

PROSPECT HEIGHTS SCHOOL DISTRICT 23
DISTRICT 23 SUCCESSION PLANNING COMMITTEE MEETING
TUESDAY, FEBRUARY 10, 2026
GRODSKY ADMINISTRATION BUILDING
700 N SCHOENBECK RD
PROSPECT HEIGHTS, IL 60070 at 2:30 PM

Engage ALL students in experiences that inspire EACH to grow as learners, individuals, and community members.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Working Items
 - A. 18 Month Timeline 2
Review of DRAFT timeline for Superintendent Search
 - B. Board Candidate Resources
Review of DRAFT Memo.
Review of Application Materials
Review of Board Applicant Resources
 - C. DRAFT Profile 4
Review DRAFT of Superintendent Profile
- IV. Adjournment

DISTRICT ORGANIZATIONAL GOALS

- **Student Success:** Ensure ALL students are well rounded and emotionally and academically prepared for success in high school.
- **Teaching, Learning, and Innovation:** Encourage a learning environment that emphasizes excellence and retains high quality staff.
- **Family and Community Partnership:** Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.
- **Facilities & Financial Planning:** Advance effective use of resources to support safe, learner ready facilities and to maximize student learning.



District 23 Superintendent Search Tasks and Timelines

Date	Task
February 12, 2026	Closed Session Review of Timeline and Preliminary Candidate Profile
April - May	Stakeholder input and feedback on Candidate Profile Survey and/or Focus Groups: <ol style="list-style-type: none"> 1. Cabinet 2. Leadership team 3. PHEA/Staff 4. Student/Parent/Community 5. Partner Organizations
May - July	Review Feedback Develop Brochure/Posting (Determine Salary Range) Full Board Discussion in June or July
August/September	Post Vacancy and Receive Applications <ul style="list-style-type: none"> ● IASB ● IASA ● North Cook ISC - Regional Offices Across the State Establish Screening Committee - Interview dates and protocols
December 1, 2026	Application Window Closes
December Board of Education Meeting	Search Update and Timeline
December	Screening Committee reviews all applications and generates list of 1st round candidates
Week of December 14, 2026	Board conducts first round in closed session (typically 4-6 candidates) 1 hour
Week of January 11, 2027	Board conducts 2nd round interviews in closed session (typically 2 candidates) Site visits, reference checks, dinner with Board are other possible actions
January Board of Education Meeting	Closed Session deliberation and consensus on next Superintendent Offer extended and contract negotiated

February Board of Education Meeting	Formal approval at Board meeting Introduction Letter to Staff and Families Press Release
March	Consolidated Election Transition Activities and Schedule developed and shared with Board of Education <ul style="list-style-type: none"> ● Board of Education Meetings ● Board of Education - IASB Workshop ● Administrative Leadership Team Introduction ● Board of Education/Administration Strategic Planning Goals Workshop ● Staff Introductions ● PTO Introductions ● Partner Organization Introductions ● Student Introductions ● Community Introductions
April	Seat new Board and name President, Vice, and Secretary
April - June	Transition Activities as scheduled

District 23 Superintendent Candidate Profile

Gemini Based on D23

Based on the district's mission to engage all students in experiences that inspire each to grow as learners, individuals, and community members, the following profile outlines the leadership needs for Prospect Heights School District 23.

Prospect Heights SD #23: Superintendent Leadership Profile

1. Visionary Leadership & Strategic Alignment

- **Goal Orientation:** Effectively implement the [2023–2028 Strategic Plan](#), focusing on organizational and operational key performance indicators (KPIs).
- **Forward-Thinking:** Manage the "Building a Better D23" initiative, specifically overseeing [facility expansions for full-day kindergarten](#) by 2027 and critical safety/security upgrades.
- **Continuous Improvement:** Use data-driven decision-making to refine curriculum and instruction, ensuring rigorous and meaningful student experiences.

2. Collaborative & Relationship-Driven Culture

- **Stakeholder Engagement:** Actively maintain the #PROUD2BD23 culture by fostering [trust and transparency](#) through authentic engagement with staff, parents, and municipal leaders.
- **Board Relations:** Partner effectively with the Board of Education to uphold the district's mission while maintaining a focus on student growth and achievement.
- **Community Visibility:** Be a present leader who is "seen in schools" and acts as the chief spokesperson for the district.

3. Operational & Fiscal Stewardship

- **Resource Management:** Maximize financial and human resources to support equitable educational programs.

- **Referendum & Bond Management:** Execute capital projects funded by the 2024 bond and recent referendums, ensuring projects like the Eisenhower School expansion are delivered on time.
- **Legal & Labor Expertise:** Demonstrate proficiency in Illinois school law, labor relations, and [management of negotiated contracts](#).

4. Academic Excellence & Equity

- **Inclusive Environment:** Ensure a safe, respectful, and inclusive environment that addresses the social, emotional, and [mental health needs](#) of all students and staff.
- **Instructional Leadership:** Support a [culture of innovation](#) and professional improvement, ensuring instruction meets the diverse needs of the student body.

5. Candidate Qualifications

- **Education:** Doctor of Education (EdD) or equivalent advanced degree preferred.
- **Experience:** Proven record as a successful educational leader, with experience in a diverse Illinois district highly preferred.
- **Licensure:** Must hold a valid [Illinois Professional Educator License \(PEL\)](#) with a Superintendent Endorsement.

AASA

A high-quality superintendent must be more than just a competent administrator; they serve as the chief executive of a multi-million dollar public entity and the chief advocate for the community's children.

According to research from the School Superintendents Association (AASA), top-tier candidates consistently demonstrate these five pillars:

1. Relational & Collaborative Leadership

- **Trust-Building:** The ability to foster a culture of [transparency and mutual respect](#) between the district office and the classroom.
- **Political Savvy:** Navigating the diverse interests of the Board of Education, local unions, and parent advocacy groups without compromising district goals.

2. Strategic "Systems Thinking"

- **Visionary Alignment:** A proven track record of taking a [Strategic Plan](#) off the shelf and embedding it into daily school operations.
- **Change Management:** The stamina to lead long-term initiatives—like the Building a Better D23 facilities plan—while maintaining focus on current student performance.

3. Instructional Expertise

- **Student-Centeredness:** Making every financial and operational decision based on its direct impact on [student learning and growth](#).
- **Curriculum Advocacy:** Deep knowledge of evidence-based instructional practices and the ability to mentor principals as instructional leaders.

4. Exceptional Communication

- **Clarity:** Translating complex school finance or [bond referendum data](#) into language that the average taxpayer understands.
- **Visibility:** Being an active, approachable presence in school hallways, at community events, and across digital platforms.

5. Operational & Fiscal Integrity

- **Fiscal Stewardship:** Managing tight budgets with equitable resource allocation to ensure the most vulnerable students receive adequate support.

- **Crisis Management: Demonstrating a "cool head" and decisive action during safety threats, legal challenges, or public health emergencies.**

IASB Examples

Candidates will be evaluated on their professional merits and successful experience that demonstrates a good match for the district, with emphasis on the following, specified by the Board of Education. The Superintendent of our district should be an educational leader who:

- **Has finance/budget expertise.**
- **Excellent written and verbal communication skills/collaborative.**
- **Ensures an inclusive, safe school environment.**
- **Fosters a professional culture for educators.**
- **Develops and supports curriculum, instruction, and assessment.**
- **Facilitates meaningful and ongoing family/community engagement.**
- **Develops and works cooperatively/effectively with BOE.**

Residency – Preferred but not required.

Experience – Teaching and Administrative Experience required.

Announcement of Superintendent Vacancy Oak Grove Elementary District 68 Green Oaks/Libertyville, Illinois

The Board of Education of OAK GROVE Elementary School District 68 has announced the commencement of a search for a new Superintendent who will assume responsibilities on July 1, 2020.

This opportunity provides a long term, visionary, career-focused educator the forum for leading a progressive, successful and high achieving school system. Several exciting initiatives are under way as the district moves aggressively forward with program and facility improvements. This vacancy is created due to the retirement of Dr. Lonny Lemon, who is retiring after 8 years of distinguished service.

OAK GROVE District 68 is located in prestigious Lake County, Illinois, approximately thirty-five miles northwest of the City of Chicago. The student population is representative of the high expectation standards of the local communities. District 68 consists of two schools, elementary and middle, in one modern, updated building, with a total student population of 925, K-8. District 68 schools are supported by a strong administrative team, a dedicated Board of Education and committed teachers and support personnel. Additional information can be found at www.ogschool.org.

Oak Park 97 -

Candidates will be evaluated on their professional merits and successful experience that demonstrates a good match for the district, with emphasis on the following, specified by the Board of Education. The Superintendent of our district should be an educational leader who:

- Excellent Written & Verbal Communication / Collaboration**
- Fosters a Professional Culture for Educators**
- Ensures an Inclusive, Safe, Supportive Learning Environment**
- Promotes Equity and Cultural Responsiveness**
- Develops & Supports Curriculum, Instruction, and Assessment**

Stakeholders want a superintendent who will be deeply connected to Oak Park, communicates openly, and collaborates effectively with teachers, staff, families, and students. They emphasize the importance of community knowledge, trust-building, academic excellence, stability, equity-focused leadership, and strong support for educators – especially in improving instruction and addressing middle school challenges. There is a clear preference for candidates with teaching and principal experience, with teaching experience viewed as essential. Stakeholders prioritize leadership qualities, communication skills, school culture, equity, and safety over previous superintendent tenure.

Applicants will be required to provide responses to the following online application statements:

- 1. Describe your experience in curriculum development and instructional implementation.**
- 2. Describe your experience in school finance and budgeting.**
- 3. Describe your experience in developing and monitoring goals for school improvement.**
- 4. Describe your experience in building and sustaining productive relationships with stakeholders (board, staff, students, parents and community members).**
- 5. Describe your experiences in working with a diverse population (socio-economic, cultural, ethnic, etc.).**
- 6. Having read the ideal candidate section of the announcement of vacancy, why do you feel you are a match for this district?**