August 15, 2006

MEMO

TO:   Illinois State Board of Education

RE:   Summary of Planning Discussions held on August 10th

SEARCH PROCESS

All board members participated in the planning session either in person or via telephone connection. The flow chart outlining the search process was reviewed and questions raised were answered.

CALENDAR FOR SEARCH

The following calendar was agreed upon. It can be modified if an unexpected circumstance should arise which would make it impossible for all board members to participate in any of the critical steps.

Leadership Profile interviews with board members & staff   Aug. 24
Leadership Profile meeting with entire Board   Aug. 25 – 11 am
       (develop proposed criteria)   Sept. 1-15
Leadership Profile focus groups   Sept. 11-16
Leadership Profile open public sessions
Leadership Profile Report presented to Board   Oct. 19
       (criteria finalized)
Progress Report for Board   Nov. 16
Progress Report for key stakeholder groups   Nov. 18 at
       (all groups involved in focus groups)   Triple I meeting
Seminar for interviews & final stages of search process   Feb. 5
Slate presented to Board   Feb. 5, after seminar
Initial interviews with semi-finalists   Feb. 7-16
Board meets to identify finalists   after final interview
Board interviews finalists   Feb. 19-23
Board meets to identify preferred candidate   Feb. 23 or 24
Board members visit home site of finalist, if appropriate   Feb. 24 - 27
Announcement of appointment   Feb. 28
Superintendent assumes responsibilities   as soon as practical

LEADERSHIP PROFILE REPORT DEVELOPMENT

1 Chris Ward will be finalizing dates and times at an upcoming Board Meeting.
The Board suggested HYA meet with the following individuals and groups to discuss and critique the proposed criteria that the Board will be developing on August 25, and provide input, as appropriate, relative to the search. Jean Ladage will work with the appropriate ISBE staff members to coordinate the scheduling of the individuals and groups, as well as securing locations for the interviews, focus groups and general meetings. Follow-up letters, usually over the signature of the Board President, should be sent confirming the interview and focus group appointments. Sample letters that can be modified and used for this purpose will be sent to you tomorrow.

**Individuals**
- State Board Members
- Superintendent Dunn
- Interim Superintendent Designee
- Chair and Vice-Chair of House Education Committee
- Chair and Vice-Chair of Senate Education Committee
- Minority spokesperson and another minority member of House Education Committee
- Minority spokesperson and another minority member of Senate Education Committee
- Governor or designee
- Candidate for Governor or designee
- NASBE – Brenda Welburn (via telephone)

**Groups**
- State Board
- Superintendent’s Senior Staff
- Governor’s staff, if requested
- Candidate for Governor’s staff, if requested
- State Legislators
- ISBE administrative staff – Chicago
- ISBE staff – Chicago
- ISBE administrative staff – Springfield
- ISBE staff - Springfield
- AFSME
- ED-RED leadership
- IASA leadership
- IASB leadership
- IEA leadership
- IFT leadership
- IPA leadership
- IPTA leadership
- LEND
- LUDA leadership
- ROE Superintendents
- SCEIU (Chicago)
- SCOPE

*LEADERSHIP PROFILE REPORT DEVELOPMENT* - continued
Groups – continued
5-8 open public session throughout state – possible sites: Belleville, Chicago, Danville, Gurnee, Lombard, Mt. Vernon, Quincy and/or Springfield

INTERVIEW SCHEDULE – BOARD MEMBERS

HYA will interview ISBE board members in Bloomington on August 23 and 24 according to the following schedule:

<table>
<thead>
<tr>
<th>Consultant A</th>
<th>Consultant B</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23</td>
<td></td>
</tr>
<tr>
<td>5:00 – 5:45 p.m.</td>
<td>Brenda Holmes</td>
</tr>
<tr>
<td>August 24</td>
<td></td>
</tr>
<tr>
<td>7:15 – 8:00 a.m.</td>
<td>Andrea Brown</td>
</tr>
<tr>
<td>5:00 – 5:45 p.m.</td>
<td>Joyce Karon</td>
</tr>
<tr>
<td>5:45 – 6:30 p.m.</td>
<td>Vinni Hall</td>
</tr>
<tr>
<td>7:45 – 8:30 p.m.</td>
<td>Chris Ward</td>
</tr>
</tbody>
</table>

Superintendent Dunn, Designee for Interim Superintendent and Senior staff (cabinet) will be scheduled for their interviews on these days, if available.

LEADERSHIP PROFILE ASSESSMENT FORM

Attached is a revised Leadership Profile Assessment Form that incorporates the minor changes made at the meeting. The form should be included with the letters of invitation to the interviews/focus groups, distributed at the open sessions and made available on the State Board web site for those who may be unable to attend an interview, focus group or general session.

BOARD LIAISON DURING SEARCH

Chris Ward will be the liaison between the Board and HYA during the search.

HYA LIAISON AND CONSULTANTS

Bill Attea will be the liaison and primary consultant for HYA. A number of associates will be involved with the Leadership Profile data collection and in other facets of the search, as appropriate.

NUMBER OF CANDIDATES TO BE PRESENTED

Up to five qualified candidates tentatively prescheduled for interviews will be presented to the Board on February 5.
INTERNAL CANDIDATES

Internal candidates who express an interest in the position will be evaluated in the same manner as all other candidates and will be provided a screening interview by HYA. If they are deemed to be competitive with the external candidates, they will be presented to the Board.

SALARY AND FRINGE BENEFITS

The Board will discuss and provide a compensation package ceiling as a guide for the consultants in recruiting. The preferred candidate’s present compensation package will be the most significant factor in determining his/her salary and compensation package. Generally, it takes about a 15% increase to recruit someone to leave his/her current position. The compensation ceiling will not be advertised but used as a guideline by the consultants as they recruit candidates and respond to inquiries. If an attractive potential candidate would require a compensation package beyond the established ceiling, HYA will discuss the candidate with Chris Ward before excluding him/her.

NATIONAL POSTINGS

The position will be advertised in Education Week and on Education Week's web site; in the Chronicle of Higher Education, on AASA’s web site; in regional and state newsletters and in other publications as appropriate. The position has been posted on HYA’s web site with a direct link to ISBE’s web site.

COMMUNICATING WITH THE PRESS

HYA will refer all requests for comment by the press to Chris Ward.

If there are any questions related to any of the above items, please give me or Marcia Tingey a call. Marcia is HYA’s Administrative Assistant who can handle many of the process questions that board members and candidates tend to have during the search.

Again, thank you for selecting Hazard, Young, Attea & Associates, Ltd. (HYA) to assist you with your search. We look forward to helping you with this most important responsibility.

Sincerely,

Bill Attea
## Contact numbers for Hazard, Young, Attea & Associates, Ltd. and Bill Attea

<table>
<thead>
<tr>
<th>HYA: Office Staff: Marcia Tingey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonnie Kersten</td>
</tr>
<tr>
<td>Phone: 877-724-8465 (toll free)</td>
</tr>
<tr>
<td>Fax: 847-724-8467</td>
</tr>
<tr>
<td>Email-office: <a href="mailto:office@hyasearch.com">office@hyasearch.com</a> (preferred when communicating with Marcia/HYA)</td>
</tr>
<tr>
<td>Web site: <a href="http://www.hyasupersearches.com">www.hyasupersearches.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bill Attea: Home: 847-729-5119 or 888-729-5119 (toll free)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellular: 847-910-0384</td>
</tr>
<tr>
<td>Email home: <a href="mailto:billattea@comcast.net">billattea@comcast.net</a> (preferred)</td>
</tr>
<tr>
<td>Email office: <a href="mailto:billattea@hyasearch.com">billattea@hyasearch.com</a></td>
</tr>
</tbody>
</table>
Your response to the following questions will help the Board develop a profile of leadership qualities for the new State Superintendent. Please bring your completed form to your meeting with the consultants or mail/fax it to them at the address/fax number on the reverse side.

PLEASE CIRCLE THE GROUP YOU REPRESENT:

Educator            ISBE Staff            Parent            Resident in State            Other:________________

1. What do you consider to be the two or three most significant strengths of Education in the State of Illinois?

2. What do you consider to be the two or three most significant challenges or issues facing Education in Illinois?

3. Please share two or three characteristics which you would like to see in the new State Superintendent of Education:

- over, please -
4. Please share any additional thoughts below:

5. If you would like to nominate someone you feel would make an excellent State Superintendent, please send your nominee’s (nominees’) name and address or phone number to Hazard, Young, Attea & Associates, Ltd. at the address or phone numbers listed below, or via email to office@hyasearch.com. If you prefer, you may list your nominee’s name and contact information on this form.

Thank you for your comments. Please bring this completed form to your session with the consultants or return it by October 10th to:

HAZARD, YOUNG, ATTEA & ASSOCIATES, Ltd.
1151 Waukegan Road, Glenview, IL 60025
847-724-8465 Fax: 847-724-8467
Email: office@hyasearch.com
Website: www.hyasupersearches.com