



**MINUTES FOR THE PERSONNEL COMMITTEE MEETING OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS
THE 17TH DAY OF JUNE 2019**

Mrs. Suzanne Nelson called the meeting to order at 9:07 a.m. Upon roll call, the following board members answered as being present: Mrs. Mia Casey-Sachs, Mr. Evan Lukasik, Dr. Lisa Metzger-Mugg, and Mr. Andrew Stone. Mr. John Gottschall was absent.

Also present were, Dr. Crystal LeRoy, Superintendent/CSBO, Dr. Lisa Leali, Chief Education Officer, Ms. Zuica Donev, Director of Student Services, Mrs. Julie M. Campanaro, Board Secretary Pro Tempore, Dr. Linda Yonke, Dr. Gary Zabilka and Dr. Howard Rossi, representatives of Executive Connect.

Mrs. Suzanne Nelson invited Public Comment. There was none.

She then asked for a motion to enter Closed Session.

Mrs. Mia Casey Sachs motioned to go into Closed Session to consider information regarding specific employee matters at 9:08 a.m. Mr. Evan Lukasik seconded the motion.

All Ayes.

The Board returned to Open Session at 10:31 a.m. Those present were Mrs. Suzanne Nelson, Mr. Evan Lukasik, Mrs. Mia Casey Sachs, Dr. Lisa Metzger Mugg, and Mr. Andrew Stone. Mr. John Gottschall was absent.

Also present were Dr. Crystal Le Roy, Dr. Lisa Leali, Ms. Zuica Donev, Mrs. Julie M. Campanaro, Mrs. Angela Lascola, Executive Assistant Business Services/HR, Dr. Linda Yonke, Dr. Gary Zabilka and Dr. Harry Rossi of School Executive Connect.

OTHER BUSINESS

Update on Principal and Director of Student Services Search Process – Mrs. Suzanne Nelson gave a recap of the steps taken to date regarding the Principal and Director of Student Services search. She said the goal this evening would be to solidify the process for going forward to fill the positions. The Board would need to find the best organizational model when filling the positions. She explained the Board planned to fill three interim roles, Interim Principal, Interim Assistant Principal and an Interim Director of Student Services. The Interim Principal would largely serve as the leader and mentor for the rest of the team. Another primary role would be to conduct evaluations. Finding an experienced retiree appeared to be the best way to fill that position. The Interim Assistant Principal would assist with the day-to-day business. This role would be considered an entry-level position and could be filled by an interim candidate or external candidate. An experienced internal candidate with knowledge of the student services procedures and the roles of its team members could fill the Interim Director of Student Services position.

Dr. Yonke in responding to a question about her thoughts on how best to fill the position of the Interim Principal, stated that while the role does not need to be filled by an experienced retiree, that level of



experience one would bring would only benefit the school as a whole. They would have experience conducting evaluations, would know building management and best practices, and could have familiarity with both the elementary and junior high levels. This position also requires a type 75 certification. Some of the possible internal candidates would have that certification but may lack the extensive experience of a retiree. A retiree would work a total of 120 days, which would mean they would be working approximately 3 days a week, and be paid a daily rate with no benefits.

Dr. Yonke also reviewed the experience and credentials needed for an Interim Assistant Principal. They would not need a type 75 certificate but would be an entry-level full time position (1 FTE) and experience would not necessarily be needed when mentored by an experienced interim principal. They would not conduct any evaluations. They may or may not continue in that role at the Board's pleasure the following school year but it would be a possibility. This position could be filled by a retiree or an internal candidate. It was stressed that until the organizational study is completed in the fall, all three positions would have to be interim. Until the study is done, the Board will not know what leadership roles will have to be filled long-term. School Exec Connect would immediately start their searches and the positions will need to be posted.

The Board discussed the manner in which the principal search and the interim Director of Student Services searches would be conducted. It was recommended that a few informal feedback sessions would be held first to create the profiles of the candidates needed. One group would be predominantly faculty and staff with representatives from each grade level and specials. Another group would consist of parents and organizational leaders. Another group consisting of student services team members and parent groups with children receiving services would also meet to discuss the criteria for the position of interim Director of Student services. In order to insure all who are interested can participate, there would be two sessions for the parent/community group. One in the morning another in the evening. The profile will be created from these groups.

A leaner group would form the stakeholder committee that would participate in the actual interviews. This stakeholder group would also be reflective of the community, with members from Sears's faculty and staff, and administrators. The committee would consist of 1 administrator, 4 teachers, 2 support personnel, 2 parent (one junior high and the other elementary). School Exec Connect would provide materials to the interview committees and gather structured feedback using a form. It was requested by a member of the audience that the office support staff and other 12-month employees also be represented. A Board member inquired if there should be more parent representation. Dr. Zabilka suggested that this was the correct balance but that when it came time to selecting the permanent administrators there would be greater depth in the selection group. It was decided that the KEA would select the faculty and staff that will participate on the stakeholder committee and the community members will be chosen by a lottery.

The next immediate steps were to post the vacancies, conduct the focus groups to create the profiles and select the stakeholder group for the interviews. There was hope that interviews could start the week of July 1. It was stated there would be multiple opportunities for people to participate in the selection process, either for the interim positions or later for the permanent position search.

Later in the summer, a study on our organizational structure of leadership would be done, offering yet another opportunity for those interested to participate and have input. Further details about the study will be provided later.



THE JOSEPH SEARS SCHOOL

Kenilworth School District No. 38 Board of Education

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In response to a question of a Board member what School Exec Connects role would be, Dr. Yonke stated that School Exec Connect after the final selection of candidates is done they will assist the district with communications. They will not be at the interview sessions. They will conduct background checks and the district will do the in depth reference checks.

Despite the need to move forward quickly, the Board determined there would be some flexibility in the start dates for the eventual new hires. The Board did not want to lose an excellent candidate due to being inflexible on that matter.

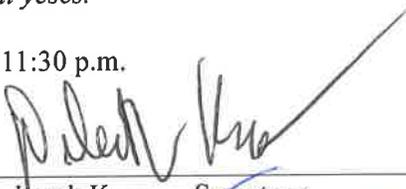
The Board concluded their discussion and invited Public Comment. – There was none.

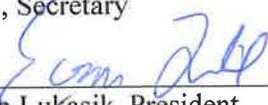
ADJOURNMENT

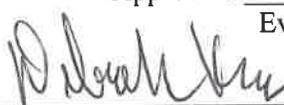
Mrs. Suzanne Nelson entertained a motion to adjourn.

Mrs. Mia Casey Sachs moved to adjourn the meeting at 11:30 p.m. Mr. Lukasik seconded the motion. The motion carried with all yeases.

The meeting adjourned at 11:30 p.m.

Attest for Distribution: 
Deborah Keegan, Secretary

Approved: 
Evan Lukasik, President

ATTEST: 
Deborah Keegan, Secretary