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

Special Board Meeting Agenda  
Monday, January 14, 2019  
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. **Meeting of the Board Convenes**
- Roll Call
  - Introductions
  - Opening Remarks from President of the Board

#### **Pledge of Allegiance**

#### **Public Comments**

**Executive Search Firm Presentation to the Board on Options  
for the Superintendent Search**  
-- School Exec Connect

**A-1**

#### **Adjournment**

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  
Dr. Laurie Heinz, Superintendent  
From: Dr. Joel Martin, Assistant Superintendent for Human Resources  
Date: January 14, 2019  
Re: Executive Search Firm Presentation on Options for Superintendent Search

The Board of Education met on January 7, 2019 to interview two executive search firms most commonly used in the Chicago suburban area, which the Board had selected at its December 18, 2018 special meeting. Following presentations by BWP & Associates and School Exec Connect, the Board selected School Exec Connect to assist them in its search for a new Superintendent to begin work on July 1, 2019.

At tonight's meeting, School Exec Connect will work with the Board to reach consensus on the specific timeline for the search; community engagement activities leading to the development of a Superintendent Profile; dates for candidate interviews; and other key elements of the search process. Attachment 1 from School Exec Connect's proposal identifies the flow and responsibilities over the coming weeks leading to the Board's selection of the new Superintendent.

Dr. Harry Rossi and Dr. Gary Zabilka will be present to guide this discussion. It would be most helpful if all Board members come prepared with their calendars so that commitments can be made for specific meeting dates.

### **Community Engagement for Superintendent Profile**

Public Information Coordinator Bernadette Tramm and I collaborated by phone and email this week with Dr. Rossi and Dr. Zabilka to develop a draft schedule for the community engagement plan. Based on the existing schedule of D64 events, we have identified Tuesday, January 29 and Wednesday, January 30 for the in-person focus group opportunities.

The focus group discussions mirror the questions posed by School Exec Connect in its online survey. School Exec Connect will conduct focus groups with: middle school teachers, assistants and staff - open to all; elementary school teachers, assistants and staff - open to all; central office staff - open to all; building administrators; central office administrators; special education administrative team; middle school WEB/SOARS/Student Council members; Park Ridge Education Association (PREA) leadership; Park Ridge Teacher Assistants Association (PRTAA) leadership; and Support Staff Council (SSC) leadership. In addition, evening forums open to all members of the community will be offered both nights.

In addition, the PTO/A Presidents and ELF leadership group will participate in a focus group during their regularly scheduled meeting on January 15.

School Exec Connect will also schedule individual meetings in person on January 29 or 30 with Board of Education members, or by phone as schedules permit.

### **Online Survey for Superintendent Profile**

School Exec Connect has prepared an online survey, which mirrors the questions posed at the focus groups. Following tonight's meeting, the online survey is tentatively scheduled to open on Tuesday, January 15, and will remain open for several weeks. The specific closing date will be set based on the meeting date selected tonight by the Board for delivery of the Superintendent Profile.

An invitation to complete the online survey will be intensively publicized by D64 through: a special eNews newsletter; direct email to parents and staff; all D64/school websites and social media channels; local news media; liaison with school PTO/As and their social media channels; liaison with D207; liaison with non-public schools in Park Ridge; liaison with Park Ridge Park District [pre-school program and S.T.A.R. (Seniors Together at Recreation)]; liaison with Park Ridge and Niles-Maine District libraries (community resource areas); liaison with Park Ridge Kiwanis, Rotary and Chamber of Commerce; and liaison with other community organizations or public publicity opportunities.

**SCHOOL EXEC CONNECT PLAN OF WORK: SUPERINTENDENT SEARCH**

