



Bensenville Elementary School District

Board of Education Workshop Meeting

Minutes - September 1, 2021

President, Dr. Chris McCullough called the workshop meeting of Bensenville Elementary School District 2 Board of Education, DuPage County to order at 6:32 p.m., at Educational Administration Center, 210 S. Church Road, Bensenville, Illinois.

Roll call verified that there was a quorum of the Board present with the following members present and absent as listed below:

Board of Education	Title	Present	Absent
Christina Cannon Bailey	Member	X	
Katie Krajecki	Member	X	
Bob Laudadio	Member	X	
Marisol Leyva	Secretary		X
Chris McCullough	President	X	
Lori Parthimos	Treasurer	X	
James Stoltman	Vice-President		X
Administration			
Dr. Ray Lechner	Interim Co-Superintendent	X	
Mr. Paul Novack	C.F.O.	X	
EAC Staff			
Cindy Snyder	Administrative Asst. to the Superintendent & Clerk of the Board	X	
Tim Waldorf	Community Relations Coordinator		X

Staff in attendance: Joe West - BSD2 Tech team member, Anne Paonessa – Interim Dir. Teaching & Learning

Others in attendance: Jade Carter, Carrie Williams

Public Comments: none

Consent Items

A. **Personnel**

I. **Termination of Employment – Classified Staff**

Recommendation: That the Board of Education terminates the following classified staff:

1. Nicholas Criel, Johnson School, effective August 20, 2021.
2. Carol Menotti, Crossing Guard, Johnson School, August 26, 2021.

II. **Resignation of Certified Staff**

Recommendation: That the Board of Education accepts the resignation from the following certified staff member:

1. Daniel Knudsen, 4th Grade Bilingual Teacher, Johnson School, effective August 25, 2021.
2. Anaid Plascencia-Banuet, Bilingual Social Worker, Tioga effective September 10, 2021.

III. **Resignation of Classified Staff**

Recommendation: That the Board of Education accepts the resignation of the following classified staff member:

1. Sheri Brens, Special Aide Paraprofessional, Blackhawk Middle School, effective August 27, 2021.
2. Sigi Garza, Lunch Aide, Tioga, effective immediately.

IV. **Ratification of Employment – Classified Staff**

Recommendation: That the Board of Education ratifies the employment of the following classified staff:

1. Yessica Limon, Records Clerk, Tioga School, effective September 13, 2021.
- V. **Hourly Rate for Certain Bus Driver.**
Recommendation: That the Board ratify the proposed hourly rate for Emily Criel.
- VI. **Hourly Rates & Stipends for Classroom and Special Education Aides.**
Recommendation: That the Board ratify the proposed pay increases.
- VII. **Extra Duty Stipends**
Recommendation: That the Board of Education approves the attached list of extra duty stipends for the 2021-2022 school year.
- VIII. **Ratification of Employment for 2021-2022, Certified Staff**
Recommendation: That the Board of Education approves the employment of the following certified staff member:
 1. Denise Juern, Remote Instruction, Blackhawk Middle School, effective September 20, 2021.
 2. Jennifer Bucaro, TOSA K-1 Monolingual Teacher, Tioga/Johnson Schools, effective September 7th, 2021.

A motion was made by Mrs. Krajecki and seconded by Mrs. Cannon Bailey that the Board of Education approve the consent agenda items as presented.

Roll Call Vote:

Aye: Krajecki, Cannon Bailey, Laudadio, McCullough, Parthimos,

Nay: None

Absent: Leyva, Stoltman,

Motion Carried.

Conference/Action Item

- A. **Superintendent Search Planning** – Dr. McCullough introduced Mr. Max McGee and Mr. John Perdue from Hazard, Young, Attea & Assoc. who presented their Superintendent Search Agenda which consisted of the following:
 1. HYA Contact Information: Max McGee, HYA President, John Perdue, Consultant and Daneyelle Martell, Director of Operations.
 2. Board Liaison during Search – Board President, Dr. Chris McCullough will be the liaison for the search.
 3. District contact person – Board Secretary, Cindy Snyder will serve as the primary district contact and will schedule stakeholder focus groups, community meetings and distribute notices and invitations.
 4. Reviewed the search process and timeline - The search timeline was reviewed and accepted with the following notation:
 - First Round Interviews:
 - Friday, December 3, 4:00 pm – 2 candidates
 - Saturday, December 4, 8:30am – 4 candidates
 - Second Round Interview:
 - Dates will be finalized at a later time, tentatively scheduled for December 10-
 5. **Confidentiality** – The search will be a confidential search with Board members given a Non-Disclosure Agreement to sign.
 6. **Schedule times for interviews with board members.** One Board member remains to be interviewed and will be scheduled for September 10. We welcome any additional input a Board member wishes to provide.
 7. **Individual Interviews and Focus Groups: Identification of individuals and/or groups to meet with HYA consultants in development of the *Leadership Profile Report*.**

- a. PTA/PTO leaders – 1 Group
- b. Other parent advisory groups (e.g. Bilingual Education Council) – 1-2 Groups
- c. Middle School students – 1 group
- d. Current Interim Superintendents – as needed
- e. Principals and Assistant Principals – 1 Group
- f. Cabinet – 1 Group
- g. Teachers at each school – 1 group meeting at each school (3 total)
- h. Union leadership – 1 Group
- i. Important community leaders/groups (municipal, elected officials, clergy, etc.); representatives from LPHS – 1 Group
- j. Support Staff, Para-professionals – 1 Group
- k. DO Staff – 1 Group
- l. NEDSEC, Jim Nelson – 1 Group
- m. Transportation and Maintenance – 1 Group
- n. Paul Novak, CFO – individual meeting

Max and John request the focus group meetings be scheduled over a one or two-day period when both can be in the district. Conference rooms should be assigned. Max and John will split the groups during the two days.

8. Online Survey (Groups for disaggregation of survey results)
 - Groups for disaggregating results: parents, teachers, support staff, administrators/supervisors, students, taxpayers without children in the district, racial/ethnic groups
 - Cindy Snyder will arrange for the survey on the District website and facilitate stakeholder participation invitations (HYA provides templates for communicating with stakeholders). It is recommended the district's communication director assist with this task.
 - The survey is a customized survey using specifically written for BSD 2 and will use an open source framework that will be user friendly for respondents and allow for comprehensive analysis of disaggregated data. As such, Board members are invited to edit questions, add questions, or delete questions. Max will send a survey link to Board members for any feedback.
 - Survey timeline will be September 13-24
9. **Number of candidates to slate** – It was agreed that six candidates may be slated for Board review. Interviews of slated candidates generally run 60 to 90 minutes.
10. **Internal candidates** – Any qualified internal candidate(s) may apply and be screened along with other candidates. HYA will interview any qualified internal candidate(s) and determine their eligibility.
11. **Candidate Expenses** – Slated candidates who are interviewed by the Board will not be reimbursed for travel expenses. Reimbursement for travel expenses for the final candidate(s) will be permitted.
12. **Advertisement** – We will update the advertising language used for the interim superintendent vacancy.
 - **Advertising Packages** – The Board discussed use of Package 1 and 2. It was agreed to begin with Package 1 for one month. Should this option not produce sufficient applicants, HYA will initiate Package 2. Featured advertisements on the HYA website and social media will be included at no cost.
 - X \$2,150 Package 1
 - _____ \$3,400 Package 2 – As needed

- Advertising Add-ons
 - _____ \$488 Career Builder/ASCD Network
 - X \$520 ALAS & NASBE

13. Application Materials – Applicants for the Superintendent position should provide the following:

- Cover letter of application stating why you are seeking the job and why you will be an excellent fit for the district
- Full resume
- Full contact information for three current references
- A one-page written responses to two prompts: (one page per prompt):
 - *Describe how your leadership style and philosophy have directly and specifically impacted student growth.*
 - *Our mission is: “Maximize the unique potential of each child by honoring a natural curiosity and igniting a desire to learn.” Share how you have demonstrated this in your current position.*

Applications are accepted until November 27. Screening interviews begin as applications are received.

14. Salary and fringe benefits – The Board discussed the need to acquire a regional total compensation range prior to December 1. 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. HYA will assist with this data as well as to work through Paul Novack, CFO. Final candidates will be required to submit a Salary Request form to the Board.

15. Residency Expectations – The Board discussed a residency requirement and concluded that residency will be preferred. If this is not possible, regionally close residency is expected.

16. Community Involvement with Finalist(s) – The community will be involved through various engagement focus group meetings and the survey. It was recommended the Board consider a welcome reception upon announcement of an appointment. The Board may also choose to have an advisory committee, members of which would also sign NDAs, to meet with the two or three finalists.

17. Background Check – One basic background check has been included with the search proposal. Should the Board wish to have background checks for other finalists, the cost is \$1,950 per person. Should any questionable issue(s) from the background check arise, candidates will be required to submit a written response to HYA and the Board.

18. Other – The role of the Interim Superintendents was briefly discussed. Both interims are not included in any phase of the search process, and they request to not be asked about the search process. The interims will remain through the 2021-22 school year and will assist in transitioning the new superintendent.

New Business-

1. Dr. McCullough requested that the administration look into updating Blackhawk Middle School with capital outlay to enrich student achievement. Input from administration and staff at the school should be obtained to help strategically allocate resources to update the appearance and support academic achievement.

2. Mrs. Krajecki mentioned that traffic at the schools has been bad, especially at the stop sign by the middle school.

Closed Session: none

Adjournment

At 7:59 p.m. a motion was made by Mrs. Krajecki and seconded by Mrs. Cannon-Bailey that the Board of Education adjourn the meeting. Upon voice vote, all board members present voted aye. Motion carried.

No further business appearing Dr. McCullough adjourned the meeting at 7:59 p.m.

President

Secretary