

**OAK PARK ELEMENTARY SCHOOL DISTRICT 97
SUPERINTENDENT SEARCH PLANNING MEETING
AGENDA**

AUGUST 25, 2021

1. Welcome and Reintroductions

HYA Contact information:

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2. **Board Liaison during search.** Generally the Board President is the liaison for the search. However, this task can be delegated to whomever the Board desires. We generally communicate with the entire Board via email; however, when we need to discuss special circumstances that may arise, we will call the liaison.
3. **Determination of District staff contact person** to help schedule stakeholder focus groups and community forums and to distribute notices and invitations.
4. **Review search process and timeline.** Review a draft timeline and adjust accordingly. We are especially eager to finalize date ranges for opening and closing the online survey, meeting with the focus groups, and facilitating community forums.
5. **Confidentiality.** Discuss the importance of keeping applicants' names confidential initially. Prior to presenting the slate we will have another discussion regarding the stage at which names can/must be released. Discuss the options for confidential versus open searches and the pros and cons of each approach. The approach should be determined so that an appropriate calendar can be developed for the search.
6. **Schedule times for interviews with board members.** We would like to interview each of the Board members for 30-45 minutes as part of the development of the *Leadership Profile Report*. We would like to complete this as soon as possible.
7. **Individual Interviews and Focus Groups. Identification of individuals and/or groups to meet with HYA consultants in development of the *Leadership Profile Report*.**
Generally, these include:
 - a. PTA/PTO leaders
 - b. Other parent advisory groups (e.g. Foundations, Special Education, African-American, Latino, Gifted and Talented, School Improvement Councils)
 - c. Students (a widely representative group)
 - d. Interim Superintendents
 - e. Principals and Assistant Principals

- f. Cabinet
- g. Union leadership
- h. Teachers
- i. Foundation leaders and/or non-profit donor representatives
- j. Important community leaders/groups (municipal, elected officials, clergy, etc.)
- k. Others as the district sees fit.

8. Online Survey (groups for disaggregation of survey results)

- a. Groups the Board would like identified for disaggregating results (parents, teachers, support staff, administrators/supervisors, students, taxpayers without children in District 97, racial/ethnic groups)
- b. District liaison to help get the survey on the District website
- c. Dates for survey to be opened and closed

9. Number of candidates to slate. Most boards request us to present a slate of five to eight candidates for first round interviews. The choice is up to you, and should be based on the time you feel you are able to devote to the interviewing process. Interviews of slated candidates generally run 90 to 120 minutes.

9. Internal candidates. If you should have any internal candidates, how do you want us to proceed with them? Some boards express a preference to look outside the district; others insist they see any internal candidate as a finalist. We generally personally interview and screen all internal candidates but only slate those whom we feel are qualified to be the next superintendent.

10. Candidate Expenses. Is the Board going to reimburse slated candidates for travel to interviews? Will finalists be reimbursed? More and more boards are not reimbursing candidate travel except for the finalist(s). This decision can be postponed until a later date.

11. Application Materials. We ask that at a minimum, the candidates submit a full resume; the names, email addresses, and cell phones of three references; and a cover letter stating why they are seeking the job and what makes them the right fit with the school district. Most boards also want candidates to respond in the cover letter or separately to one or two prompts related to board priorities, e.g. "In a paragraph or two please describe your recent and relevant experience in successfully advancing equity initiatives." What prompts and/or other application materials would you like us to collect?

12. Advertisement Language. We will work with the Board liaison and/or district communication point person to develop verbiage for the HYA website and for advertising language. Our goal is to post the job on the website as soon as possible.

13. Advertising Packages. The Board will need to select what package, if any, they wish to use for paid national advertising. (see attached)

- 14. Salary and fringe benefits.** The Board needs to discuss the compensation range they feel is appropriate. We suggest the Board think in terms of a total compensation package on this item. Total compensation includes salary, health insurance, board pick-up of non-obligatory retirement payments, whole life insurance, auto allowance, housing allowance (or moving expenses) and any other fringe benefit that has a monetary value. While this decision does not need to be made tonight, this information is needed as we screen candidates.
- 15. Residency Expectations.** The Board will need to determine their expectations regarding residency in the community. Will the Board require the new superintendent to live within the school district?
- 16. Community Involvement with Finalist(s).** While it does not need to be decided at this meeting, we will need the Board members to determine if and when they will want final candidates to meet the community and the model they wish to use. HYA has an array of options we have facilitated ranging from meeting the new superintendent after the Board selects the individual to open community forums for two or three finalists (on site and virtual) complete with presentations, curated questions, and open questions from the community.
- 17. Other** - Anything else you might like to discuss.

DRAFT TIMELINE FOR OAK PARK ELEMENTARY DISTRICT 97 SUPERINTENDENT SEARCH

Activity

Week Of/Date Range:

Engage Phase

Planning Meeting	August 25
Individual Board Member Interviews with HYA	August 25
Additional Individual Interviews with HYA	August 30
Open Community Survey	August 30
Close Community Survey	September 15
HYA facilitates focus Groups	September 13 to 27
HYA hosts community Forums	September 27 - 30
HYA presentation of Leadership Profile Report with recommended selection criteria	October 12 Board Meeting

Recruit Phase

National advertising	August 25 to
Applications Open	October 1
Applications Close	October 24
HYA recruits candidates	Through October 24
HYA interviews, screens, and reference checks candidates	As Applications Arrive
Present slate of candidates to Board of Education	November 9
Board selects candidates for first round interviews	November 16
HYA and Board prepare interview questions and scenarios for first round interviews	November 16

Select Phase

Board conducts first round interviews	November 16
Board narrows first round field to finalists	November 16
Board conducts finalist(s) interviews	November 29
Board holds forums (optional), site visits (optional)	December 6
Board identifies preferred candidate	December 6
Optional independent background check	December 6
Board negotiates contract	December 7-10
Board names selects and names new superintendent	December 14 Board Meeting

Transition Phase

Board workshop to develop (or review) governance and communication protocols, outline 100 day plan, and draft superintendent goals	Spring 2022
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