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Meeting of the Board of Education Park Ridge – Niles School District 64

Special Board Meeting Agenda
Tuesday, December 18, 2018
Jefferson School – Multipurpose
Room 8200 Greendale Avenue
Niles, IL 60714

On some occasions the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of the session, breaks and other needs.

TIME

APPENDIX

6:00 p.m.

Special Meeting of the Board Convenes

- Roll Call
- Pledge of Allegiance
- Opening Remarks from President of the Board

Board Recesses and Adjourns to Closed Session

-- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act [5 ILCS 120/2(c)(1)]

6:30 p.m.

Board Adjourns from Closed Session and Resumes Special Board Meeting

Discussion Regarding How to Proceed with Filling Superintendent Vacancy

A-1

- Executive Search Firms
- Timeline
- Transition Plan
- Other Related Matters

Public Comments

Adjournment

Next Meeting:

Wednesday, December 19, 2018

Special Education Board Committee Meeting – 6:00 p.m.

Carpenter School – LRC

300 N. Hamlin Avenue

Park Ridge, IL 60068

Next Regular
Meeting:

Monday, January 28, 2019

Closed Session - 6:00 p.m.

Regular Board Meeting – 7:00 p.m.

Jefferson School – Multipurpose Room

8200 Greendale Avenue

Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

To: Board of Education
From: Dr. Joel Martin, Assistant Superintendent for Human Resources
Date: December 18, 2018
Re: Information Regarding Executive Search Firms and Timeline

In preparation for the search for a new District 64 Superintendent, I have begun to compile background information concerning executive search firms active in our area. Five companies have been identified through recent search assignments with other suburban school districts, the District's legal counsel Hodges Loizzi, and the Illinois Association of School Boards (IASB).

From this research, I have identified two firms that are most commonly used in the Chicago suburban area currently:

BWP & Associates, LCC www.bwpassociates.com

872 South Milwaukee Avenue #221
Libertyville, IL 60048
708-361-4997

- Completed 2013-14 District 64 Superintendent Search for Dr. Laurie Heinz
- Currently in Illinois: Avoca District 37, Glenbrook HS District 225, Lockport THS 205, Palos Heights District 128, Benjamin District 25, Hawthorn District 73, Grayslake District 46, and completed Palatine District 15
- Previously in Illinois - selected local districts include: Arlington Heights District 25, Wheeling District 21, Hinsdale District 181, Elmhurst CUSD 205, Glenbard THS 87, Glenview District 34, Hinsdale HS District 86, Mt. Prospect District 57, Niles THS 219, Oak Park District 97, Oak Park River Forest HS 200, Skokie Morton Grove District 69, Winnetka District 36

School Exec Connect www.schoolexecconnect.com

6058 Blake Ridge Road
Edina, MN 55436
952-210-2790

- Currently in Illinois: Wilmette District 39, Antioch District 33, Libertyville District 70, Highland Park HS 113
- Previously in Illinois - selected districts include: Arlington Heights 59, Glenview District 34, Gurnee District 56, New Trier HS 203, Skokie District 68, Palatine HS 211, Northbrook District 28, Northbrook Glenview District 30, North Shore District 112, Winnetka 36

- A Board meeting date with the selected search firm, preferably within a week of the selection, to discuss in detail: the Board's timeline, specific costs (based on what the BOE requests), contact person or persons, development of candidate profile, etc.

Discussion Items

At the December 18 special meeting, the Board should discuss and reach consensus on the following items:

1. How many companies would the BOE like to interview? I have contacted five and spoken with five organizations. Does the Board want to interview six, four, three, etc.
2. Would the BOE prefer to see proposals prior to the interview day so that members can be prepared with questions and comments? Or, would the BOE prefer to view and receive all information at the time of the presentations?
3. How quickly does the BOE expect to make a decision on a company after the presentation?
4. The BOE should schedule the two meeting dates noted above for early January. These would be special meetings. Suggested dates include:
 - a. First meeting - Wednesday, January 9 - special meeting to interview search firms and reach consensus on the selection
 - b. Second meeting - Monday, January 14 - special meeting with the selected firm to begin detailed work on search
5. Who does the BOE want as the primary contact for the company that is to be chosen? The contact person could be myself as Assistant Superintendent for Human Relations, the Board President, other officers, or the entire Board.

Superintendent Search Information

December 18, 2018

Park Ridge - Niles School District 64

Board of Education

Step 1 - Search Firms' Basic Structure

- Board input and preparation (after selection of a firm)
- Customized search process to fit the needs of the District
- Interview the Board to determine:
 - Priorities, goals, and objectives
 - Timeline
- Determine salary range parameters

Step 2 – Build a Profile

- Stakeholder input to build the candidate profile
- Electronic survey to the community is standard
- In-person meetings run by search firm
 - Work to determine who, how and when
 - Focus groups versus open meetings
 - Customizable
- Use all of the information to build a candidate profile
- Present candidate profile to the Board

Step 3 – Recruiting and Screening

- Advertise locally, regionally, and nationally
- Solicit recommendations from professional organizations and colleagues
- Actively recruit individuals who fit the profile
- Build a pool and screen candidates to identify best matches
- Complete reference checks for each candidate
- Present a pool of final candidates for the Board to interview

Step 4 - Candidate Interviews

- Establish interview format (closed session, time, location, and duration)
- Determine what the interview looks like for the Board
 - Traditional interview
 - Presentation
 - Writing sample
- Assist the Board in developing interview questions
- Prepare the Board for interviews

Finalists

- Assist in site visits (if requested)
- Prepare for contract negotiations with preferred candidate
- Help with announcements to be sent to community

Cost

- Cost
 - Range –\$9,000 to \$17,000
 - Expenses – advertising, travel, lodging, copying, etc.
 - Contract – specifies scope of work, etc.

Questions to Consider

- How many companies to interview
- Dates for search firm interviews
- Follow up dates for selected firm to get search parameters from the Board
- Designate contact person from the Board or administration
- Prep work for the Board: homework