

LSC Meeting

9/30/2024

LSC Impartiality

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- LSC Parent Representative circulated a petition against a potential candidate
 - No evidence
- A current LSC Teacher Representative (then candidate) stated that another LSC Parent Representative stated that they (the LSC Parent Representative) interviewed candidates and has a preference regarding principal selection.
 - Different accounts of the same conversation.

LSC Impartiality

- None of this matters
 - An LSC Member may...
 - Identify preferred traits of an ideal candidate
 - Identify non-preferred traits of potential candidates
 - Hope specific candidates apply or not apply
 - May even petition against a principal, assistant principal, or a potential candidate (as long as not on school grounds)
 - This is similar to a teacher or parent's right to petition against renewing a principal's contract

Code of Conduct

Form 1

Code of Conduct and Confidentiality Agreement

I agree that I will not make any selection decisions on the basis of a person's race, color, ethnicity, national origin, religion, age, sex, marital status, parental status, mental or physical disability (unrelated to job performance), finances, or sexual orientation. Furthermore, I will not ask any questions or make any comments during the evaluation that pertain to these topics.

I agree to adhere to the requirements of the Open Meetings Act.

I agree that I will conduct the principal evaluation process and make a selection decision based on the best interests of the school as determined by the standards stated in the Illinois School Code.

I agree that I will not conduct this principal evaluation process or make a retention decision based on personal issues not related to standards stated in the Illinois School Code.

Furthermore, I agree to keep all discussion, documentation, and information related to the principal selection process completely confidential.

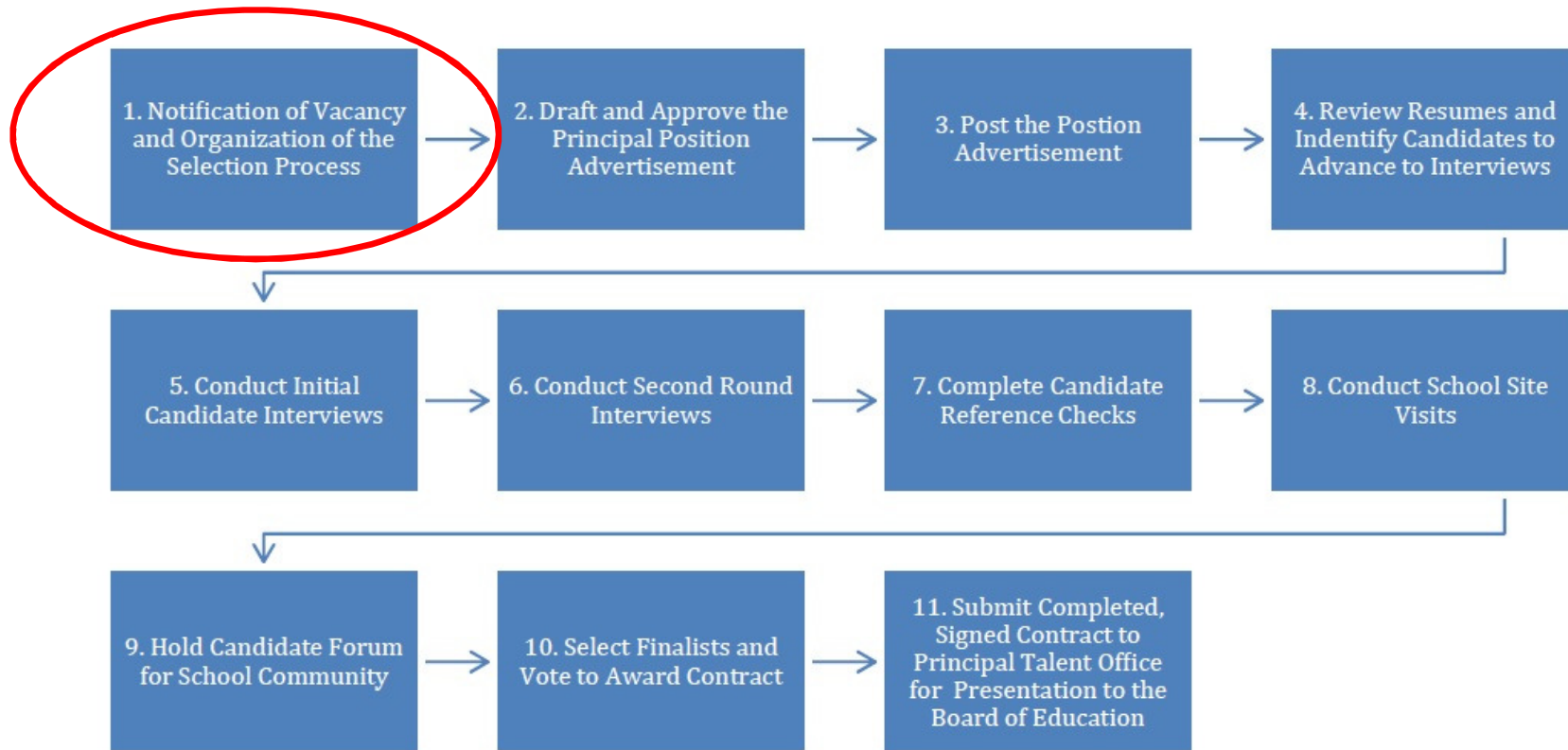
Principal Selection Process

October '24							November '24							December '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	30	1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31	1	2	3	4

- 96 Days until January 4, 2025
 - Includes 27 weekend days
 - Includes 18 weekday school days off
- 51 Business days (with school in session)

Principal Selection Flowchart

We are here



Step 1 – Notice & Organization

1. Notification of Vacancy and Organization of the Selection Process

- #1A LSC Votes to commence the Principal Selection Process
 - DONE - September 16th LSC Meeting
- #1B Organization of the Selection Process
 - May include forming Principal Selection Committee (All LSC, some LSC, or some LSC and Non-LSC)
 - LSC Members must vote in a meeting regarding the formation of the Principal Selection Committee
 - Goal: 9/30/2024

Step 2 – Draft Advertisement

2. Draft and Approve the Principal Position Advertisement

- LSC Members must vote in a meeting regarding an approval of a Principal Position Advertisement
 - Goal: 9/30/2024

Step 3 – Post Advertisement

3. Post the Position Advertisement

- Requires CPS Department of Principal Quality approval
 - Goal: 10/1/2024

Step 4 – Review Resumes

4. Review Resumes and Identify Candidates to Advance to Interviews

- Mandatory – All LSC members must review resumes.
- Scoring Rubric
 - LSC Members must vote in a meeting regarding the Scoring Rubric
- Identify Candidates to advance.
 - LSC must vote in closed session to determine candidates to advance
- Goal: 28 calendar days from Advertisement Posting

Step 5 – Initial Interviews (optional, but very likely)

5. Conduct Initial Candidate Interviews

- Interview Questions
 - LSC Members must vote in a meeting regarding the Interview Questions to be asked of all interviewed candidates
- LSC Members must determine (vote) as to who will conduct Interviews
- LSC must vote in closed session to determine candidates to advance
- Goal: 42 calendar days from Advertisement Posting

Step 6 – Second Interviews (optional)

6. Conduct Second Round Interviews

- Interview Questions
 - LSC Members must vote in a meeting regarding the Interview Questions to be asked of all 2nd-round interviewee candidates
- LSC Members must determine (vote) as to who will conduct interviews
- LSC must vote in closed session to determine candidates to advance
- Goal: 49 calendar days from Advertisement Posting

Step 7 – Reference Checks (optional, but likely)

7. Complete Candidate Reference Checks

- LSC Members must determine (vote) as to who will conduct Reference Checks
- Goal: 56 calendar days from Advertisement Posting

Step 8 – Site Visits (optional, but likely)

8. Conduct School Site Visits

- LSC Members must determine (vote) as to who will conduct Site Visits
- Goal: 56 calendar days from Advertisement Posting

Steps 10 and 11 – Contract

10. Select Finalists and
Vote to Award Contract

11. Submit Completed,
Signed Contract to
Principal Talent Office
for Presentation to the
Board of Education

- LSC Members must determine (vote) as to whether we will hold a Candidate Forum
- Goal: 63 calendar days from Advertisement Posting
 - A reasonable, but idealistic timeline would conclude on December 3, 2024
 - This would leave a buffer of 13 business days before Christmas Break

Principal Selection Committee (PSC)

- Subcommittee of the LSC
- The may delegate Principal Selection Process steps to the PSC
 - LSC Members must vote in a meeting to delegate tasks to the Principal Selection Committee
 - However, all LSC Members must review and score all resumes
- The PSC works for the LSC, not the other way around
- The PSC may consist of LSC Members only or LSC Members and non-LSC Members

PSC - Estimated Commitment

- 5-10 hours per week of time, plus Principal Selection Training (if not taken)
 - Certain tasks will require a lot of work in a short time (rubric development, scoring resumes)
- Sign Code of Conduct and Confidentiality Agreement
 - “Furthermore, I agree to keep all discussion, documentation, and information related to the Principal selection process completely confidential.”
- All Principal Selection Committee Members would not be allowed to publicly express dissatisfaction regarding the process

PSC - Estimated Commitment (continued)

- Attend all Regular and Special LSC meetings
- Attend all Principal Selection Committee meetings
- Develop a resume scoring rubric
- Review and score resumes
- Additional tasks related to Site Visits and Reference Checks

... and non-LSC Members have no vote. Just a recommendation to the LSC, that can and may vote otherwise

Survey Results

(Thanks to parent volunteers - Neil Farlow & Greg Gibson)

Assess the Needs of the School - Surveys

- Two surveys:
 - Teachers (anonymous)
 - 53 Responses
 - Parents/Community (anonymity optional)
 - 118 Responses
- Both surveys had open-ended elements, which worked out well
- Very thoughtful and interesting responses

Teacher Survey Rankings

When thinking about the qualities of a new principal, which are most important to you? Please rank the following in order of importance. (1 is the MOST important, etc.)

Instructional Leadership Experience [51 Total (10,5,11,8,9,5,3)]	15.5% (3rd)
Budget Experience [51 Total (1,3,5,5,5,13,19)] - <u>#1 for 6th & 7th-Place Votes</u>	8.9% (7th)
Continuity, Stability, and Institutional Knowledge [53 Total (12,9,4,11,10,3,4)] - <u>#2 for 1st & 2nd-Place Votes</u>	16.5% (2nd)
Management Style (Micro-Manager Vs Delegative Leadership) [52 Total (11,4,8,6,10,6,7)]	14.6% (4th)
Approachability [52 Total (2,8,6,8,10,12,6)]	12.6% (5th)
Knowledge of Staff, Students, and Community [53 Total (13,19,11,3,3,3,1)] - <u>#1 for 1st & 2nd-Place Votes</u>	19.7% (1st)
Knowledge of Curriculum and Pedagogy [53 Total (4,5,7,10,5,10,12)] - <u>#2 for 6th & 7th-Place Votes</u>	12.3% (6th)

Teacher Survey Question #1

What do you see as the current strengths of our school community?
(42 Responses)

Staff

Staff	28.7%	28.7%
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Adminstration

Administration	14.4%	
Organization	5.6%	
Communication	2.0%	22.0%

Community

Community	28.1%	
Culture	6.8%	
Students	1.2%	36.1%

Academics

Academic Rigor	7.5%	
SEL Capabilities	0.5%	8.0%

Other

Building	2.8%	
Diversity	1.4%	
Sports	0.6%	4.8%

Teacher Survey Question #2

Where do you see opportunities for growth within our school community?
(28 Responses)

Administration & Staff

Staff Collaboration	14.3%	
Maintain Momentum	14.3%	28.6%

Educational Support & Policy Improvements

SEL-ELL: Support Diver	16.1%	
Behaviorial Procedures	4.8%	
Vertical Alignment	1.8%	
Handbook	1.8%	24.4%

Academic Opportunity

Arts / Music	10.7%	
Academic Rigor	3.6%	
Curriculum	3.6%	17.9%

Inclusion & Culture

Diversity (staff) / Equity	12.5%	
Cultural Recognition	3.6%	
Mascot	1.2%	17.3%

Staff & Related

Professional Developme	6.5%	
Administration (incl posi	3.6%	
Substitute Availability	1.8%	11.9%

Parent/Community Survey Question #1

What are the school's highest priority problems, challenges, or needs?
(108 Responses)

<u>Academics</u>		
Academic Rigor (maintain or additional)	14.0%	14.0%
<u>Conflict</u>		
Bullying / Peer Conflict Resolution	13.5%	
Poor Discipline Policies	0.2%	13.8%
<u>Safety</u>		
Safety / Street-Crossing	10.8%	10.8%
<u>Social & Emotional Learning / 504</u>		
SEL Curriculum / Addressing SEL Needs	7.1%	
504 Adherence	2.2%	
Support for struggling learners	1.5%	10.8%
<u>Inclusion</u>		
Diversity (including of staff) / Equity / Inclusion	10.0%	
LGBTQ Advocacy	0.5%	10.5%
<u>Community</u>		
Maintaining Community / Environment / Culture	7.4%	7.4%
<u>Additional Class Offerings & Activities</u>		
STEAM/Art/Music	3.1%	
Specials Classes	0.8%	
Extra Offerings / Ambitious Instruction / Extracurricular	3.9%	7.7%

<u>Teachers/Staff</u>		
Teacher Retention / Development	4.1%	
Teacher Accountability (Grading)	2.5%	6.6%
<u>Budgeting and Resources</u>		
Budget / Funding / Downtown	2.8%	
Small Classroom Sizes	3.2%	6.0%
<u>Communication</u>		
Improve Communication with Parents	3.7%	
Transparency	0.9%	
Utilizing Parents (more)	0.5%	
Deficient Website	0.2%	5.4%
<u>Other Challenges / Deficiencies</u>		
Better Food (including Halal)	1.7%	
Before-care for Students	0.9%	
School Boundary Adherence	0.9%	
Too much tech	0.8%	
Explaining High School Choices	0.6%	
Address the Mascot	0.5%	
Library	0.3%	
Restrictive Policies	0.2%	
Eliminate Dress Code	0.2%	
Student Leadership	0.2%	
Too Much Testing/Homework	0.2%	
Not enough free time	0.2%	6.9%

Parent/Community Survey Question #1 – Alternate Analysis (Neil Farlow)

What are the school's highest priority problems, challenges, or needs?

(108 Responses)

Budget- 9- 9%

Opportunities-14- 13%

Rigor-16- 15%

Safety-17-16%

Culture-38- 36%

Staff-11-10%

Parent/Community Survey Question #3

What are the school's highest value strengths or successes?
(108 Responses)

Administration & Staff

Staff/Teachers	21.3%	
Administration (Communication & AP Endorsement)	15.2%	36.5%

Community

Community	16.5%	
Parents (incl PTO)	12.3%	
Students	1.4%	30.2%

Academics

Academic Rigor	13.2%	13.2%
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Inclusion

Diversity, Inclusion	7.6%	7.6%
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Community

Culture/Environment	5.5%	5.5%
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Other

Facilities	3.8%	
Specials & Activities	1.6%	
Safety	0.9%	
SEL	0.8%	7.0%

Parent/Community Survey Question #3 – Alternate Analysis (Neil Farlow)

What are the school's highest value strengths or successes?

(108 Responses)

Admin- 6- 6%

Staff-22-21%

Culture-40- 38%

Rigor-24-23%

Parents-13-12%

Opportunities-1-1%

Parent/Community Survey Question #5 (Greg Gibson analysis – page 1 of 5)

Is there something another school is doing that you would like to see done at Sauganash?

(90 Responses)

Curriculum:

- Expand support for multilingual learners, make language more priority x4
- Gifted Program, GSAC, International Baccalaureate program x3
- More In school enrichment opportunities x2
- Better 504 implementation, Increase focus on struggling students X2
- Less homework for primary grades x2
- School Garden / environmental science
- Tutoring opportunities
- Expand pre k programs
- Algebra program
- Digital citizenship lessons
- More focus on high school and career
- Consistent special scheduling

Parent/Community Survey Question #5 (Greg Gibson analysis – page 2 of 5)

Is there something another school is doing that you would like to see done at Sauganash?

(90 Responses)

Education Style:

- Training in Universally Designed Learning x2
- Skills based grading, uniform grading scale
- Change strict grading policies starting in 5th grade
- Reduce tech dependency
- More teacher training continuing education
- PFD (playtime, down time, family time) focus on work life balance
- Devices stay at school
- PE every day

Parent/Community Survey Question #5 (Greg Gibson analysis – page 3 of 5)

Is there something another school is doing that you would like to see done at Sauganash?

(90 Responses)

Behavior / Mental Health:

- Restorative Justice practices x3
- Social emotional skill building x3
- Take bullying more seriously x2, empathy programs
- More focus on kindness x2
- Focus on behavioral health x2

Parent/Community Survey Question #5 (Greg Gibson analysis – page 4 of 5)

Is there something another school is doing that you would like to see done at Sauganash?

(90 Responses)

Extracurriculars or Specials:

- Arts x5, CAPE, CPS lives
- Theater / musical x4
- Band, Orchestra x3
- Track program for younger kids and all X2
- Sports for all grades, more offerings x2
- Before school care x2
- More teacher/school involvement in the DC trip planning and execution x2
- More Afterschool enrichment opportunities
- Dance
- More leadership opportunities (the leader in me)
- Esports club
- Holiday performance for all, not half
- Overnight trips

Parent/Community Survey Question #5 (Greg Gibson analysis – page 5 of 5)

Is there something another school is doing that you would like to see done at Sauganash?

(90 Responses)

Community / Diversity:

- Inclusionary workshops, assemblies. X15 Partner with agencies like (response for teens). Pride, womens history month, black history month, etc, no daddy donuts, no mother tea.
- Diversify teaching staff x2
- Communication with non-school family neighbors
- More open communication
- Halal food

Physical Facility / Security:

- More Security, locked classrooms x2, tip lines and clear protocols
- Upgrade the library, full time librarian x2
- Smaller class sizes

Parent/Community Survey Question #6 (Greg Gibson analysis)

Is there anything else you can think of that will help us identify or recruit the best possible principal for our school?

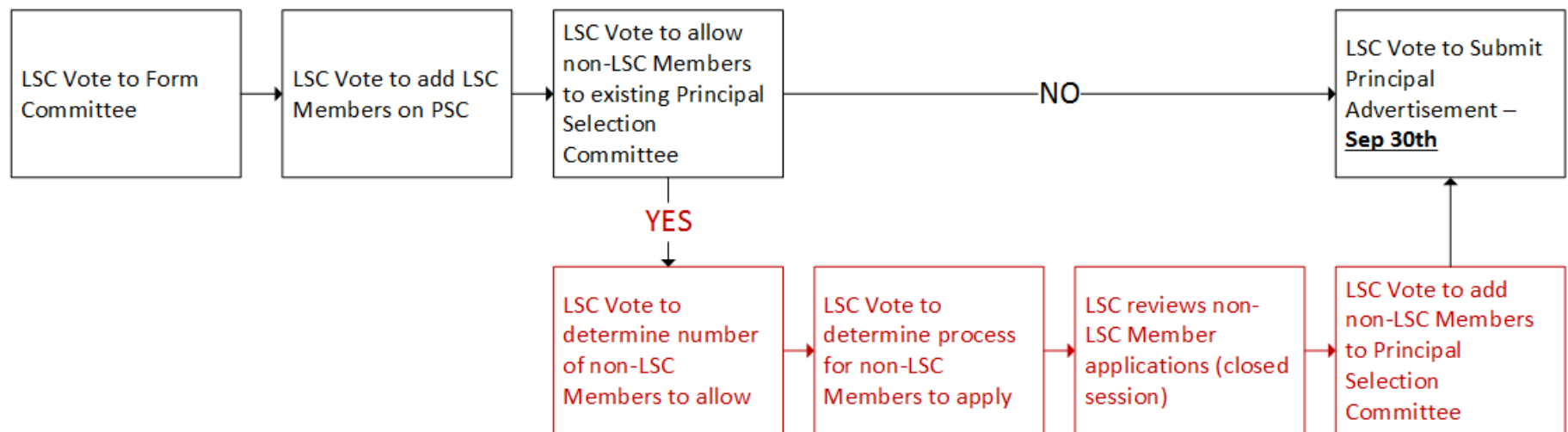
(71 Responses)

LSC Process:

- Opportunities for Community involvement, panels, forums, committees, meet the candidates x4
- Process Fairness, Free of personal bias, Transparency x3
- Parent involvement (Including those with 8-6 jobs) x3
- Look past a candidate with perfect responses. Ask why they left other situations. Dig into difficult topics x2
- Make sure each grade level is represented.
- Visit candidates at their current school.
- Include dialogue from various stakeholders.
- Engage the Department of Principal Quality
- Hire an interim Principal to finish the year. Do a full year search.
- Diversify the hiring committee
- Establish a clear and consistent rubric

Motions, Discussions, Vote

Adding Non-LSC Members to the PSC Process



(ADDITIONAL STEPS THAT WILL TAKE TIME)