



**MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS  
THE 7<sup>TH</sup> DAY OF OCTOBER 2019**

The meeting was called to order by President Evan Lukasik at 5:30 p.m. Upon roll call, the following board members answered as being present: Mr. John Gottschall, Mrs. Suzanne Nelson, Mrs. Mia Sachs, Mr. Andrew Stone, and Dr. Lisa Metzger Mug. Mr. Stephen N. Potter phoned in to the meeting.

Mr. Lukasik called for a motion to go into closed session to consider information related to specific employee matters.

*Mr. John Gottschall made a motion to go into closed session to consider information related to specific employee matters. The motion was seconded by Mrs. Suzanne Nelson.*

**Roll Call:**

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Mr. John Gottschall			
Mr. Evan Lukasik			
Dr. Lisa Metzger Mugg			
Mrs. Suzanne Nelson			
Mr. Stephen N. Potter (via phone)			
Mrs. Mia Casey Sachs			
Mr. Andrew Stone			

The motion carried with a vote of 7 to 0.

The Board entered closed session at 5:31 p.m.

The Board returned to open session at 6:20 p.m.

Upon roll call, the following board members answered as being present: Mr. John Gottschall, Mrs. Suzanne Nelson, Mrs. Mia Sachs, and Mr. Andrew Stone, and Dr. Lisa Metzger Mug. Mr. Stephen N. Potter phoned in to the meeting.

Also in attendance were:

- Dr. Crystal LeRoy, Superintendent/CSBO
- Dr. Lisa Leali, Chief Education Officer
- Mrs. Stephanie Helfand, Interim Assistant Principal
- Ms. Alison Hecimovich, Director of Student Services
- Mrs. Deborah Keegan, Board Secretary

Community: Heather Khalaf, Kim Goff, Cathleen Sheridan, Beth Beeler, Laurel Lien, Angela Lascola, Jack Kelly, Kelly Mangel, Hilory Kallop, Julie Campanero

**PUBLIC COMMENT**

Mr. Lukasik invited public comment. There was none.



## **OLD BUSINESS**

### **Discussion and Potential Approval of Administrative Structure Study Recommendations –**

Dr. Linda Yonke of School Exec Connect, the search firm handling the administrative study and searches, and Dr. Gary Zabilka presented all of the findings and next steps, and addressed the Board's questions related to the presentation. School Exec Connect presented reports regarding the Administrative Structure Study and the Superintendent Profile. The Board carefully considered the proposal and made some determinations for the administrative structure beginning with the 2020-2021 school year. The positions for the 2020-2021 school year include Superintendent, three building administrators, and a Business Services and Human Resources Manager. The three building administrators may consist of a Student Services Coordinator or Director, and some combination of Assistant Principal/Principal or Associate Principals, yet to be decided with more information from School Exec Connect and further research to determine the best leadership structure for The Joseph Sears School.

Chief Education Officer position will remain in place for 2020-2021, and the status of the position would be re-assessed during that school year.

### **Presentation and Discussion Superintendent Profile –**

School Exec Connect outlined the qualities recommended for the new superintendent.

The new Superintendent Should Be a Person Who:

- Prioritizes student well-being and growth and serves as an exemplar for the four cornerstones of responsibility, kindness, honesty, and respect.
- Oversees development and implementation of the Strategic Plan, working effectively with students, faculty, staff, administrators, parents, Board, and community to ensure adherence to the Plan, and conducting periodic review as needed.
- Forges deep connections and unifies the school community using extraordinary relationship skills and recognizing the unique position that Sears School holds in the hearts and minds of the community.
- Builds and retains a highly skilled administrative team through collaboration, mentoring, and communication; empowers others to fully develop and utilize their leadership capacity.
- Uses extensive experience in administration and strong personal skills to inspire others and to lead with grace and compassion, demonstrating self-reflection and humility in interactions with others and in problem-solving.
- Possesses a clear vision for Sears School/Kenilworth District 38 and recognizes its capacity to be one of the best schools in the country.
- Demonstrates expertise in child development, teaching, learning, and leading.
- Prioritizes visibility, approachability, and engagement with members of the school and community, balancing respect for the history and traditions of Sears with the ability to lead change when needed.
- Communicates clearly and effectively with all constituencies; becomes the face of Sears School through personal, warm, and engaging interactions.
- Works with the administrative team to recruit, develop, and retain an excellent faculty and staff, establishing high expectations for every employee.



- Acts decisively and holds self and others accountable.
- Understands all operations of the school district and takes responsibility for oversight of finance, human resources, and all aspects of building and district management.
- Fosters teacher-leadership and encourages both autonomy and accountability among the faculty and staff.
- Promotes a healthy and positive school climate that facilitates student growth and teacher development.
- Maintains an effective working relationship with the Board of Education, committing to transparency, honesty, and respect in the process of pursuing agreed-upon personal, professional, and District goals.

The Board asked for a few revisions to the profile, and the revised profile will be presented to the Personnel Committee to approve.

### **Presentation and Discussion of Superintendent Search and Timeline –**

School Exec Connect recommended the following timeline for the Superintendent Search in order to get the most qualified candidates:

- Nov. 15: Deadline to receive applications
- Late November: SEC interviews
- Dec. 2: SEC presents slate of candidates to Board
- Dec. 4, 10, 11: Superintendent interviews by the Board
- Jan 7, 8, 13, 14, 15: Superintendent interviews by Board & Stakeholder Committee

The Board discussed the plan to have all information on the Administrative Structure Study made available to the community and all information and presentations regarding the superintendent search process and administrative structure, including updates, through the homepage portal on the Kenilworth 38 School District website at <https://www.kenilworth38.org/superintendent-search>. The BOE will also continue to provide updates through email and at regularly scheduled Board of Education meetings.

### **PUBLIC COMMENT**

Mr. Evan Lukasik asked if there is any public comment.

Jack Kelly, visitor, mentioned that School Exec Connect did not have a lot of comparable districts to look at, and the BOE will need to use their best judgment on the structure needed. He also mentioned that stability was a common theme in what the stakeholders wanted at The Joseph Sears School. He did not think there was anything in the study or public conversation at the meeting showing why the principal position has had so much turnover, and that he was hoping the BOE was already considering that issue in their prior meetings. He also mentioned to consider other possible admin models other than co-principal/assistant principal-principal type roles. Also, he would like them to consider whether or not the Chief Education Officer position should be eliminated when he feels that is an essential part of why the students are at school, to learn.



**THE JOSEPH SEARS SCHOOL**

Kenilworth School District No. 38 Board of Education

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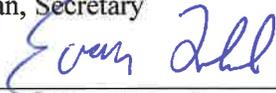
Mr. Lukasik called for a motion to go into closed session to consider information related to specific employee matters.

*Mr. John Gottschall moved to go into closed session at 9:11 p.m. The motion was seconded by Mrs. Suzanne Nelson.*

*The motion carried with all yeases.*

**ADJOURNMENT**

Attest for Distribution:   
Deborah Keegan, Secretary

Approved:   
Evan Lukasik, President

ATTEST:   
Deborah Keegan, Secretary