



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
FEBRUARY 4, 2020**

The Communications Committee of the Board of Education of Kenilworth School District No. 38, Cook County, Illinois, met on the 4th day of February 2020, at 9:30 a.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 9:42 a.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; Mrs. Deborah Keegan, Communications Coordinator; and Dr. Gary Zabilka, Interim Principal

PUBLIC COMMENT

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

MINUTES

Approved Communications Committee Meeting Minutes from January 9, 2020. They will be added to the Board of Education packet for February 10, 2020.

OLD BUSINESS

Discussion of Faculty and Staff Survey

Both electronic and paper copies have been created and are available for faculty and staff in Survey Monkey. The Communications Coordinator will send out the survey link from the BOE on Feb. 5. There will be two reminder emails sent out from the Principal. The results are due back February 28 for the electronic entered, and the KEA representative will enter the manual surveys by March 2. Following the close of survey, 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. The goal is to have the analysis done by the beginning of April, and put the updated information in a powerpoint presentation by April 14 for the April BOE Meeting. An April Communications Committee Meeting may need to be added to the schedule since there is not a meeting until May 7.

Discussion of 2019-2020 Annual Communications Plan

Mrs. Deb Keegan brought the revised Communication Plan and Presentation for the final review. The Communications Coordinator will present the Plan at the February 10, 2020 BOE meeting. The plan includes dates for to review the Plan for the following year in May and revise it in June for 2020-2021. Before the incoming Superintendent and Administration starts, there should be some time to discuss suggestions from them on the plan updates.



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

The committee reviewed the timeline for the communications to be sent out regarding the Principal Search. It was determined that a survey to invite stakeholders to interview would be sent out in order to get parent and community members at part of the interview team. The Communications coordinator will work with School Exec Connect to determine the make-up of the interview committee. School Exec Connect will present candidates to the Stakeholder Committee and they will also be interviewed by the incoming Superintendent, and they will make the final decision. The target date is to have the Principal hired before the Visioning Sessions for the Master Facilities Plan. The Communications Coordinator will send out a fresh survey to the community for volunteers to interview.

Discussion of Board Residency Verification Communications Timeline

The BOE will defer to the Administrative Team to determine the best way to start up the residency verification process for the 2020-2021 school year. A communication should go out in the spring with the details. Over the summer the families would be able to get their documents in. This was attorney recommended.

Discussion of the Parent Survey

Mrs. Mia Casey Sachs will take a look at the parent survey questions and make any adjustments that need to be made to align with our current Interim Administrative team. Mrs. Deb Keegan will put together a timeline where the parent survey happens at the end of May, with an incentive like last year's pizza party. The results would be compiled in the summer, with the presentation of the data being held at the August BOE meeting.

FUTURE AGENDA ITEMS

Discussion of the Visioning Sessions for the Master Facilities Plan

Dr. LeRoy will be talking with DLA Architects and New Vista Designs to get the agenda for the Visioning Sessions for the Master Facilities plan. She will work with the Communications Coordinator to get that information out to start soliciting for volunteers for the sessions.

Discussion of the Annual Report

The committee would like to get a published Annual Report or a print newsletter out in possibly 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. The Annual Report should include information on the new hires, the BOE including a photo. The Communications Coordinator will try and arrange a date for the photo.

PUBLIC COMMENT

There was none.

ADJOURNMENT

Mrs. Mia Casey Sachs moved to adjourn the meeting at 11:02 a.m. The motion was seconded by Mr. Evan Lukasik.



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Attest for Distribution: ^{DocuSigned by:} Deborah Keegan 5/15/2020
Deborah Keegan, Secretary

Approved: ^{DocuSigned by:} Mia Casey Sachs 5/14/2020
Mia Casey Sachs, Committee Chairperson

ATTEST: ^{DocuSigned by:} Deborah Keegan 5/15/2020
Deborah Keegan, Secretary