



THE JOSEPH SEARS SCHOOL

Kenilworth School District No. 38 Board of Education

542 Abbotsford Road • Kenilworth, IL 60043 • 847.256.5006 • kenilworth38.org

**MINUTES OF A MEETING OF THE
COMMUNICATIONS COMMITTEE OF THE BOARD OF EDUCATION
KENILWORTH SCHOOL DISTRICT NUMBER 38, COOK COUNTY, ILLINOIS
JANUARY 9, 2020**

The Communications Committee of the Board of Education of Kenilworth School District No. 38, Cook County, Illinois, met on the 9th day of January 2020, at 1:00 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 1:03 p.m. Upon roll call, the following Board of Education Members answered as being present: 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

Discussion of 2019-2020 Annual Communications Plan

Mrs. Deb Keegan brought the revised Communication Plan for the final review. The 2019-2020 Communications plan initially drafted in May 2019 but was re-evaluated and redesigned by the new Communications Coordinator after reviewing the Plan during the first several months of the school year. The revised Plan reflects a more defined framework of communication efforts sorted into five areas of concentration, which includes schoolhouse information, Board communications, community engagement initiatives, special event activities, and urgent/crisis messaging. The project was also adapted to include details on the methods used to deliver information to internal and external stakeholders. The audience for each communication initiative was added to the Plan. Information on the communication channel, the content, staff, and faculty responsible for executing the schedule, and an area to evaluate and improve. The committee agreed to incorporate the changes, and the Communications Coordinator will present the Plan at the February BOE meeting.

Discussion of Board Communications on the 2019-2020 Superintendent and Administrative Search Process

The committee reviewed the timeline for the communications to be sent out after the Special BOE Meeting on January 27, 2020, regarding the decision on the hire of a Superintendent to begin in 2020-2021. The committee will outline a dedicated eBlast to go out after the meeting. They will also work on a press release for the media, and the web page will be updated to reflect current information.

School Exec Connect will be providing a suggested timeline for the open administrative positions and Business Manager interviews and order of hire. Once that information is available, it will need to be added to the website and communicated to the community.



THE JOSEPH SEARS SCHOOL

Kenilworth School District No. 38 Board of Education

542 Abbottsford Road • Kenilworth, IL 60043 • 847.256.5006 • kenilworth38.org

Discussion of Faculty and Staff Survey

The committee reviewed the questions from last year's survey and suggested revisions to update them to provide better feedback on the current structure. The committee confirmed the survey should go out at the beginning of February and returned at the end of the month. Both electronic and paper copies will be available. The Communications Coordinator will send out the survey link for the BOE. Once the results are back, the raw data will be reviewed at the March Communications Committee meeting. Once the Summary of Results has been drafted, they will be presented at the following BOE meeting.

FUTURE AGENDA ITEMS

Discussion of the Annual Report

The committee would like to get a published Annual Report or a print newsletter out in the spring, possibly May or June. The content layout could be similar to what we have included in previous reports. Message from BOE President, financials, introducing new staff, and other elements discussed during the last meeting-highlights of the initiatives and accomplishments of the District this year. We will utilize the 3-month timeline and plan to get it out in the spring. The Communications Coordinator will develop an outline and start requesting information from faculty and staff on features. The Annual Report should include information on the new hires.

Discussion of 5 Essentials Survey/Other Parent Surveys

20% of District families completed the 5 Essentials Survey, and that is the minimum needed for the Illinois School Report Card. The parent climate survey will out near the end of the school year.

March 5, 2020 meeting topics

- Annual Report Timeline/Outline
- Residency Verification
- Master Facilities Plan Communication Timeline
- Parent Climate Survey Timeline

PUBLIC COMMENT

There was none.

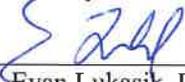
ADJOURNMENT

Mrs. Mia Casey Sachs moved to adjourn the meeting at 1:58 p.m. The motion was seconded by Mr. Evan Lukasik.

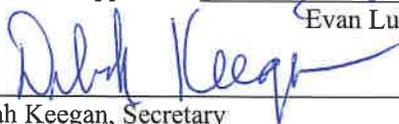
Attest for Distribution:


Deborah Keegan, Secretary

Approved:


Evan Lukasik, President

ATTEST:


Deborah Keegan, Secretary

RESPONSIBILITY, KINDNESS, HONESTY, RESPECT