

**Official Minutes of the
Oak Park Board of Education District 97,
970 Madison Street, Cook County, Oak Park, Illinois
April 20, 2010**

President Traczyk called the meeting to order at 6:30 p.m.

Present: Gates, Spatz, Clouser, Reddy, and Traczyk
Absent: Harton
Also Absent: Board Secretary Sheryl Marinier
Also Present: Superintendent Constance R. Collins, Director of Human Resources Trish Carlson,
Assistant Superintendent of Teaching and Learning Kevin Anderson, Hazard, Young,
Attea and Associates, LTD Bill Attea, and Executive Assistant Anita Howard

ROLL CALL

Barber arrived 6:34 p.m.

Executive Session

EXECUTIVE
SESSION

Gates moved, seconded by Clouser, that the Board of Education move into executive session at 6:31 p.m.
Roll call vote.

Ayes: Reddy, Gates, Clouser, Spatz, and Traczyk
Nays: None
Absent: Barber, Harton
Motion passed.

OPEN SESSION

Open Session

Gates moved, seconded by Barber, that the Board of Education move into open session at 7:08 p.m. Roll
call vote.

Ayes: Clouser, Reddy, Gates, Barber, Spatz, and Traczyk
Nays: None
Absent: Harton
Motion passed.

ACTION ITEMS

1.1.0 Election of Secretary Pro Tem

Barber moved, seconded by Gates, that the Board of Education elect Anita Howard as Secretary Pro Tem to
take the minutes of the April 20, 2010 special meeting of the Board. Roll call vote.

Ayes: Reddy, Clouser, Gates, Spatz, Barber, and Traczyk
Nays: None
Absent: Harton
Motion passed.

Public Comment

PUBLIC COMMENT

None

Board of Education Priorities

BOARD OF
EDUCATION
PRIORITIES

SUPERINTENDENT SEARCH PLANNING

Bill Attea of Hazard, Young and Attea (HYA) stated Oak Park District 97 was first of five searches done
when the company was started and the company has completed over a thousand searches. Attea introduced
Dr. Lela Bridges, a current superintendent who is assisting in the search. Attea reviewed the format and
tabs of the search handbook each Board member received. All materials will be hole-punched by HYA and

forwarded to the Board members to put into the notebook. HYA is confident the district will have a superintendent in place to start the school year.

Attea explained there are two types of searches—an open search where the company does a great deal of recruiting and advertising and a closed/focused search with limited advertising and HYA reviewing initial candidates. Confidentiality is critical in the process. Candidates who apply are usually not employed; recruited candidates require confidentiality.

Board discussion included:

- Community being skeptical of closed search because of mistrust factor.
- Wanting to respect confidentiality of candidates, but must be as transparent as possible with community.
- The Board was polled with all but one member choosing the closed/focus search.

To address the transparency concern it was recommended by HYA to hold discussions with stakeholders, cabinet, principals, open forums and association leaderships focusing on:

- What is valued about the district—what skills will be needed?
- What are the challenges the district will be facing in the next three to five years?
- What are the required personal/professional characteristics?
- Why should someone leave a job to come here?
- Do they know anyone who would be good—that is the start of the database for recruitment.

HYA will want to meet with the Board that evening to get criteria determined. Board discussion included:

- What happens when two characteristics are opposing? HYA responded if that occurs, the information will be shared with the Board.
- Some Board members would like to know the criteria determining what is being presented to the Board.
- Be sure to survey community utilizing multiple mechanisms with redundancy--Web, backpacks, email, etc.
- It was clarified that the sample survey is not a statistical survey.
- The Board requested that a page on the D97 Web site be dedicated to the search with a link to HYA.
- Must be as transparent as possible with the only issues for closed discussion being salary, the interview script and actual interviews.

The logistics of the search process were discussed highlighting items outlined in Board search materials.

The Board discussed:

- Schedule of events with culmination being first round interviews focused on leadership, personal skills and the second round of interviews specifically focused on Oak Park.
- There is no perfect superintendent, but a hire will be made only if a good match for Oak Park is found.
- Focus groups work well—the process is very inclusive.
- Members voiced concern about HYA bringing a consultant as a candidate. Attea responded that has only happened twice; associates are not employees of the firm, they are independent contractors; HYA will never bring an associate without Board determination.
- Members stated they desire a “ruthless recruitment” with the expectation that HYA find the three to five top candidates for Oak Park.
- Closed searches usually do not have community interview panel, but non-disclosure forms for interviews can be utilized; some candidates will not apply because of that due to needing confidentiality.
- If someone is a potential internal candidate, he/she can recuse himself/herself from leadership profile group process and complete the survey individually or have a personal interview to give input.

Attea explained a major component to the search process is the Leadership Profile Interviews. The Board discussed individuals, organizations, elected officials, community groups, staff, etc. to include in this process to obtain their input. Based on discussion, it was determined that the following individuals/groups would be invited to assist in the development of the *Leadership Profile Report* on April 30, May 4 and 5:

- Individuals:
 - Board members (7)
 - Superintendent
 - Cabinet members (5)
- School Groups:
 - District administrators, assistant principals and district office staff
 - Principals
 - Support staff union leadership
 - Support staff - open meeting for all interested members
 - Teacher Union/Association Executive Board
 - Teachers - open meeting(s) for any interested teachers
- Parent Groups
 - Diversity Leadership Network and FFAST
 - Education Foundation
 - PTO Council
 - SEA and Parent Advisory Board
- Community Groups
 - Appointed municipal executives - Chief of Police, Park District Executive Director, Superintendents from Districts 90 and 200 (newly appointed superintendent), Township Executive Director (Gavin Morgan), and Village Manager
 - Elected Officials - High School, Township and Village Board
 - Collaboration and Hephzibah
 - Community Representatives - Board of Realtors, Chamber of Commerce, Community Foundation of OPRF, Housing Center, League of Women Voters, OPAGAL, Rotary
 - Former Board Members – all former Board members who served on the District 97 Board of Education beginning on January 1, 2000 and who still reside in Oak Park.
- Two General Open Meetings (May 4 and 5 at the middle schools) will be held in the evening for all who desire to share thoughts. In addition to a general invitation to the entire community via the press and other district modes of communication, letters of invitation will be sent to the following groups inviting them to attend and participate in one of the General Open Meetings: APPLE Leadership, BRAVO, CAST and PAGE 97.

HYA will provide sample invitation letters to attend a specific session or attend one of two public forums.

The Board discussed the Stakeholder Advisory Panel composition including the Board's commitment of involving the community in the finalists' interviews. In addition to having a smaller group, the Board determined that if an individual could not commit to all dates, he/she needs to be replaced. A concern was raised if the timeline is pushing to do too much too quickly. The consensus was that it is only moving up the process a couple of weeks. Attea reiterated that a candidate will not be selected simply to fit the timeline. Only quality/best match candidates will be selected. Attea stressed and Traczyk reiterated the importance of the Board members doing their "homework" before meetings. Discussion also included the need for individuals on the panel to have a collaborative approach, not be divisive and understand the panel is advisory, it is not making a recommendation. The Board agreed to the following composition of the Stakeholder Advisory Panel:

- 1 Cabinet member selected by the Cabinet
- 1 parent/community member selected by Collaboration
- 1 parent /community member selected by the Diversity Leadership Network
- 1 parent/community member selected by the Education Foundation
- 2 parents (1 from an elementary school and 1 from a middle school) selected by the PTO Council
- 1 parent selected by SEA
- 1 principal selected by the principals
- 1 secretary selected by the secretaries
- 2 teachers (1 elementary and 1 middle school) selected by the OPTA
- 1 teacher assistant selected by OPTAA

The Board discussed guidelines for the Stakeholder Advisory Panel, which will be finalized at a later date. Consensus was clear, however, that each participant must be available to participate at interviews for all candidates and must agree to sign and abide by a non-disclosure affidavit.

The Board discussed the Leadership Profile Assessment and made suggested revisions including:

- Adding *experience addressing the achievement gap*.
- Adding *ability to lead, mentor and hold accountable subordinates*.
- Deleting technology.

Other logistical information shared/discussed by Attea and the Board included:

- The Leadership Profile Assessment will accompany all letters of invitation.
- The Board liaisons during the search are Peter Barber and Rance Clouser.
- HYA will bring five quality candidates and the Board stated if six are found, that is acceptable.
- There will be one national posting.
- Any media questions will be referred to Chris Jasculca, Communications Coordinator.
- Any internal candidates will be granted pre-interview, but will go through the same processes as any candidate.

The following dates and timeline were developed:

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|---|---------------------------------|
| <i>Leadership Profile</i> interviews/focus groups | April 30, May 4 and 5 |
| Oral <i>Leadership Profile Report</i> presented to Board and criteria developed | May 6 at 7 p.m. |
| Workshop on interviewing & final stages of search Slate presented to Board | June 3 at 7 p.m. after workshop |
| Initial interviews with candidates | June 4, 5 and 6 |
| Board meets to identify semi-finalists | after interview on June 8 |
| Interviews with semi-finalists | June 9, 10 and 11 |
| Board meets to identify finalist | June 14 at 7 p.m. |
| Board members visit home site of finalist | Week of June 14 or 21 |
| Announcement of appointment | By end of June |
| Superintendent assumes responsibilities | As soon as available |
| Board-Superintendent Retreat/Workshop | optional |

Response to Public Comment

RESPONSE TO PUBLIC COMMENT

None

Executive Session

EXECUTIVE SESSION

Gates moved, seconded by Barber, that the Board of Education move into executive session at 10:25 p.m. Roll call vote.

Ayes: Reddy, Barber, Gates, Clouser, Spatz, and Traczyk
Nays: None
Absent: Harton
Motion passed.

There being no further business to conduct, President Traczyk declared the meeting adjourned at 10:40 p.m.

The next regularly scheduled meeting of the Board will be on Tuesday, April 27, 2010 beginning at 7 p.m. at the administration building located at 970 Madison Street.

Board President

Board Secretary