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

Special Board Meeting Agenda
Monday, February 11, 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

Presentation and Discussion of New Superintendent Profile -- School Exec Connect

A-1

Adjournment

Next Regular
Meeting:

Monday, February 25, 2019
Closed Session - 5:30 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: February 11, 2019
Re: Presentation and Discussion of New Superintendent Profile

At the Board of Education meeting on January 14, 2019, search consultants Dr. Harry Rossi and Dr. Gary Zabilka of School Exec Connect worked with the Board to reach consensus on a specific timeline for the search; parameters for advertising the vacancy to prospective superintendent candidates; community engagement activities leading to the development of a New Superintendent Profile; dates for candidate interviews; and other key elements of the search process.

At tonight's meeting, Dr. Rossi and Dr. Zabilka will share the New Superintendent Profile with the Board. Because of the extension of the deadline for community participation into this week, their report will be delivered to the Board at the meeting to allow them time to complete their analysis. The report will subsequently be placed on the D64 website.

Community Engagement for New Superintendent Profile

The first step in creating the Profile was a community engagement effort, including both in-person as well as online components. It was launched immediately following the January 14 meeting.

Activities included:

- Focus group meetings were conducted by Dr. Rossi and Dr. Zabilka on January 15, January 29, and February 6 (rescheduled from January 30 due to inclement weather). They met with: PTO/A Presidents; middle school teachers, assistants and staff; elementary school teachers, assistants and staff; central office staff; 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.
- Although two evening forums open to all members of the community were planned, only one was conducted on February 6 due to two, separate cancellations for inclement weather.
- The online survey was open continuously from January 15 and was extended through February 6 due to the rescheduled timeline.
- In addition, the School Exec Connect representatives also conducted individual phone interviews with Board of Education members and met in person with Dr. Heinz.

An extensive publicity campaign about these opportunities was conducted throughout the community and was repeated due to the rescheduled events and extended survey deadline. The effort included D64's own communications channels (eNews, direct emails, websites, staff portal, social media, printed flyers); paid advertising on Facebook; liaison with school PTO/As; liaison with D207; liaison with three non-public schools in Park Ridge (Mary Seat of Wisdom, St. Paul of the Cross, St. Andrew's Lutheran); liaison with Park Ridge and Niles-Maine District public libraries; liaison with Village of Niles; liaison with Park Ridge Kiwanis and Rotary; liaison with Park Ridge and Niles Chambers of Commerce; and liaison with other community organizations, such as Go Green Park Ridge.

Next Steps

As a reminder, the upcoming dates for the search process include:

- February 25, 2019 - Board will meet in closed session in advance of the regular monthly meeting to review the candidate slate from School Exec Connect and for the Board to select those to be interviewed.
- March 4 and 5, 2019 - Board will interview selected candidates in closed session. Interviews will be conducted at 5:30 p.m.- 6:30 p.m.; 6:50 p.m.- 7:50 p.m.; and 8:10 p.m.-9:10 p.m. The Board also agreed to remain longer each evening for discussion to reach consensus on which candidates should return as finalists, and to consider the contract and financial package that it would be prepared to offer its final candidate for the superintendency.
- March 11 and 12, 2019 - Stakeholder/Confidential group (*described below*) will interview finalists and provide written feedback to the Board prior to its interviews of finalists in closed session. The Board agreed on the following schedule with one candidate each day: 4:00 p.m. - 5:15 p.m. Stakeholder/Confidential committee interview; 5:30 p.m.-6:00 p.m. Board reviews written feedback from the committee; 6:00 p.m.-6:20 p.m. candidate presentation to Board; 6:30 p.m.-7:15 p.m. Board dinner with candidate; 7:15-8:30 p.m. Board final questions/interview with candidate. The Board's decision-making for its final choice could occur following the second interview on March 12, or an additional closed session could be scheduled.
- March 18, 2019 - (rescheduled regular monthly meeting from March 11) If the selection process is completed and agreement has been reached on contract terms, an action item to approve a new superintendent will be included at the open meeting and the superintendent will be introduced to the community.

As reached by Board consensus at the January 14 meeting, a Stakeholder/Confidential Committee will be established to interview the final candidates, and share written feedback with the Board. The Board agreed that the 16-person committee would consist of:

- Representative of PREA (Park Ridge Education Association)
- Representative of PRTAA (Park Ridge Teacher Assistant Association)

- Representative of SSC (Support Staff Council)
- Representative of school PTO/As
- Representative of D64 Elementary Learning Foundation (ELF)
- 3 D64 senior administrators consisting of the two Assistant Superintendents and the Chief School Business Official
- 2 principals consisting of one K-5 building and one 6-8 building administrator
- 4 parents, including one early childhood, one K-5, one 6-8 and one of a child with an IEP
- 2 community members

The Board further agreed that candidates for election to the D64 Board of Education on April 2 would be observers only on this Stakeholder/Confidential Committee.

The Board also reached consensus that those involved in the search would hold candidate names confidential throughout the process. Therefore, all committee members and candidates will be asked to sign a non-disclosure agreement in order to participate.

Dr. Rossi and Dr. Zabilka will review the steps needed to establish this committee with the Board at tonight's meeting.