



THE JOSEPH SEARS SCHOOL

Kenilworth School District No. 38 Board of Education

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MINUTES OF A MEETING OF THE COMMUNICATIONS COMMITTEE OF THE BOARD OF EDUCATION KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS SEPTEMBER 11, 2019

The Communications Committee of the Board of Education of Kenilworth School District No. 38, Cook County, Illinois, met on the 11th day of September 2019, at 4:00 p.m. in the Faculty Hall Conference Room of The Joseph Sears School, 542 Abbotsford Road, Kenilworth, Illinois.

Mrs. Mia Casey Sachs called the meeting to order at 4:01 p.m. Upon roll call, the following Board of Education Members answered as being present: Mr. Stephen N. Potter and Mr. Evan Lukasik.

Also, present were Dr. Crystal LeRoy, Superintendent/CSBO and Mrs. Deborah Keegan, Communications Coordinator.

PUBLIC COMMENT

Mrs. Mia Casey Sachs invited public comment. There was none.

OLD BUSINESS

Review and Discussion of Committee Purpose, Roles and Responsibilities – Dr. LeRoy discussed that when all the Committees have reviewed and approved the document, we will update the web page on the new committee structure. Mr. Lukasik mentioned that the Handbook has the wrong information, it still has Committee of the Whole and the dates that were suggested before the committee structure changed. Dr. LeRoy said the handbook is printed and proofed in June, and that we had not officially changed the structure when it went to press. Mrs. Casey Sachs said she goes by the online school calendar, and as long as that is updated, all the committee meetings should be added there as soon as they are confirmed. Mrs. Keegan created a document that listed all the yearly events by month, and that was a good double-check to see if a meeting was missing online

Discussion of 2018-2019 Parent Survey Presentation– The committee discussed the details of the survey results and how that could be visualized in the presentation. We completed a review of the presentation, and once the updates have been made next week, we will share with the community at the September 24th meeting. An email summarizing the data will be distributed on the morning of Wednesday, September 25th.

Discussion of 2019-2020 Annual Communications Plan- Mrs. Keegan brought a detailed schedule of all district communications that went out last year and what we anticipate this year, organized in a calendar format. She met with the Admin Team earlier in the day to get their changes/feedback. She also created a spreadsheet of general Sears to Home communications with a timeline to go out opposite the JSSPVA newsletter. This shared document was made available to faculty and staff so they can anticipate opportunities to include important information in the Sears to Home. The Sears to Home has already been updated this year to be more reader-friendly on mobile devices with positive feedback from the community on the new layout. The calendar portion of the Communications Plan is meant to be a ‘living’ document that gets updated and is a framework for future year’s communications. Mrs. Casey Sachs would like to see the items updated in the overall communications plan from the May 2019 draft. Mrs.

RESPONSIBILITY, KINDNESS, HONESTY, RESPECT



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Keegan will update that for review at the next meeting. Mrs. Keegan is also building project plans for some of the regular communications using a project plan website that allows assignments of tasks. Mr. Potter wants to make sure we have a good idea for reviewing communications so that they go out in time, but have had a chance to be looked over for mistakes.

Discussion of Board Communications on the Administrative Structure Study Recommendations and Administrative Hiring Process – After the October 7 meeting, we need to communicate to the community the Administrative Structure Study Results, the timeline for hiring the Superintendent, and the BOE decision on positions to hire. We want to try and get this process going so that we get the best candidates. We will also have an updated Superintendent job description. Mrs. Keegan will create a web page dedicated to the Superintendent search, and we will keep all information posted there. We will also send out Board Briefs after the meeting as soon as possible. Mr. Lukasik would like to make sure we are highlighting the important discussions in the Briefs rather than details like in the minutes, a summary of the significant topics. Mr. Potter suggested the top 3 to 5 things the parents would be interested in knowing.

Discussion of 2019 State of District and Annual Report– Mr. Lukasik asked about when we have done the State of the District, and Annual Report have gone out. Dr. LeRoy said it usually has been in October for the State of the District and January for the Annual Report, although we have not done an Annual Report in the last two years. The committee discussed when we should do the two projects. Dr. LeRoy thinks that we may want to put it after the Administrative Structure Study, and maybe in January would be better. Dr. LeRoy believes we should wait until we have more information on new hires, the Master Facilities Plan, and to think about when we want to do these projects. Mr. Lukasik thinks it might be a good idea to do something this year to get the BOE some experience with these projects. Maybe in January or the first quarter. Mrs. Keegan will look into past processes and try and build a timeline to put together the Annual Report.

FUTURE AGENDA ITEMS

Recognition Awards- Mr. Lukasik asked about the criteria for community recognition awards. Dr. LeRoy said she usually recommends some possibilities to the BOE. They also Recognize the JSSPVA and JSS Booster Club in a Resolution in Oct. each year. Mr. Lukasik also asked about Panther Pride awards and if the BOE does any recognition of those winners. Dr. LeRoy says she would like to have more recognition of students, teachers, etc. Mr. Lukasik would like to announce the Panther Pride winners at the BOE meeting.

Items for Consideration for the Annual Report– Mr. Lukasik asked that we gather some positive information to share in the Annual Report, both academic and operational. Dr. LeRoy said she would ask some of the faculty if they had things to highlight academically. Mr. Potter said they might have more information after January about the Master Facilities plan.

PUBLIC COMMENT

There was none.



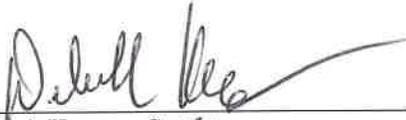
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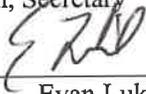
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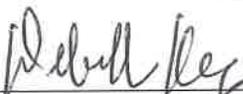
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ADJOURNMENT

Mrs. Mia Casey Sachs moved to adjourn the meeting at 6:02 p.m. The motion was seconded by Mr. Evan Lukasik.

Attest for Distribution: 
Deborah Keegan, Secretary

Approved: 
Evan Lukasik, President

ATTEST: 
Deborah Keegan, Secretary