



Board of Education Special Meeting February 1, 2023

MEETING INFORMATION

The special meeting on Wednesday, February 1, will take place in the new Hendee Rooms of Jefferson School located at 8200 Greendale Ave in Niles. The main entrance doors (#9) will open at 5:45 pm, 15 minutes before the start of the regular meeting.

You can view the meeting online via livestream by clicking [on this link](#) starting at 7 pm. Please note that in addition to attending the meeting in person, you also have the option to email public comments which will be included with the name of the submitter in the next regular board meeting report. Please write your comments in accordance with [Board Policy 2:230](#), including ensuring a 3-minute time limit when read. The email for public comments is available 24 hours before the start of the meeting. **Please do not email public comments once the meeting and opportunity for public comments have concluded.**

Anyone attending in person will also have the opportunity to speak at the podium during the public comments portion of the meeting.

Please email your comments to: d64-publiccomments@d64board.org

Please note that District 64 is following all meeting guidelines identified by the state.



**Meeting of the Board of Education
Park Ridge – Niles School CCSD 64**

**Special Board Meeting Agenda
Wednesday, February 1, 2023
Jefferson School - Hendee Rooms
8200 W Greendale Ave, 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 session, breaks, and other needs.

6:00 p.m. Meeting of the Board Convenes

- Roll Call

Pledge of Allegiance

Public Comments

This is the point of the meeting where we welcome public comments. Each speaker is given three minutes to address the Board. Comments may be made on almost any matter related to the operation of schools, but we ask that you refrain from making comments concerning individual students or staff members. The Board uses this time to listen to community questions and concerns but will not respond immediately to requests for information. Additionally, the Board cannot take formal action on non-agenda items. Contact the Board president by email if you wish to discuss your topic further. Please come forward to the microphone and state your name and, if comfortable, your address for the minutes.

A-1 Discussion Regarding How to Proceed with Filling Superintendent Vacancy

--Board Vice-President

A-2 Presentations & Interviews of Executive Search Firms

--Board Vice-President

Board Recesses & Adjourns to Closed Meeting

--The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District 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)]

Board Adjourns from Closed Meeting & Resumes Special Meeting

A-3 Approval of Selected Executive Search Firm for the Superintendent Search

--Board Vice-President

Action Item 23-02-1

A-4 Discussion of Interview Process for Candidates for Board Vacancy

--Board President

Adjournment

Next Meeting: Thursday, February 16, 2023

Regular Meeting - 7:00 p.m.

Jefferson School - Hendee Rooms

8200 W Greendale Ave, Niles, IL 60714

Discussion Regarding How to Proceed with Filling Superintendent Vacancy

The Board will discuss how they want to go ahead with the search, timeline, and process. Tonight is the first step with presentations and subsequent interviews of search firms.

Presentations & Interviews of Executive Search Firms

The Board will be given presentations from three search firms.

The three presentations are in the following pages.

Park Ridge - Niles School District 64



Superintendent Search Proposal



Dr. Bhavna Sharma-Lewis & Dr. Tim Shimp

Dr. Bhavna Sharma-Lewis

- ❖ **Superintendent:** Diamond Lake School D76 (8 years/13 years total)
- ❖ **Education:** BA-Elementary Education; MS-Mathematics Education; PhD-Curriculum Design & Policy Studies-University of Illinois/Chicago
- ❖ **30 years:** Public Education & Leadership: Classroom Teacher, AP, Principal, Asst. Superintendent (Urban, Rural, Suburban communities)
- ❖ **National:** AASA National Superintendent, Elected IL Governing Board Member, Aspiring Superintendents Program Mentor
- ❖ **State:** Professional Evaluation Advisory Council, IASA Professional Development Planning Team, IPA Mentor
- ❖ **Adjunct Professor:** Concordia University- Superintendent and Principal Preparation Programs
- ❖ **Core Competencies:**
 - *Academic Achievement; Board Development; Collaboration; Public Relations, Fiscal Management; District Referendum; District Reorganization; Professional Development; Strategic Planning; Community Partnerships*

Dr. Tim Shimp

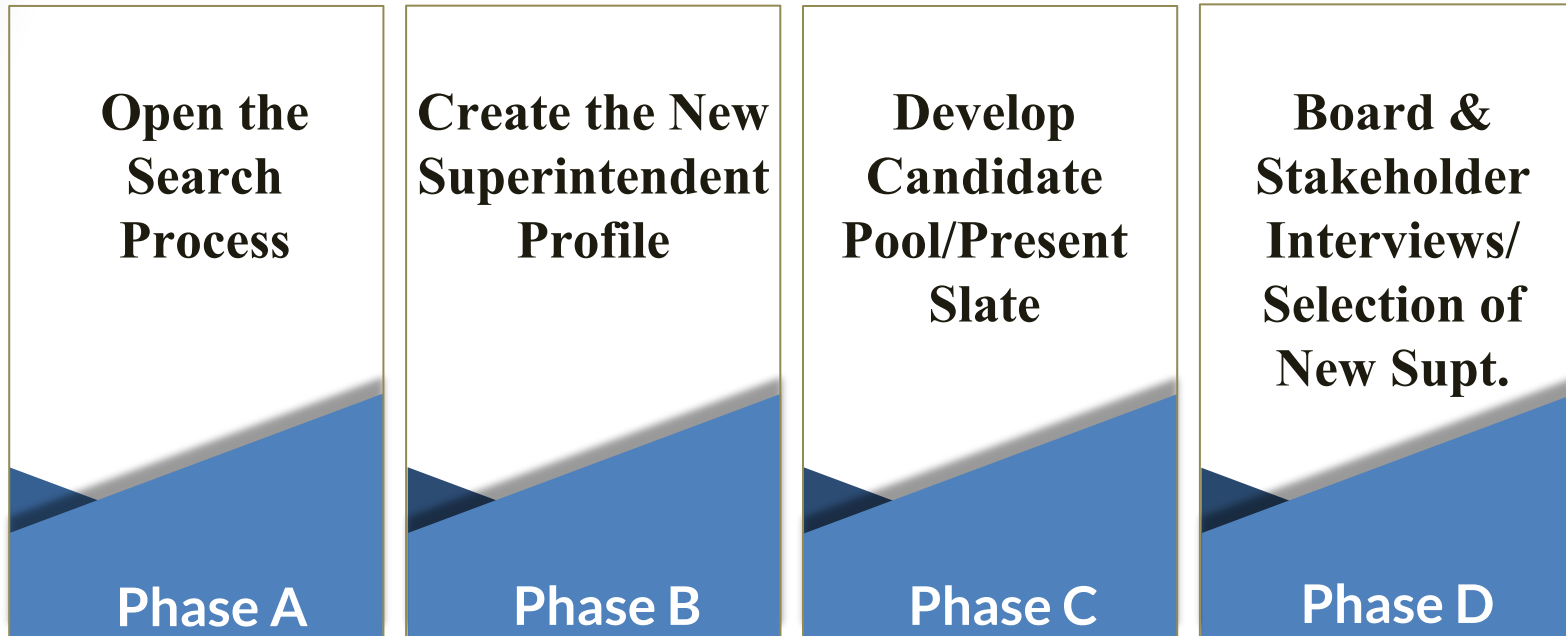
- ❖ Superintendent of Yorkville CUSD 115 (PreK-12 / 7000 students / 980 employees) since 2013
- ❖ Previous role as Associate Superintendent in Yorkville CUSD 115 for three years, and Principal for three years at Yorkville High School
- ❖ Served as a Special Education Teacher, Guidance Counselor, Dean and Assistant Principal at Leyden High Schools and Hinsdale Central High School
- ❖ Member of LUDA (Large Unit District Association) and Suburban Superintendents Association
- ❖ Member of AASA, the Illinois Association of School Administrators, and the Illinois Principals' Association
- ❖ Successful searches include Urbana SD 116, Lake Park CHSD 108, Lake Zurich CUSD 95, Barrington CUSD 220, CCSD 59, Elmhurst CUSD 205, and Kildeer CCSD 96

Proven Excellence

- ❖ Established in 2004 ~ Over 600 successful searches
- ❖ Over 60 high quality consultants available across the country
- ❖ Hundreds of professional associates/contacts nationwide
- ❖ Every search has been completed on time and within budget
- ❖ 97% success rate defined as remaining in good standing with the Board of Education after the first contract
- ❖ Strong list of references from quality school districts

SCHOOL EXEC  **CONNECT**

Search Plan



SCHOOL EXEC



CONNECT

Search Plan

- Sign Letter of Agreement and hold planning meeting with the Board (February)
- Interview Board members; conduct focus groups and open forums; publish online survey (Feb.-March)
- Develop a New Superintendent Profile (Feb.-March)
- Seek Board approval of New Superintendent Profile (March)

Phase A

Phase B



Search Plan

- Advertise/recruit/attract candidates (Feb-April)
- Conduct screening interviews and vet candidates - SEC consultants (Feb-April)
- Conduct background checks of candidates and present a slate of 5-7 candidates to Board (March – April)
- Hold Board interviewing workshop and facilitate candidate interviews with the Board (April)
- Interview finalists; finalize reference checks; negotiate contract with the final candidate (April)

Phase C

Phase D



Our Search Process



- 1** Advertise locally & nationally
- 2** Engage your community
- 3** Aggressively recruit & attract talent
- 4** Screen/conduct interviews
- 5** Present a slate of 5-7 candidates to Board
- 6** Facilitate Board/ stakeholder interviews
- 7** Assist as needed in Board/stakeholder interviews
- 8** Finalize search process

Our Guarantees

#1

In the event the first slate of candidates does not produce a candidate the Board wishes to hire, the consultants will continue to bring candidates forward for actual expenses only.

#2

If the Superintendent resigns or is dismissed for any reason within 24 months of the starting date, the consultants will conduct a new search for no additional fee. The Board will pay only the actual expenses of the search.

#3

SCHOOL EXEC CONNECT guarantees that our consultants will not recruit your new superintendent for the duration of his/her first two contracts.

Search Costs

Consulting Fee
\$16,500

Regular Expenses
Not to Exceed \$1,700

Advertising
(TBD)

Background Check
(\$750)

SCHOOL EXEC  **CONNECT**

Proposed Search Timeline

**Search Process
Begins**

**Develop Candidate
Pool**

Feb.- March

Feb. - April

February

April

**Create New
Superintendent Profile**

**Select Final
Candidate**

School Exec Connect will work with the Board of Education to finalize a search process timeline with specific dates.

Questions?



Dr. Bhavna Sharma-Lewis

(630) 670-4140

bhavna.sharma-lewis@schoolexeconnect.com

&

Dr. Tim Shimp

(630) 327-1765

tim.shimp@schoolexeconnect.com

www.schoolexeconnect.com

SCHOOL EXEC  CONNECT



BWP

AND ASSOCIATES

Dr. Mark Friedman, President

Dr. Glenn Schlichting, Senior Associate

Park Ridge-Niles School District 64

“Together we discover, learn, grow & care”

Questions We Hope to Answer

1. Tell us about BWP & Associates.
2. Who are the consultants we will work with on this search?
3. What is the process you suggest we use? What is an expedited search?
4. How does BWP recruit a talented, 'diverse' candidate pool?
5. How long will the search process take?
6. What will this cost?
7. Interim or move forward now? What is interim hiring process like?
8. Why choose us? Area searches?

BWP Consultants

Mark Friedman: BWP President

- Retired Superintendent, Libertyville District 70
- State Superintendent of the Year

Glenn Schlichting: BWP Senior Associate

- Retired Superintendent, LaGrange 105
- Professor and Chair of Superintendent Program, Concordia University Chicago

Leighangela Brady: BWP Associate

- Superintendent, National School District, San Diego
- Author of Two Books about Professional Leadership

BWP and ASSOCIATES, LLC

- Founded by members of The Bickert Group, with roots in Illinois, Wisconsin, and Indiana
- Formed in 2006 through merger of 4 national firms, including the oldest search firm in the United States
- Focused on personalized, local service, with a national presence to:
 - Support the work of school boards to hire talented leaders
 - Match skilled professional leaders to school districts
 - Create successful outcomes to benefit students, staff, school boards and stakeholders

WHO IS BWP?

- **9 Partners and 40 Associates**
 - 33% of BWP's partners are people of color
 - 33% of BWP's partners are women
 - Superintendents – active and retired
 - University faculty
 - Former Board of Education members
- Main office in Illinois...sub offices in Texas, Virginia, and South Carolina
- Strong connections with national and state professional organizations, such as: AASA, NASB, ASCD, IASA, IALAS, IASB, IASCD, SSS, ASBO, IASBO

BWP'S TRACK RECORD

- **98%** of candidates placed since 2006 have completed a **minimum of 3 successful years**
- **95%** of candidates placed since 2006 were **offered successor contracts**
- BWP consultants get **95% satisfaction ratings** from **school board members and superintendent candidates** on anonymous surveys following a search process.
- Not a single candidate placed since the founding of the company was found to be negligent/criminal in the performance of his/her duties

Nearby/Relevant Work

- Skokie District 73.5 (5 searches)
- Chicago Public Schools(Supt)
- River Trails District 26
- Community HS District 117
- East Prairie District 73
- Elmhurst CUSD 205
- Arlington Heights District 25
- Avoca District 37
- Glenbrook HS District 225
- Hinsdale District 181
- Fremont District 79
- Highland Park/Deerfield HS 113
- Flossmoor Elementary 161
- Skokie District 69 (3 searches)
- Homewood-Flossmoor HS District 233
- Lincolnwood District 74
- Bradley Bourbonnais High School
- Niles Township HS District 219
- East Maine District 63
- Lake Forest HS & Elem Dist
- Northbrook Glenview District 30
- Valley View District 365U(Bolingbrook)
- Warren Township HS District 121
- Hawthorn District 73
- Palos Heights District 128
- Hawthorn District 73 (Vernon Hills)

Search Process in Phases

Phase 1: Customizing and Organizing

- Type of search
- Timeline
- Stakeholder involvement
- Marketing plan
- Communication plan
- Compensation program

Phase 2: Leadership Profile

In Person or Remote:

- **Board member interviews**
- **Focus groups with school/community leaders, staff, and students**
- **Open survey for residents, staff, and students**

*Consultants analyze input from all stakeholder groups to identify the experiences, personal qualities, and professional background of the desired candidate.

Phase 3: Recruitment/Assessment

Recruitment

- Advertisements
- Nominations - BWP and network
- State and national organizations

Candidate Assessment

- Application review
- Screening interviews
- Background research

Phase 4: Board Preparation and Interviews

Candidate slate

- 5 - 7 candidates with best match to Leadership Profile
- Research findings on candidates' background

Interview workshop

- Organizing a successful interview
- Model questions
- Consensus building

Board interviews candidates

- Round 1 with the slate of 5 - 7 candidates
- Round 2 with 2 - 3 finalists

Phase 5: Employing Superintendent

- 1. Contract preparation**
- 2. Public announcement**
- 3. Transition planning**
- 4. Relationship building**
- 5. Mentoring**

BWP Search Process Timeline

Phase 1: February

Phases 2 – 3: February/March

Phases 4 – 5: April

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BWP Fees and Expenses

Consultant Fees:	\$15,500
Administrative/Office	\$900
Online Survey	\$300-\$400
Consultant Travel	\$500> (estimate)
Marketing/Advertising TBD in collaboration with Board of Education	

BWP GUARANTEE

- **BWP will be “on call” for you throughout the search process and the following year**
- **Mentoring/coaching for the Superintendent and Board of Education ‘at no cost’ for at least 1 year (a BWP exclusive!)***
- **If the selected candidate does not complete two years in the position, BWP will repeat the search for expenses only**
- **BWP will not slate a previously placed candidate in another search for the term of the initial contract**

WHY BWP?

- **Unmatched record of success with local searches**
- **Strong reputation among clients and candidates**
- **Extensive recruiting resources to provide you the best candidates. We know the candidates!**
- **Comprehensive professional network, local, regional, and national**
- **Customized search processes to meet the needs of your school district**
- **Talented, committed consultants**
- **Outstanding local references – highly visible in the immediate area**



SUPERINTENDENT SEARCH

February 1, 2023

HYA | HAZARD
YOUNG
ATTEA
ASSOCIATES

SEARCH TEAM



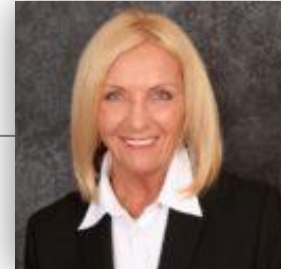
Dr. James Gay

- 37-year career in public and private schools
- 2021 Distinguished Superintendent of the Year
- Legacy of collaborative leadership



Richard Nogal

- Served community for 16 years as board member and President
- Championed academic success initiatives and shepherded board transitions during tenure
- 30 years experience as business attorney



Dr. Jane Beyer Westerhold

- Over 40 years school leadership experience
- HYA Senior Associate, experience leading searches in multiple states
- Serves on National Board for NCERT
- 2013 Illinois Supt.of the Year

ABOUT THE FIRM

- 35 years of Executive Searches
- 1,600+ searches
- 100+ nationwide Associates
- Has worked with districts with enrollment of less than 500 to over 640,000 students
- Comprehensive Community Engagement
- Research & Analytics
- Full-time back-office and IT staff
- Responsive, regular communication

HAZARD, YOUNG, ATTEA & ASSOCIATES

CONNECTING EDUCATORS,
IMPROVING EDUCATION



Executive
Search



Consulting



Associate
Program



847.250.7261



hya@hyasearch.com

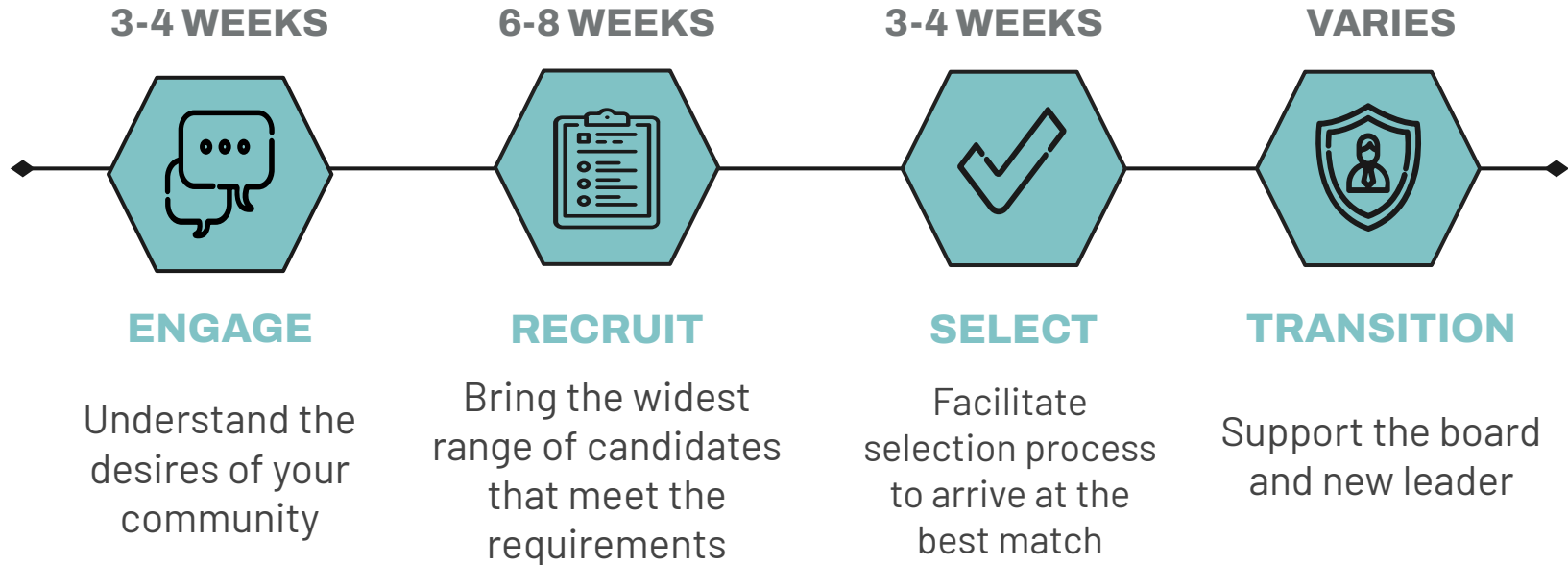


hyasearch.com

HYA

HAZARD
YOUNG
ATTEA
ASSOCIATES

HYA'S SIGNATURE SEARCH PROCESS



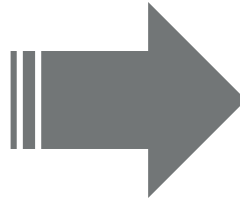
ENGAGE PHASE

BOARD INTERVIEWS

INDIVIDUAL INTERVIEWS

FOCUS GROUPS

COMMUNITY SURVEY



- District Leadership Profile Report
- Summary Survey
- Selection criteria and characteristics which determines candidate qualities that match your district.

**How will we get to
know the
community?**



Your community will have multiple access points for sharing their viewpoints.



Safe space and strong facilitation, so that multiple voices and perspectives are heard.

HOW DO WE FACILITATE OUR FOCUS GROUPS

Versatile Meeting Formats

- Face to face
- Zoom
- Various locations
- Email feedback

Flexible Meeting Times

- Morning/Noon/Night
- Weekday/Weekend



Focus Group Recruitment


- District collaboration to identify a broad range of stakeholders

Diverse & Inclusive

- Seek to include all voices, and **all means all.**

The survey was developed based on research on effective leadership. There is a lot of science involved in crafting a good survey questionnaire. HYA uses a multi-stage process to design, measure change over time, and report survey findings. This is not a survey monkey. This is a research based survey, the report is comprehensive and informative to publish for your community. Survey responses are summarized by area, constituent group, and disaggregated at the question level.

RESEARCH BASED COMMUNITY SURVEY

 Top 4

	Selected Overall (n=678)	Parents (n=320)	Students (n=225)	Admin. (n=32)	Teachers (n=51)	Comm. (n=33)	Other (n=17)
Provide a clear, compelling vision for the future	97%						
Recruit, employ, and retain effective personnel throughout the District and its schools	88%						
Integrate personalized educational opportunities into the instructional program	86%						
Effectively plan and manage the long-term financial health of the District	78%						
Provide guidance for district-wide curriculum and instruction	75%						
Provide transparent communication	67%						

RESEARCH BASED

Assess strategies that have been proven to have the greatest likelihood of affecting student learning.

NORM REFERENCED

Designed to compare and rank survey takers in relation to one another or within subgroups.

AGGRESSIVE RECRUIT PHASE



We work hard to find the candidate that meets the profile you need.

- Consultant team with local ties, and a broad national reach lends to a thorough coast to coast search
- Advertise – national/local/state agencies and social media
- Personal recruitment of potential candidates
- Extensive recruiting and vetting through our network of associates
- Consultants attend national and state conventions to recruit
- Position posted on Job Bulletin at AASA
- HYA Active Searches – www.hyasearch.com
 - Over 6,000 users and active alerts and over 25,000 page views per month
- Large data pool due to volume of HYA searches



THOROUGH SELECT PHASE

*Using the
Leadership
Profile Report
and survey
results as a
guide*

- 1 Conduct screening interview for applicants
- 2 Conduct reference checks, blind reference checks, & internet searches
- 3 Present slate along with supporting materials of qualified candidates
- 4 Support and prepare board for interviews as needed
- 5 Facilitate third party background checks on final candidate as requested by board

INTERVIEWS

We are here to guide you through the entire process.



Coaching Around Legal Obligations

Open vs closed session

When names are released

Posting obligations



Slated Candidates

Reference checks

Blind reference checks

Provide interview questions if desired



Finalists

Day in the District

Updated interview questions

Final Interviews/ decision making

SUPPORTIVE TRANSITION PHASE

MEET WITH APPOINTED SUPERINTENDENT AND BOARD:

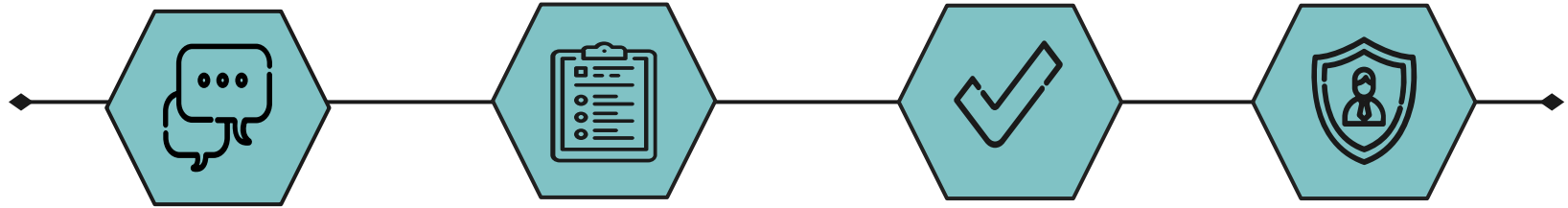
- ◆ Debrief process and assist transition

OPTIONAL TRANSITION SERVICES:

- ◆ Leadership coaching
- ◆ Board Governance Workshops
- ◆ Superintendent goal setting and evaluation
- ◆ Strategic planning

HYA BOARD PORTAL

Board members and other authorized users will have access to a personalized and private portal which will serve as a hub for all information, links, and documents related to the HYA search, organized by phase.



ENGAGE

- Planning meeting notes
- Survey
- Focus group calendar
- Board interview schedule

RECRUIT

- Job posting
- Advertising links
- Resumes
- Contact lists

SELECT

- Interview protocols
- Interview calendar

TRANSITION

- Strategic planning documents
- Coaching/mentoring documents

COST STRUCTURES AND GUARANTEES

We are with you until you find the right fit

FEE FOR SEARCH SERVICES

\$24,500
(includes HYA survey)

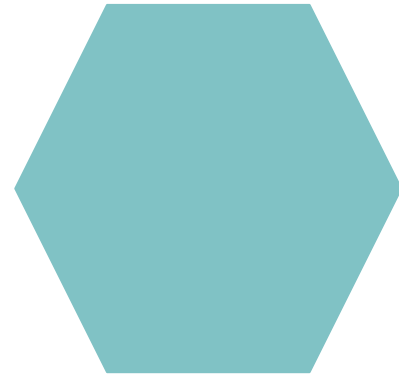
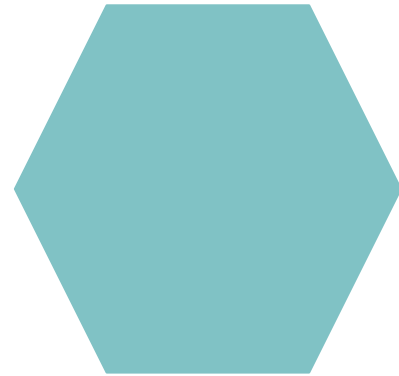
All search phases as previously presented
Access to fully staffed HYA office
Advertising on HYA website and social media
Guarantees: Fixed Price, Client Satisfaction, Non-solicitation of Candidate

OPTIONAL ADDITIONAL COSTS IF BOARD CHOOSES:

Reference/Background Checks - \$1,100-\$1,950 (criminal, social security trace, DMV, education degree verification, investigations of residence, education, employment, criminal records, sex offender)

THE HYA DIFFERENCE

- One of the oldest and largest search firms in the country with more than 1,600 successful searches completed
- Local Focus and National Reach = Extensive recruiting and vetting through our network of associates
- 94% of superintendents placed, stay in their position for more than three years
- Zoom interview with every applicant
- Research-based approach to community engagement
 - Survey available in multiple languages
- Associates attend national and state conferences
- Flyers created and distributed to associates as well as the HYA booth at conferences
- Board has 24/7 Access to the search team and search information
- Fully staffed back office and IT staff
- High satisfaction from current searches
- HYA Commitment to Diversity





QUESTIONS?

We wish you all the best on your search and we hope to be working with you!

Jane L. Westerhold, HYA Sr. Associate
Email: janewesterhold@hyasearch.com
Cell: 847-772-3219



1.

How do we bring the Board to consensus with the applicants/slate/finalists and what is the process to do that?

2.

How good is the candidate pool?

3.

What do we already know about the district? Strengths and weaknesses

Approval of Selected Executive Search Firm for the Superintendent Search

ACTION ITEM 23-02-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the selection of _____ search firm to conduct the superintendent search.

The votes were cast as follows:

Moved by: _____ Seconded by : _____

AYES:

NAYES:

PRESENT:

ABSENT:

Discussion of Interview Process for Candidates for Board Vacancy

The resignation of Board member Dr. Nicole Woitowich was submitted on Friday, January 27, 2023. According to Board Policy [*2:70 Vacancies on the School Board - Filling Vacancies*](#), the Board is required to appoint a replacement to serve the remainder of the term until 2025. The Board has 60 days to appoint said replacement, or until March 28, 2023.

The Board will discuss this process tonight and how they will conduct candidate interviews.