



**MINUTES FOR THE PERSONNEL COMMITTEE MEETING OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS  
THE 11<sup>TH</sup> DAY OF SEPTEMBER 2019**

Mrs. Suzanne Nelson called the meeting to order at 11:07 a.m. Upon roll call, the following Board members answered as being present: Mr, Evan Lukasik, Mrs. Suzanne Nelson, Dr. Lisa Metzger-Mugg and Mr. Andrew Stone.

Also present was, Dr. Crystal LeRoy, Superintendent/CSBO

**PUBLIC COMMENT** – There was no public comment.

**NEW BUSINESS**

**Discussion of Administrative Structure Study/ Superintendent Search Study**

The committee discussed the status of the work being done by School Exec Connect (SEC) for the administrative structure study and the Superintendent search. Some concerns were expressed on the SEC team being a bit behind on the timing originally outlined. The committee discussed the proposed schedule for the focus groups and the draft communication and made some suggested edits. The committee also discussed the timing for the Administrative Structure Study & Superintendent Search Survey to be released. The Committee chair, Mrs. Suzanne Nelson, agreed to follow up with Dr. Yonke in regards to the open matters from this discussion.

**Discussion and Final Review of Committee Purpose, Role and Responsibilities, Committee Goals and Calendar Dates**

This topic was tabled for a future meeting.

**Discussion of the Family Medical Leave Act Policy**

This topic was tabled for a future meeting.

**FUTURE AGENDA ITEMS**

There were none other than those topics which were tabled for future discussion.

Mrs. Nelson entertained a motion to go into Closed Session to Consider Specific Employee Matters.

*Mr. Evan Lukasik moved to go into Closed Session at 11:35 a.m. to Consider Specific Employee Matters. Dr. Lisa Metzger-Mugg seconded the motion.*

**CLOSED SESSION TO CONSIDER INFORMATION REGARDING SPECIFIC EMPLOYEE MATTERS**



The Board returned to Open Session at 1:00 p.m.

Upon Return to Open Session, the following members answered as being present: Mr. Evan Lukasik, Mrs. Suzanne Nelson, Dr. Lisa Metzger-Mugg and Mr. Andrew Stone.

Also present was Dr. Crystal LeRoy.

The Committee members and Dr. LeRoy briefly discussed the committee calendar and agreed to meet next on October 3 at 6:00 pm to review the initial findings of the Administrative Structure Study being conducted by School Exec Connect. It was determined that future meetings would be held on Wednesdays at 6:00 p.m. Mrs. Suzanne Nelson will work with Dr. Linda Yonke on a calendar of events from SEC so that the Personnel Committee could align the meetings with the timeline. Dr. LeRoy and Mrs. Nelson agreed to bring forward a schedule of proposed meeting dates at the next committee meeting.

**PUBLIC COMMENT**

The Committee invited Public Comment. There was none.

**ADJOURNMENT**

There being no further business, Mrs. Nelson entertained a motion to adjourn.

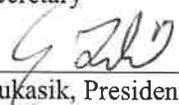
*Dr. Lisa Metzger-Mugg moved to adjourn the meeting at 1:06 p.m. Mr. Andrew Stone seconded the motion.*

The meeting adjourned at 1:06 p.m.

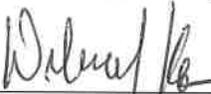
Attest for Distribution:

  
Deborah Keegan, Secretary

Approved:

  
Evan Lukasik, President

ATTEST:

  
Deborah Keegan, Secretary