Special Board Meeting June 9, 2025

Monday, June 9, 2025 5:30 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **Closed Session**

A. *Adjourn to Closed Session to Hear Information Regarding:*
The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2(c)(2)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent [5 ILCS 120/2(c)(11)].

B. Adjourn to Open Session

2. **Meeting Call to Order**

A. Roll Call

B. Approval of Agenda

3. **Pledge of Allegiance**

4. **Public Open Forum**

A. Public Comment

5. **Action Items**

A. Consent Agenda

1) Motion to Approve Contract for Kim Paulus

2) Personnel Report

6. **New Business (Discussion)**

A. Discussion of Process to Fill Board Vacancy

7. **Special Presentation**

A. Superintendent Search Firm Presentations

1) Pezanoski Consulting

2) Illinois Association of School Boards

3) Educational Leadership Solutions

8. **Adjourn**

INTERIM DIRECTOR OF CURRICULUM EC-8
EMPLOYMENT CONTRACT
(2025-2028)

THIS AGREEMENT is made on June 9, 2025, between **DR. KIM PAULUS** ("Paulus") and the **BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 301, KANE AND DEKALB COUNTIES, ILLINOIS,** ("the Board") (collectively, "the parties").

A. EMPLOYMENT AND COMPENSATION

1. Salary and Term of Employment. The Board employs Paulus for a multi-year period of three (3) years, commencing on July 1, 2025, and terminating on June 30, 2028. For the 2025-2026 contract year, Paulus will be paid a base salary of $146,653.00. For the 2026-2027 contract year, Paulus will be paid a base salary of $155,452.18. For the 2027-2028 contract year, Paulus will be paid a base salary of $164,779.31. Pursuant to her prior irrevocable retirement notice, Paulus will resign for the purpose of retirement on June 30, 2028.

"Contract years" under this Contract are from July 1 through the following June 30. Paulus's salary will be payable in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. The Parties acknowledge and agree that this Contract is a performance-based multi-year contract as provided for and defined in Section 10-23.8a of the Illinois *School Code*. Paulus accepts employment upon the terms and conditions set forth in this Contract.

Anything in this Contract to the contrary notwithstanding, total compensation constituting creditable earnings for purposes of the Teachers' Retirement System of Illinois ("TRS") payable to Paulus under this Contract or any policy or practice of the Board in any Contract Year will not exceed the TRS creditable earnings paid to Paulus in the prior Contract Year by more than 6%. Should the terms of this Contract result in a payable amount in excess of a 6% increase in Paulus's TRS creditable earnings in any Contract Year, the Board reserves the right to adjust the annual salary set forth in this Section or other creditable earnings to the extent necessary to eliminate such excess payment. The Board's action to decrease Paulus's salary or other creditable earnings pursuant to this Contract will be in implementation of this provision of this Contract and does not constitute or require an amendment to this Contract.

2. Teachers' Retirement System and Health Insurance Security Fund. In addition to the annual salary stated in Section A.1 and all other creditable earnings within the Contract, the Board will pick up and pay on behalf of Paulus to TRS and the Teacher Health Insurance Security Fund ("THIS") Paulus's required member contributions on creditable earnings to the defined-benefit pension plan and health fund. Paulus has no right or claim to this amount, except as it may become available at the time of retirement or resignation from the TRS and THIS. Paulus does not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS or THIS and further acknowledge that such contributions are made as a condition of employment to secure Paulus's future services, knowledge, and experience.

3. Creditable Earnings. The Board makes no representations regarding the creditable earnings status of any compensation received by Paulus pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues will be made by TRS and, where applicable, a court of competent jurisdiction.

B. CONDITIONS OF EMPLOYMENT

1. Professional Educator License. During the term of this Contract, and as a condition of continued employment, Paulus must hold and maintain a valid and properly registered professional educator license issued by the Illinois State Educator Preparation and Licensure Board, with the necessary administrative endorsement(s) qualifying her to act as Paulus in the District. Paulus also must satisfy any other license renewal and training and prequalification requirements necessary to enable her to legally evaluate licensed staff members.

2. Health Examination. Paulus will submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. Paulus also agrees to comply with all health requirements established by law.

3. Temporary Waiver of Tenure. Paulus acknowledges that, pursuant to the Illinois *School Code*, she waives all rights to tenure in the District during the term of this multi-year Contract but does not lose her previously acquired tenure credit with the District.

4. Periodic Background Re-Checks. The continuation of this Contract is contingent on the Board deeming acceptable the results of checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database as such re-checks are periodically required by law. *See* 105 ILCS 5/10-21.9. The Board reserves the right to terminate this Contract should any required periodic re-check result in Paulus being deemed by the Board (in accordance with applicable law) unacceptable to work in the District.

5. Employment Representations. Paulus represents that she is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. Paulus further represents that all information provided to the District in the process of application for employment was true and complete. Paulus understands that the Board relied on the information Paulus provided to the District in the application process in making its decision concerning employment and that the Board reserves the right to terminate this Contract if any information Paulus provided to the District during the application process is untrue, inaccurate, or demonstrably incomplete.

C. BENEFITS

1. Mileage and Reimbursement of Business Expenses. The Board will reimburse Paulus during the term of this Contract for necessary automobile travel incurred in connection with Paulus's employment responsibilities that are outside the District at the mileage allowance permitted under the *Internal Revenue Code* and the regulations promulgated thereunder. Paulus

will, at least quarterly, provide the Board with proper itemization and substantiation of all allowable reimbursable mileage. The Board also will reimburse Paulus in accordance with District procedures for reasonable expenses incurred in the performance of her duties. Paulus will itemize and substantiate all expenses incurred pursuant to this provision in accordance with the Board's expense reimbursement policy and procedures and the regulations of the *Internal Revenue Code*, as amended.

2. Insurance. The Board will provide Paulus with the following 100% Board paid insurance benefits during the term of this Contract, to the extent she chooses to enroll:

a. Full-family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District (vision insurance is at Paulus's sole expense);

b. Liability insurance, as provided to other administrators under the group plan effective in the District;

c. Term life insurance, in the amount of $200,000, subject to the maximum as prescribed by the District's insurance provider and, further, subject to Paulus's eligibility to obtain such coverage under the terms and conditions of the District's group program carrier. The terms of this employment contract will not be considered to be violated if, because of Paulus's physical condition, such life insurance coverage cannot be provided.

If, at any time during the term of this Contract, the Board's payment of insurance premiums or any other stipend or benefit under this Contract is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance subjecting the Board or Superintendent to potential penalties, fines, fees, benefit plan failures, or new or increased payments, then the Board may, in its discretion, decrease or modify its payment for such insurance and make a corresponding increase in Paulus's salary or other compensation to offset the diminished cash value, if any, of the change in such insurance premium benefit.

3. Vacation. Paulus is entitled to paid vacation of 20 working days in each contract year, credited to Paulus on July 1 of each contract year. Any vacation time of more than three (3) consecutive school days is subject to mutual agreement by the Board President and Paulus. Vacation must be taken within the 12-month contract year in which it was earned. Without use of vacation days, Paulus also is entitled to pay for all legal holidays as designated on the District calendar. Winter, Spring, and Summer breaks are workdays unless specifically scheduled and deducted from the vacation days listed above. If any earned vacation days must be paid to Paulus upon her resignation/termination and departure from the District, the payment required by law will be made after Paulus's last day of service and after her receipt of her final paycheck for regular earnings and therefore is not intended to be part of Paulus's creditable earnings for that contract year.

4. Sick Leave. Paulus is granted paid sick leave, as defined in Section 24-6 of the *School Code*, of 15 workdays per contract year, which may be accumulated without limit.

5. Personal Leave. Paulus also is granted three (3) personal leave days, which may be used for sick leave or other purposes, each contract year. Unused personal days will accrue as sick days in accordance with TRS guidelines.

6. Membership Dues. Memberships in appropriate professional and civic organizations may be reimbursed with prior approval of the Superintendent.

7. Professional Meetings Attendance. Paulus is expected to attend appropriate professional meetings at the local and state levels and, subject to Board approval, at the national level. All reasonable expenses actually and necessarily incurred by Paulus will be paid by the Board in accordance with the Board's travel and expense reimbursement policy and procedures and applicable law.

8. Tax-Sheltered Annuities and Custodial Accounts. From the annual salary stated in Section A.1 of this Contract, Paulus may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred-compensation plan as described in Section 457 of the *Internal Revenue Code*, if adopted by the Board, or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for Paulus as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered and the *Internal Revenue Code*, and provided that Paulus confirms that any deferrals and/or reductions are within *Internal Revenue Code* limitations. Nothing in this Contract limits Paulus's ability to participate in the TRS Supplementary Savings Plan (457 plan) at her own expense.

9. Post-Retirement Administrative Service Benefit. Upon Paulus's retirement from the Board's employment, the Board will provide Paulus a post-retirement administrative service benefit in the form of a non-elective, post-retirement employer contribution to a 403(b)-eligible product (as described in Section 403(b) of the *Internal Revenue Code* ("Code")), in accordance with the Board's 403(b) Plan, if offered. Paulus has not had and will not have the option to receive cash or any other form of compensation or benefit in lieu of this non-elective, post-retirement contribution, and such contribution will not become due and payable until 60 days have passed following Paulus's receipt of her final paycheck for regular earnings and her last day of service in the District. This contribution is not intended to constitute TRS creditable earnings. The contribution will be $16,500 for each full year of administrative service in the District. If the total contribution cannot be made in one lump sum within the timeframe set forth above due to contribution limitations set forth under Code Section 403(b) and the regulations promulgated thereunder, the remaining contribution amount will be contributed by the Board in a second lump sum in the next available tax year following Paulus's retirement to the extent permitted by the Code and applicable rules and regulations governing such contributions and the Board's 403(b) Plan. In the event Paulus dies before her retirement, thus preventing the 403(b) contribution(s) described in this paragraph, the Board will make an equivalent lump sum payment to Paulus's estate to the extent it will not be considered creditable earnings by TRS.

D. DUTIES

1. Duties. Paulus will perform all other duties incident to the position of Director of Curriculum EC-8 as set forth in the official job description, as the Superintendent may delegate to her, or as required by law. Paulus is responsible for and deemed to have knowledge of all the policies, rules, and regulations established by the Board and will comply with their requirements. During the term of this Contract, the Board or Superintendent may assign alternate duties to and/or transfer Paulus to another TRS-qualifying position in the District, provided Paulus's term, salary, and benefits afforded under this Contract are not reduced.

2. Extent of Service. Paulus will devote her entire time, attention, and energy to the business of the District and related professional activities. With the permission of the Superintendent, Paulus may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; and lecture and engage in writing activities and speaking engagements. Paulus may not jeopardize the functioning of the District by any lengthy and conspicuous absence for such professional activities.

3. Performance Goals and Indicators. In accordance with the requirements of the Illinois *School Code*, the parties agree that performance goals for Paulus have been established with respect to student performance and academic improvement. Each contract year, the Superintendent will determine the level of attainment of the relevant performance goals using the criteria described in the goals themselves, as well as the Superintendent's own judgment as to whether Paulus has exhibited the leadership, guidance, and effort needed to achieve the goals. The Superintendent will issue his/her determination in writing and present it to Paulus during her evaluation prior to June 30 of each year of employment under this contract. The performance goals and criteria are set forth in Appendix A of this Contract. The Superintendent reserves the right, with input from Paulus, to establish additional annual goals for Paulus that are not intended to be performance goals within the meaning of the *School Code*.

E. RENEWAL AND AMENDMENT OF CONTRACT

1. Non-Renewal. Paulus has submitted her irrevocable retirement notice, effective June 30, 2028. As a result, Paulus waives any right to notice of non-renewal, and this Contract will expire without further notice on June 30, 2028.

2. Amendment. Any salary or other adjustment or modification made during the life of this Contract will be in the form of a written amendment and will become a part of this Contract, but such adjustment or modification is not to be construed as a new contract with Paulus or as an extension of the termination date of this Contract.

F. TERMINATION

1. Grounds for Termination. This Contract may be terminated during its term:

a. By mutual agreement, in writing;

b. Upon Paulus's permanent disability (inability to perform essential job functions with or without accommodation);
c. Via discharge for cause;
d. Upon the death of Paulus; or
e. This being an interim contract, without cause at the discretion of the Superintendent upon 30 days' written notice.

2. Cause. For purposes of Section F.1.c of this Contract, "cause" means any conduct, act, or failure to act by Paulus that is detrimental to the best interests of the District. Reasons for discharge for cause will be given in writing to Paulus, who is entitled to notice and a hearing before the Board to discuss such causes. If Paulus chooses to be accompanied by legal counsel, she will bear any costs involved with this representation. The Board hearing will be conducted in executive session.

3. Effects of Termination. Upon termination of this contract for any reason other than Section F.1.a or F.1.e above, no further compensation or benefits afforded under this Contract will be paid to Paulus or any third party on her behalf, unless otherwise required by law and/or agreement of the parties. This provision does not restrict the right of beneficiaries of Paulus to receive compensation or benefits for which they may be eligible under any District insurance policy or plan provided under the terms of this contract.

If this Contract is terminated pursuant to Section F.1.a or F.1.e above, Paulus will be returned to the position of Instructional Coach and will continue receiving her retirement incentive pay as if she had remained an Instructional Coach (i.e., the same salary amounts listed in Section A.1 of this Contract).

G. EVALUATION

The Superintendent and Paulus agree that they will meet at least annually to discuss and evaluate their working relationship, rapport, and understanding. By June 30 of each contract year, Paulus's performance will be evaluated by the Superintendent and a written evaluation of that performance given to Paulus.

H. MISCELLANEOUS

1. Notice. Any notice required to be given under this Contract is sufficient if it is in writing and sent by mail to the last known residence of Paulus or to the President of the Board at the administrative office of the District, as applicable.

2. Savings Clause. If any portion of this Contract is deemed illegal due to conflict with State or Federal law, the remainder of the Contract will remain in full force and effect; further, this Contract does not constitute any obligation, either written or implied, for re-employment beyond the term set forth herein.

3. Applicable Law. This Contract has been executed in Illinois and is to be governed in accordance with the laws of the State of Illinois in every respect.

4. Headings and Numbers. Section numbers and headings have been inserted for convenience of reference only. If any conflict exists between the headings or numbers and the text of this Contract, the text will control.

5. Counterparts. This Contract may be executed in one or more counterparts, each of which is considered an original, and all of which taken together are considered one and the same instrument.

6. Advice of Counsel. Both parties have had the opportunity to seek advice of counsel.

7. Entire Agreement. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

8. Effect of Agreement. This Contract inures to the benefit of and is binding on the Board and its successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Contract upon formal approval by the Board at a duly convened meeting on the date set forth at the beginning of this Contract.

INTERIM DIRECTOR OF CURRICULM EC-8

_____
Dr. Kim Paulus

BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 301, KANE AND DEKALB COUNTIES, ILLINOIS

By: _____
President

ATTEST

By: _____
Secretary

APPENDIX A

Section 10-23.8a Performance Goals and Indicators

Annually, Paulus will support the Superintendent in:

1. evaluating student performance (including but not limited to student performance in standardized tests), successful completion of the curriculum, and attendance drop-out rates;

2. reviewing the curriculum and instructional services; and

3. reporting to the school board on her findings as to: (a) student performance; and (b) her recommendations, if any, for curriculum or instructional changes following her evaluation of student performance.

The presentation of the report, in a form satisfactory to the Board, constitutes the achievement of the goals and indicators of student performance and academic improvement as required by Section 10-23.8a of the Illinois *School Code*.

1358930.3

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
June 9, 2025

New Hire – Certified

Name	School	Position
Isabelle Sibenaller	DO	School Psych Intern
Annie Cullen	DO	Special Education / Reading Intervention
Elizabeth Lueck	PV	Special Education Resource Teacher
Jacob Rainer	HBT	Physical Education Teacher
Deanna Yanez	PKMS	EL Teacher
Madison Breda	HBT	2nd Grade Teacher

Rehire – Non-Certified

Name	School	Position
Nicole Lux	PV	EC Instructional Paraprofessional

Voluntary Transfer – Non-Certified

Name	School	Position
Siribharghavi Allamaraju	HBT	Paraprofessional

Resignation – Certified

Name	School	Position	Effective Date
Patrick Podgorski	CHS	Principal	June 30, 2025
Alex Paszt	CMS	Principal	June 30, 2025

Resignation – Non-Certified

Name	School	Position	Effective Date
Stephanie Dorain	LL	Paraprofessional	End of 2024-2025 School Year
Adriana Panzeca	PKMS	Administrative Assistant	June 30, 2025

Pezanoski Education Consulting

Cathie Pezanoski - Owner/Consultant

2009 Eastlake Drive
Ottawa, IL 61350
(815) 488-8455

Central Unit School District #301

Superintendent Search

May 2025

Content:

- Introductory Letter
- Executive Summary
- Management Summary
- Consultants Profile
- Superintendent Searches and Strategic Planning Experiences
- References
- Proposed Search Plan
- Consultant Recommendations and Communications
- Consulting Fee and Included Services

Dear Members of the Board of Education:

Thank you so very much for offering my education consulting practice the opportunity to present a proposal and share a conversation with you about an effective search process that we could facilitate with your district for your new superintendent. We are confident we could work together to find a successful leader for Central Unit School District #301. We are very much aware of the great pride the district takes in always providing for your community and students an effective and successful leader.

I am a retired superintendent from Will County after serving as Elwood CCSD #203 Superintendent for nine years. I have been retired now for four years. I facilitate my own consulting business and have also served in two interim capacities since I retired. More details on my background are provided for you in this proposal.

We define our success as a consultant by the success our mentees and constituents have in the education position they are serving. We will begin to understand your strengths and needs through conversations with the members of the Board, staff, and your entire constituency, if the Board of Education wishes to have a variety of stakeholders involved in the superintendent search process. Our recruitment and interview process will result in well-vetted, highly qualified candidates from which the Board of Education will make their selection of a new superintendent.

Thank you for considering our proposal for your superintendent search. Again, we would feel very honored to work with the Central Unit School District #301 Board of Education to achieve the mutual goal of finding great leadership for the students you serve.

Sincerely,

Cathie Pezanoski, Owner

Pezanoski Education Consulting

cpezanoski@gmail.com

815-488-8455

Executive Summary

Proposed Timeline

(This tentative timeline can be altered based on Board of Education input.)

- Phase A: July - August 2025
- Phase B: August - September 2025
- Phase C: September - October 2025
- Phase D: October - November 2025
- Phase E: December 2025

Costs

- Consulting Fee : $12,000 to $15,000 (Fees vary based on Board decisions.)
- Any posting of position costs will be the responsibility of the district.
- Any copying of materials costs will be the responsibility of the district.

Details for the search process costs can be viewed in detail on page eleven of this proposal.

Management Summary

Below is a summary of the search services that will be provided by the consultant:

- Mutually plan and tailor the search process and timelines with the Board
- Work closely with the District staff members who assist the Board
- Prepare and provide written materials needed for the search process
- Assist the Board in establishing a process for collecting criteria for a New Superintendent Profile including desired qualifications and leadership attributes
- Accept applications from the various locations the Board wishes to post the position
- Implement a salary study for area unit school districts for the Board to use in the final phase when negotiating a contract
- Conduct in-person screener interviews for all state of IL candidates and zoom screener interviews for any out of state candidates
- Present a slate of qualified and well-vetted candidates to the Board
- Prepare the Board for first and second interviews
- Facilitate Board first and second interviews at the Board's request
- Prepare Interview Committees for finalist interviews (per direction from the Board)
- Recommend an in-depth vetting process for the final candidate. Options may include a site visit, Board reference calls, and a deep criminal background check
- Assist the Board, if requested, with contract negotiation and compensation recommendations
- Communicate diligently with the Board and staff through the search process
- Assist, if requested, in the creation of the news releases announcing the new superintendent

Consultants Profile

Cathie Pezanoski is the retired Superintendent of Elwood CCSD #203 in Will County for the past four years. She served as Elwood's superintendent for nine years prior to retiring. Before serving as a superintendent, Cathie was the Assistant Superintendent for Curriculum and Instruction for Downers Grove ESD #58, Director of Elementary Curriculum and Instruction for Plainfield CCSD #202 and building principal for three different districts for eight years. Cathie also served as a teacher for twelve years prior to entering administration. During her time as superintendent in Will County, Cathie served as the President of the Three Rivers Association for the IASA (Illinois Association of School Administrators). She was also named Superintendent of Distinction for the Three Rivers Region in 2021.

Since Cathie's retirement in 2021, she has initiated her own consulting business and also serves as a consultant for the Grundy/Kendall Counties Regional Office of Education. She mentors new administrators and supports schools who are considered targeted schools because they are not meeting their academic growth goal for one or more of their subgroups. Cathie facilitates superintendent searches, strategic planning and supports districts in the curriculum instruction arena. She has also supported districts in their business department. Prior to retirement Cathie served as a consultant for Taft Elementary School in Lockport supporting their bookkeeper and superintendent in public school finance with responsibilities of creating and facilitating the annual budget and the levy along with monthly balancing and investment support. She served as the Interim Senior Director of Human Resources for Oak Park ESD #97 and the Interim Director of Business and Operations for Frankfort SD 157C. Cathie has also facilitated four strategic planning processes with Lockport #91, Rockdale #84, East Coloma School District, and Fairmont #89. She is currently working with Will County #92. Cathie is a servant leader who enjoys supporting public school districts in any way she can while being retired.

Superintendent Searches

1. **Central CUSD #4**
    - Winter/Spring 2025
    - Co-facilitated with Associate
2. **Manhattan SD 114**
    - Fall/Winter - 2025 - 2025
    - Individually Facilitated Search
3. **Three Rivers Education for Employment Services (TREES) Search**
    - Fall/Winter - 2024 - 2025
    - Individually Facilitated Search
4. **Lemont High School District #210**
    - Fall 2024
    - Individually Facilitated Search
5. **Genoa Kingston CCSD #424**
    - Fall 2023
    - Individually Facilitated Search
6. **Streator Township High School**
    - Fall 2021
    - Co-facilitated Search with School Exec-Connect Colleague
7. **Mokena School District #159**
    - Fall of 2020
    - Supported Dr. Tom Madden who was the lead facilitator for this search with School Exec- Connect

Strategic Planning

1. **Will County SD #92**
    - FY 25
    - Dr. Kirsten Frankovich - Superintendent - kfrankovich@d92.org
2. **Fairmont SD #89**
    - FY 25
    - Dr. Tamela Daniels - Superintendent - tdaniels@fsd89.org
3. **Lockport SD #91**
    - FY 24
    - Dr. Kathleen Wikey - Superintendent - kwilkey@d91.net
4. **Rockdale SD #84**
    - FY 24
    - Dr. Michael Merritt - Superintendent - mmerritt@rockdale84.org
5. **East Coloma - Nelson CESD #20**
    - FY 23
    - Dr. Chris Lensing - Superintendent - clensing@ecoloma.net

References

1. Mr. Scott Nemanich - Attorney for Klein, Thorpe and Jenkins

   senemanich@ktjlaw.com

   815-347-7851

2. Mr. Troy Meier - Central CUSD #4 Board President

   tmeier@cusd4.org

   815-383-0607

3. Mr. Kurt Korte, Lemont High School Board President

   kkorte@lhs210.net

   (630)709-5407

4. Mr. John Burke, Manhattan SD 114 School Board President

   burkej@manhattan114.org

   815-603-2323

Proposed Search Plan

Phase A: Opening the Search (July 2025 - August 2025)

- The Superintendent search process begins with the Board of Education approving the consultant/firm to facilitate the search with them.
- An initial planning meeting will be held with the Board of Education to establish a timeline and scope of services.

Phase B: Creating the New Superintendent Profile (August - September 2025)

- Board members are interviewed to understand the qualities, skills, and experiences they seek in their new superintendent.
- Focus Groups are held with selected groups approved by the Board
- A District-wide On-line Survey that is tailored for your District is designed to allow staff and community members to give input to the search process.
- A New Superintendent Profile is developed using the information gained from Board interviews, focus groups, individual interviews, and written feedback. The Board approves the New Superintendent Profile.
- Position is posted on the IASA Job Bank, District website and any other posting locations the Board requests.

- The search process and calendar of events are posted on the District website.

Phase C: Developing the Candidate Pool (September - October 2025)

- The Consultant accepts applications and recruits candidates who match the District's New Superintendent Profile.
- The Consultant conducts face-to-face screener interviews using the New Superintendent Profile.
- Internal candidates will follow the same process as external candidates.
- Consultant conducts references and internet checks on potential candidates.
- Consultant presents highly qualified candidates (5 to 7) to the Board and the Board decides which recommended candidates to interview.

Phase D: Selecting the Candidates (October - November 2025)

- Consultant holds a Board interviewing workshop prior to the interviews. (This workshop can be the same meeting when the Consultant makes the recommendation of the 5 to 7 candidates the Board may interview.)
- The Consultant facilitates the Board interviews for the first-round slate of candidates.
- The Board narrows the field to two to three semi-finalists.
- An Interview Committee(s) of staff, parents, and community members interview the semi-finalists in a structured process and members give feedback to the Board.
- The Board will have the semi-finalist candidates give a short Formal Presentation to observe the candidates' presentation skills.
- The Board conducts a second set of interviews using feedback from the Interview Committees.
- The Board conducts reference calls.

- The Board may choose to conduct a site visit for the final candidate's home district.

Phase E: Contract Negotiations and Official Hire (December 2025)

- The Board negotiates and takes action on the new superintendent's contract.

Consultant Recommendations and Communications

- Consultant communicates through a Board Liaison and District Staff Liaison (usually district/superintendent administrative assistant).
- Recommendation is for the Consultant to work with the District Communication Director to create New Superintendent Search information on the district website such as the Search Process, Search Timeline, and New Superintendent Profile.
- Consultant provides detailed written interview guidelines, including questions for the candidates.
- Consultant will provide written materials for the Interview Committees and may facilitate the interviews.
- A designated staff member will work with the Consultant on the posting of the position on the district website and the district's regular posting platform.
- District staff will be responsible for the copying of materials for the various aspects of the search process.
- The Consultant will assist in making dinner arrangements for the Board and the finalist. (Optional)

Consulting Fee

Basic Consulting Fee for Supt. Search - $12,000

- Consultant facilitates a true confidential search with no interview committees in the final stage of the search process
- Consultant conducts all aspects of the search process with the Board of Education. Consultant will create survey and district will post it on the district website for feedback on the New Superintendent Profile
- Consultant conducts a salary study with local districts the Board wishes to use for comparisons for data for the Board to consider when they finalize the new superintendent contract

Additional Services with Additional Costs

- Consultant interviews various stakeholder groups (per Board of Education request) at the beginning of the search process to help create the New Superintendent Profile - Cost $1500
- Consultant facilitates interview committees with the two to three semi-finalists. Consultant summarizes this feedback from the interviews and shares it with the Board of Education - Cost $1500

District Expenses

- Copying of materials
- Cost to post position on a national level or specific state level
- Any meal or food costs for Board members during evening meetings
- Travel cost reimbursement to just include gas and mileage for consultant(s).

Any additional procedures not described in this proposal the Board wishes to initiate in this search will be open for discussion of costs between the Board of Education and the Pezanoski Education Consulting owner.

CENTRAL
UNIT SCHOOL DISTRICT 301

Presentation and proposal
for the

Board of Education
Central Community Unit School District 301

June 9th, 2025

IASB Executive Searches
Dr. Carmen I. Ayala
Mr. Alan Molby

IASB
Illinois Association of School Boards

EXECUTIVE SEARCHES
A service of the Illinois Association of School Boards

The market leader in Illinois for superintendent searches—enhanced by strong national presence and network

60 years of executive search experience and 300+ years of combined consultant experience in education

Network, reputation, and process allow us to attract a consistently strong pool of candidates.

IASB's *Foundational Principles of Effective Governance* are the board's job description: "**The board employs a superintendent.**"

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We are the only organization
whose primary goal
is to serve
Illinois Boards of Education
and Illinois public schools.

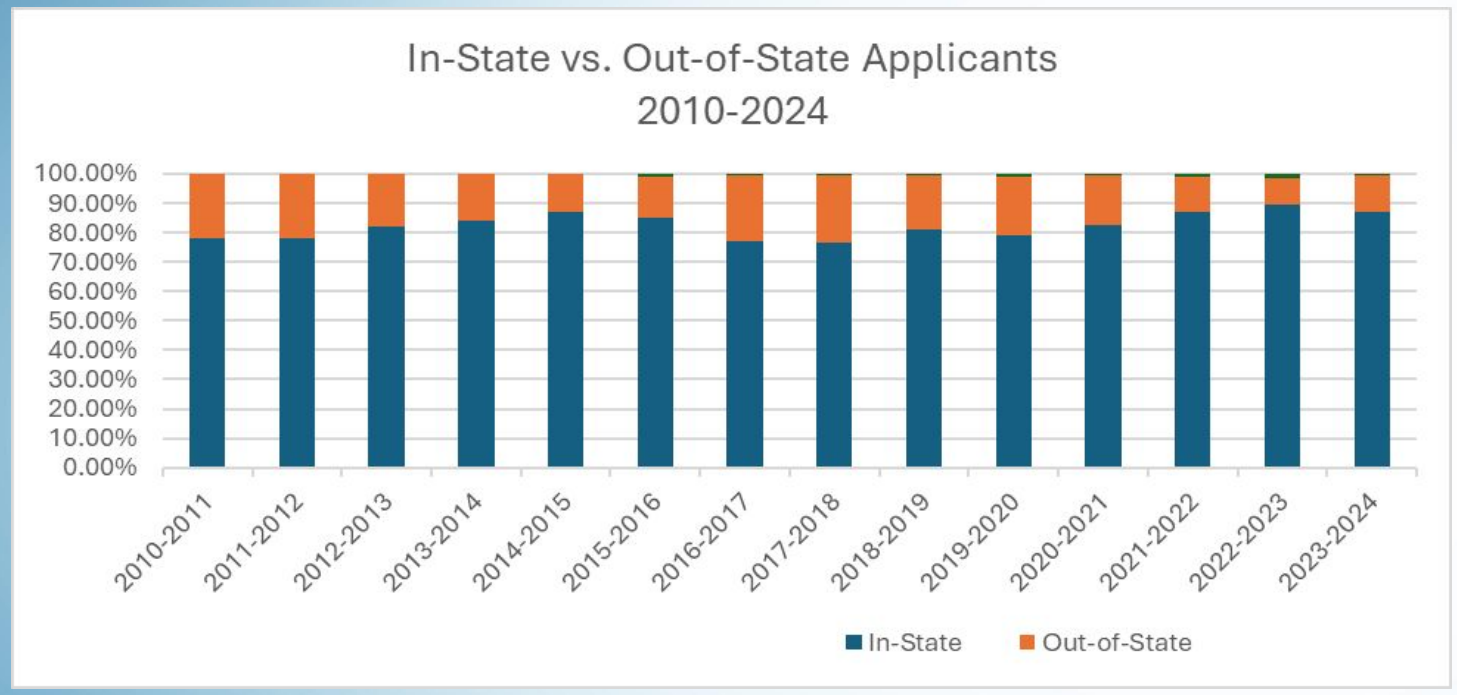
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Attracting/Recruiting Diverse, Top-Quality Candidates

- **Extensive** professional association activities/networking across **Illinois** (e.g., IASA, IASBO, IPA, Professional Advancement Seminars)
- **Robust nationwide** reach/network (e.g., National Affiliation of Superintendent Searches, AASA Job Central)
- **Exclusive professional network** of 7,000+ educational leaders (current and aspiring superintendents) who have requested to receive our vacancy notices

IASB Executive Searches Nationwide



Our active participation in the *National Affiliation of Superintendent Searchers* (NASS) creates a nationwide network that enhances our national presence and expands your candidate pool.

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Proposed Search Components

- Establish collaboration with dedicated **SEARCH CONSULTANT and CO-FACILITATOR**
- Clarify **SEARCH COMPONENTS and** articulate **TIMELINE**
- Administer **SURVEYS**
- Optional/Recommended: Conduct **FOCUS GROUPS (Additional fee:) $1500 per consultant/day**

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Proposed Search Components, Continued

- Articulate **IDEAL CANDIDATE PROFILE.**
  Grounded in *Professional Standards for Educational Leaders* along with District feedback.
- Develop **ANNOUNCEMENT OF VACANCY**
- Collect **APPLICATIONS** and verify **QUALIFICATIONS / LICENSURE**
- Analyze **APPLICATIONS** / Conduct **SCREENING INTERVIEWS**

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Proposed Search Components, Continued

- Verify **REFERENCES** and conduct limited **BACKGROUND INQUIRIES**
- Finalize **SLATE OF CANDIDATES**
- Provide **INTERVIEW PREPARATION/PROTOCOLS TRAINING**

- Optional: Facilitate **STAKEHOLDER INTERVIEWS WITH SEMIFINALISTS (Additional fee: $1500 per consultant/ day)**
- Provide post-search **BOARD/SUPERINTENDENT WORKSHOP (INCLUDED)**

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Fee for standard search for Central CUSD 301: $9,400
Fee with recommended optional services: $ TBD

OPTIONAL SERVICES, IF SELECTED, WILL DETERMINE TOTAL FEE

☐ **To gather up front stakeholder feedback:** Focus Groups (additional fee of $1500 per consultant/per day)

☐ **To maximize stakeholder input and give Board additional data to inform final decision: S**takeholder Interviews with semi-finalists (additional fee of $1500 per consultant/per day)

☐ **Additional advertising** such as Education Week, AASA, etc. (at actual cost)

☐ **In-District Practice Interviews** Training Session with the Board of Education (an additional $1,500)

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Follow-up Training

When the search is over, IASB's service to you continues:

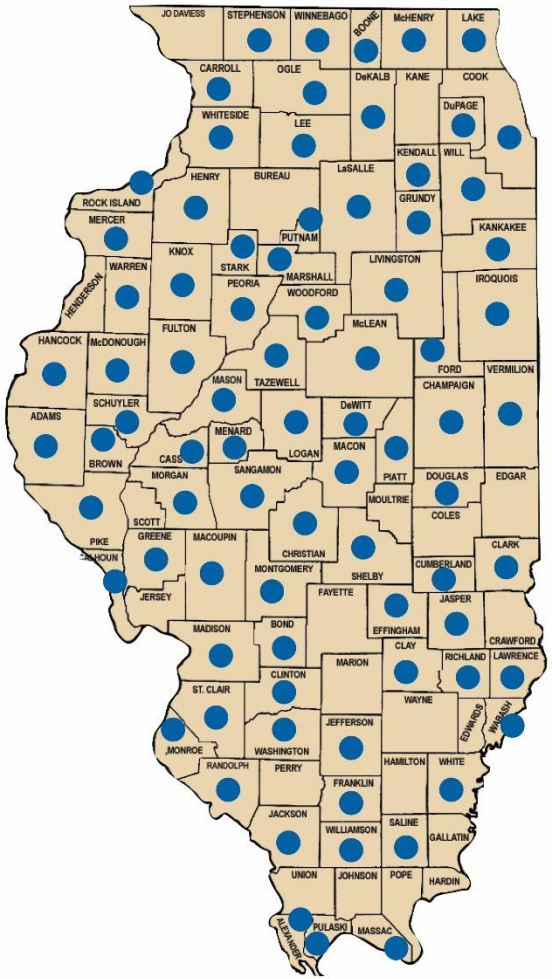
- Complimentary training for the new board-superintendent team (within first six months of superintendent start date)



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choose IASB?



IASB is responsible to only the Board

From 2020-2024, **Over 95% of the superintendents placed remain in their positions through their first contract** or 3 years.

- Statement of Assurance and Guarantee of Services
- Current consultants have led nearly 300 searches
- Experience in Illinois
  - From 2001-2024:
    - 83 different counties
    - 656 school districts served

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The Illinois Association of School Boards
is <u>your</u> advocate.

The Executive Searches' team is prepared and eager

to partner with you to ensure Central CUSD 301

secures an **exceptional, best-fit leader** for its next chapter

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of School Boards

CENTRAL CUSD #301

Burlington, Illinois

60109

SUPERINTENDENT SEARCH PROPOSAL

May 15, 2025

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May 15, 2025

Dr. Griff Powell, Interim Superintendent
Dr. Kyle Schumacher, Interim Superintendent
Central CUSD #301
275 South St., P.O. Box 396
Burlington, IL 60109

Dear Drs. Powell and Schumacher,

Thank you for the opportunity to present Educational Leadership Solutions as the firm to serve your district's Board of Education in the hiring of their next superintendent. Our leadership team, consisting of high caliber, successful school leaders is excited to share with you our data-based process that will ensure the hiring of a top-notch, outstanding superintendent for your district.

Educational Leadership Solutions is a firm that uses research-based practices and data-driven processes, combined with our education-based experiences to match the best candidates with your district. This process, which also incorporates input from your district's stakeholders, will provide the best opportunities for your Board of Education to select the best candidate to lead the Central CUSD #301for the future.

The following pages of this proposal will provide a flow chart overview of our process, as well as some additional background information about our firm. We have also included the Fee Structure to do the Search. We would be pleased to present the contents of this proposal to your entire Board of Education should that be a part of your selection process. The consultants from our firm to do this Search, if so awarded, would be Dr. Nick Polyak, and myself, Dr. Gary Zabilka. Our biographies are included in this proposal.

Thank you for the opportunity to share this proposal with you. We look forward to the possibility of meeting the Board of Education in a couple weeks. Don't hesitate to contact us if you have any questions.

Respectfully submitted,

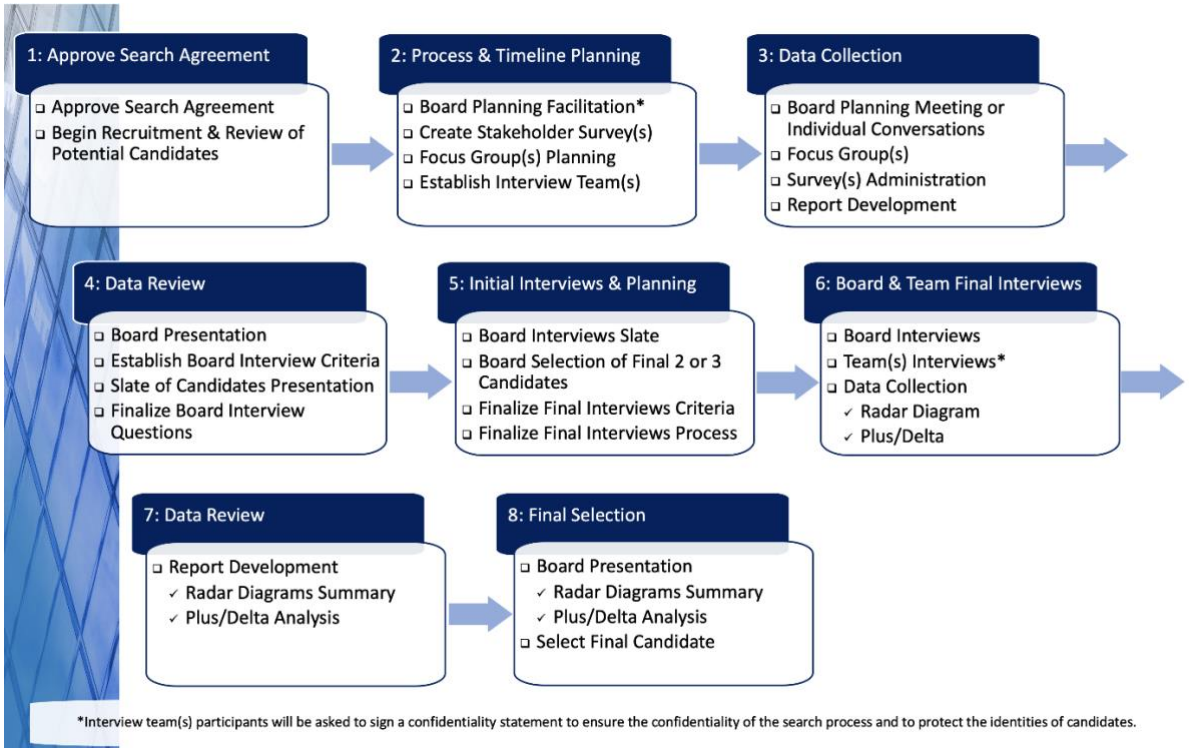
Richard Voltz, Ph.D.
Don White, Ph.D.
Gary Zabilka, Ed.D.

SEARCH PROCESS OVERVIEW

The process starts with the facilitation of conversations and the collection of data that can be used to determine the selection criteria for screening applicants. It then proceeds to the data-driven initial review of the materials submitted by the applicants. The process finishes with the compilation of individual ratings based on responses to questions that have been aligned to previously identified criteria.

The data collected from each person participating on an interview team is compiled into an easily understood image. The person/people responsible for making the final employment recommendation will also receive a subjective feedback document for each candidate from all interview team participants. In addition, this process can also include a comprehensive, customized salary and benefit analysis for making a contract offer that is fair and responsive to the District's desires. Overall, this process takes approximately 10-12 weeks, unless customized.

Educational Leadership Solutions uses an exclusive process to vet the various candidates who apply for the leadership position. This analysis results in a proposal shared with the school board and together the school board and the Educational Leadership associate discuss the findings and arrive at the best candidates to be interviewed for the position.



SEARCH PROCESS DELIVERABLES

We believe that the Board of Education should know exactly what they can expect and will receive as a result of working with Educational Leadership Solutions.

Following is a list of deliverables which will provide an overview of our Solutions-based Search process:

- A pre-planning meeting with the Board of Education, where members of our firm will meet with the Board of Education to establish a timeline for the search, establish a communication plan, and layout the entire search process.
- A comprehensive process and timeline document.
- Data Analysis Documents
    - Stakeholder survey(s) analysis.
    - Candidate review criteria based on district input and stakeholder survey(s) and/or focus groups.
    - Interview "criteria of success" measures for conducting successful interviews, developing interview questions, and providing feedback to final decision maker(s).
    - Participants' interview feedback data analysis (i.e., radar diagrams and plus/delta summaries).
    - If desired, a comprehensive compensation and benefits analysis.



PROJECT TEAM

Dr. Gary Zabilka is a seasoned educator with 42 years of experience as a teacher, assistant principal, principal and superintendent. He retired from the superintendency of Morton Grove School District 70 (IL) and also served as superintendent of Puffer-Hefty School District 69 in Downers Grove (IL), for a combined total of 13 years as a superintendent. He is currently a Field Service Director for the Illinois Association of School Administrators, responsible for coaching and mentoring new superintendents, as well as providing Professional Development in leadership for district administrators. He also taught educational administration courses for Loyola University, specializing in the areas of leadership and school finance. In 2012, Dr. Zabilka was named an Illinois Distinguished Superintendent. He has led or participated in over 50 executive searches. He holds degrees from Western Illinois University, Northern Illinois University, and a Doctorate from Loyola University. As one of the primary mentors of superintendents in the northern part of the state, Dr. Zabilka recognizes those key qualities and characteristics that make superintendents successful in their respective districts, and has a deep understanding of administrative structures and district organization.

Dr. Nick Polyak has worked in public education for the past 22 years. He currently serves as the Superintendent for Leyden Community High School District #212 in suburban Chicago. Nick earned his Doctor of Education (Ed.D.) degree in Educational Leadership and Supervision from Loyola University Chicago. He holds a Master of Arts Degree from Governors State University. Dr. Polyak's undergraduate work was at Augustana College in Rock Island, Illinois, where he earned a Bachelor of Arts Degree in Mathematics and Secondary Education. Nick is a co-moderator of #suptchat, the international Twitter Chat for Superintendents. He co-authored the 2017 Rowman & Littlefield book The Unlearning Leader: Leading for Tomorrow's Schools Today, the 2018 Rowman & Littlefield book Student Voice: From Invisible to Invaluable, and the 2021 Rowman & Littlefield book The Unfinished Leader: A School Leadership Framework for Growth & Development. He also co-leads the IASA Illinois Aspiring Superintendent Academy, the AASA National Aspiring Superintendent Academy, and the AASA Transformational Leadership Consortium.

Dr. Don White worked as a public school educator for thirty-three years. His positions included classroom teacher, principal, district office administrator, and superintendent. Prior to entering the field of education, Don served as an Assistant Manager for Walgreen's Drug Stores in Champaign, IL. In addition to serving as a superintendent for nineteen years, Don has been involved in many state and national projects. His work includes serving as a Co-Chair for the Illinois Association of School Administrators (IASA) School for Advanced Leadership. As one of the three lead designers and trainers for the Illinois Leadership and Technology for Change (ITLC) out of Illinois State University, Don provided training for administrators that focused on best practices in school leadership, systems leadership, and data driven decision making. His efforts have resulted in two IASA Exemplary Service to Education Awards and he was recognized by IASA as a 2020 Superintendent of Distinction. Recently retired, Dr. White's focus continues to be providing professional development for all levels of school leadership, serving as a Partner for Educational Leadership Solutions, and working as a consultant with Forecast 5 Analytics.



COSTS OF THE SEARCH

1. **General Fee**

   The General Fee for this search is all-inclusive for the entire search process itself—it is $17,900.

2. **Regular Expenses**

   The Regular Expense Fee is the administrative cost of the search and is provided as a "not to exceed" amount. Regular expenses include things such as copying costs, limited materials, travel reimbursements and other outside costs related to your search. For this search, the regular expenses will not exceed $1,000.

3. **Compensation and Benefits Analysis**

   If desired, EdLS can complete a compensation and benefits analysis that includes regional and peer districts. This analysis will include the most recent data that is available and will provide valuable information for when the Board is prepared to negotiate a contract with the selected candidate. The cost of completing the compensation study is $1,000.

4. **Advertising Costs**

   Advertising costs are costs related to the advertising of your search on a wider spectrum, particular if the district would like national exposure. These are billed to the district by EdLS if the district agrees to them. These can include any or all of the following:

   - Publishing online in the American Association of School Administrators Journal;
   - Publishing online in a widely read education periodical—Education Week.
   - A national email "blast" to all superintendents in the country.
   - Advertising your Search on our firm's website is included in the general fee.

5. **Miscellaneous Costs**

   Districts sometimes would like a more thorough Criminal background search on their final candidate. EdLS can arrange for this, but the cost for this is incurred by the district.

SATISFACTION STATEMENT

Educational Leadership Solutions is a firm that is committed to excellence, and it is for that reason that we will continue to work for the district until they are satisfied with the Solution(s) we have recommended.

In the case of an Administrative Search, if the selected candidate does not complete at least two years in the role they have been hired, Educational Leadership Solutions will complete another Search for the district without the cost of the General Fee.

DISTRICT REFERENCES

- Will County School District 92, Lockport, IL
- Richland School District 88A, Crest Hill, IL
- Glenview School District 34, Glenview, IL
- Rockdale School District 84, Rockdale, IL
- Wilmette School District 39, Wilmette, IL
- Kenilworth School District 38, Kenilworth, IL
- Lake Bluff School District 65, Lake Bluff, IL
- Township High School District 211, Schaumburg, IL
- Township High School District 113, Highland Park, IL
- River Trails School District 26, Mount Prospect, IL
- Warren Township HS District 121, Gurnee, IL
- Morton Grove School District 70, Morton Grove, IL
- Paris-Union School District 95, Paris, IL
- Effingham School District 40, Effingham, IL
- Park Ridge School District 64, Park Ridge, IL
- Leyden High School District 212, Franklin Park, IL