



WEST CHICAGO ELEMENTARY SCHOOLS

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Board of Education

TO: Board of Education
FROM: Sarah Burnett, Director of Human Resources
DATE: January 23, 2025
RE: Wegner Elementary Principal Search Update

This memo is:



- Information only.
- Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: _____

Previous memos on this topic can be found:

- in previous Board packet(s) dated.
- or attached to this memo

Basic Information:
This memo is to update the Board of Education on the Wegner Elementary Principal search process.
Background/Historical Context:
Mark Truckenbrod, current interim principal of Wegner, has submitted for his retirement, effective at the conclusion of the 2024-2025 school year. This position was initially posted from November 25th to December 16th. The candidates in the pool were not the right fit for Wegner, therefore the position will be reposted from January 27th to February 24th. We are hopeful for a candidate pool that will be the best fit for Wegner.

 <h2 style="margin: 0;">West Chicago Elementary School District 33</h2> <h3 style="margin: 0;">Wegner Principal Search 25-26</h3> 	
Timeline	Search Process Activity
<p>January 27, 2025 - February 24, 2025</p>	<ol style="list-style-type: none"> 1) HR creates the position advertisement and post <ol style="list-style-type: none"> a) Advertisement will run from November 25, 2024-December 16, 2024 b) Advertisement will repost from January 27, 2025-February 24, 2025 <ol style="list-style-type: none"> i) Applitrack ii) K-12 Jobspot iii) Regional Office of Education - DuPage iv) IASA v) IASPA vi) PACT

	<ul style="list-style-type: none"> vii) LinkedIn 2) HR creates specific timeline 3) Building determines committee members
November 20, 2024 at 5:00pm (end of the faculty meeting)	<ul style="list-style-type: none"> 1) HR met with staff to: <ul style="list-style-type: none"> a) Create a staff candidate profile b) Create questions for round 2 interview c) Recruit Teacher Leader - Julie Garcia d) Recruit members to be part of the interview committee (Staff/Parents/Admins/Community Member) 2) Set dates to collect results
December 13, 2024	<ul style="list-style-type: none"> 1) Due date to collect round 2 interview questions/staff candidate profile 2) Create Round #1 interview questions 3) Screen resume/applications - HR & Superintendent 4) Select candidates to be interviewed - Round #1 5) Schedule Interviews
Friday February 28, 2025 BOE Room	<ul style="list-style-type: none"> 1) Round #1 Interviews: Friday, February 28, 2025 9:00am-2:00pm- HR, Asst. Supt for T&L, Building Admin, Directors, Asst. Directors 2) Select candidates to move to round #2 of interviews 3) Send out thank you letters to candidates not selected
Tuesday March 4, 2025 BOE Room	<ul style="list-style-type: none"> 4) Round #2 Interviews: Tuesday, March 4, 2025 3:45pm-6:00pm - Staff, Parents, Students, HR, BOE member <ul style="list-style-type: none"> a) An introduction will be provided to the interview team prior to the start of the interviews. b) A confidentiality statement will be provided c) A guide for interview question cautions will be provided in addition to the interview questions and rating/comment sheet. d) Interview Questions Round 2 5) Round #2 candidates move forward to Round Student Panel
Thursday March 6, 2025 Wegner	<ul style="list-style-type: none"> 1) Student Panel: Thursday, March 6, 2025 10:00am-2:00pm 2) Student interview panel at Wegner 3) Final 2 candidates move to round 3
Wednesday, March 12, 2025 at 4:00pm Kristina's Office	<ul style="list-style-type: none"> 1) Final Round of Interviews - Wednesday, March 12, 2025 4:00-5:00pm- Superintendent, HR and BOE member 2) HR completes reference checks based on Superintendent's recommendation 3) Job offer is made to the candidate by HR or Superintendent
March 20th BOE Meeting	<ul style="list-style-type: none"> 1) Recommendation is presented to the Board for approval