



**EVANSTON/SKOKIE**  
SCHOOL DISTRICT 65

Every Child. Every Day. Whatever it Takes

**TO:** Evanston/Skokie District 65 School Board

**CC:** Dr. Angel Turner, Superintendent

**FROM:** Foster Planning Team: Principal Charlise Berkel and Dr. Charmekia McCoy, Director of Schools Management

**DATE:** Monday, December 8, 2025

**RE:** Foster Staffing and Hiring Plan

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**Objective:**     **Information**         **Discussion**         **Follow-up**         **Decision**

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## Background:

To ensure the successful launch of Foster School, the administration has developed a comprehensive staffing and hiring plan. This proposal outlines the process, timeline, and responsibilities for all positions, emphasizing a rigorous selection methodology designed to build a team deeply aligned with the Foster School vision. The plan moves away from individual interviews and hiring in favor of a staggered, role-specific approach to ensure quality and equity.

## Goal/Guiding principles:

The primary goal is to assemble a collaborative, high-performing staff that embodies the specific qualities defined in the District 65 Job Descriptions as aligned with the characteristics of a Foster Team member. The process is anchored in four guiding principles:

- **Profile-Driven Selection:** Utilizing a specific competency profile to design screenings and rubrics.
- **Equity and Transparency:** Ensuring all positions are posted publicly for both internal and external candidates.
- **Collaborative Evaluation:** Utilizing cross-functional committees (including administration, teachers, and department leads) for holistic assessment.
- **Behavioral-Based Assessment:** Moving beyond standard Q&A by using group simulations to observe candidates' collaboration and data-usage skills in real-time.

## Input sought/received:

The proposal was developed by the Foster Transition Team in conjunction with Principal Berkel and Human Relations. The plan integrates input regarding specific role requirements (e.g., Multilingual Department, Department Chairs, Buildings and Grounds, etc.). Future immediate steps include:

- Review by Human Resources for compliance with district procedures.
- Consultation with leads from all five bargaining units.
- Legal review of the hiring protocols.
- Posting positions using the staggered timeline

**Staggered, Simulation-Based Approach:**

Phasing hiring by role. This allows for a differentiated process where instructional candidates participate in collaborative scenarios (e.g., data analysis, team planning) to prove they possess the specific collaborative skills required for the role.

This timeline prioritizes key leadership and support roles to facilitate the onboarding of subsequent staff:

1. Administrative Assistant.
2. Assistant Principal and Head Custodian
3. Educators: Including but not limited to: Classroom Teachers, Coaches, and Service Providers.
4. Educational Support Personnel (Custodial, Para, Lunch/Recess, etc).

**Financial Implications:**

Staffing salaries are accounted for within the standard district operational budget for the 2026-2027 fiscal year. Costs associated with the hiring process (e.g., substitutes for committee members, recruitment materials) will be managed within the existing Foster School transition budget. The administrative assistant, assistant principal, and head custodian would start this school year to support the initial work that needs to be done. All other staff would start their roles effective July 1, 2026 for SY27. Staffing numbers and details would be finalized using our standards section and staffing process in partnership with the Accountability Department.