include a more comprehensive view of District communications.

*Discussion of 2018-2019 Communication Objectives* – Mr. Erokwu presented a tentative list of communication topics and events for the 2018-2019 school year. Committee members discussed the list in the context of committee roles and responsibilities.

*Strategic Plan Wraparound* -- Committee members discussed the strategic plan and how to best convey the elements of the strategic plan to the community. The group discussed the timing and messaging of a strategic plan publication.

*Mrs. Mindy Kelly left at 9:48 a.m.*

**ADJOURNMENT**

Mrs. Keller entertained a motion to adjourn.

*Mrs. Keller moved to adjourn the meeting at 10:20 a.m. The motion was seconded by Mrs. Nelson.*

*The motion carried with all yeases.*

The meeting adjourned at 10:20 a.m.

Attest for Distribution:   
Chike Erokwu, Secretary



**THE JOSEPH SEARS SCHOOL**

Kenilworth School District No. 38 Board of Education

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Approved: Mindy H. Kelly  
Mindy Kelly, President

ATTEST: Chike Erokwu  
Chike Erokwu, Secretary