

July 23, 2014

**AMEND BOARD REPORT 13-0227-PO2  
ADOPT A NEW PRINCIPAL ELIGIBILITY POLICY**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Board amend Board Report 13-0227-PO2, the Principal Eligibility Policy.

**PURPOSE:** The Board wishes to establish and administer a rigorous and structured eligibility system to ensure candidates for principalships in the Chicago Public Schools meet high standards of competency, professionalism and preparation and embody the qualities and characteristics the District values most in its educational leaders. The Board wishes to ensure that candidates for a principal's contract at a CPS school principalship, whether on a contract, interim or acting basis satisfy the eligibility criteria outlined in this Policy and are active members of the CPS Principal Candidate Pool maintained by the Chief Executive Officer or designee unless an enumerated exception applies.

**POLICY TEXT:**

**I. PRINCIPAL CANDIDATES:**

**A. Membership Application:** Persons seeking membership in the CPS Principal Candidate Pool must apply to the Chief Executive Officer or designee. Membership in the Pool is determined by the Chief Executive Officer or designee in accordance with the following criteria and considerations:

1. State and District Requirements: Applicants must possess and maintain the certifications, endorsements and qualifications required by the Illinois State Board of Education that authorize the applicant to serve as a public school principal in the State of Illinois. The Chief Executive Officer or designee may establish timelines for Pool applicants and members to satisfy the evaluator qualification requirements specified in 105 ILCS 5/24A-3. Applicants must also satisfy the Board's employment requirements set out in Board Rule 4-4 and continue to do so during the course of their employment.

2. Standards of Conduct and Professionalism: Applicants must satisfy a background screening to determine if s/he meets the high standard of conduct and professionalism expected of CPS Principals. The background screening will consider an applicant's criminal history, discipline/misconduct history and other background checks and will consider the type, frequency and circumstances of any history of misconduct, violation or discipline. Examples of conduct which would not satisfy the high standards expected of CPS principals include verbal abuse of students, physical abuse, sexual harassment, sexual abuse, discrimination, ethics violation, fraud, theft, insubordination and retaliation.

3. Screening Assessments: The Chief Executive Officer or designee shall evaluate applicants for the requisite knowledge, skills and abilities to serve as a CPS principal using a screening process and uniform standards for measuring and assessing applicants for the required competencies. The screening process may include assessments of an applicant's accomplishments and experience as well as competency-based assessments. An applicant who is re-applying within 12 months of their first failed application is not required to repeat assessments that s/he successfully passed during their first attempt.

4. Exclusions: The Chief Executive Officer or designee shall exclude from consideration for membership in the CPS Principal Candidate Pool applicants who:

- (a) have been convicted of criminal offenses set forth in Section 34-18.5 of the School Code;
- (b) have been convicted of any other felony offenses within seven years of their application for admission to the Pool;
- (c) are, at the time of their application, performing as a principal under subject to a corrective action plan under the Board's policy regarding the performance management and discipline professional support and remediation of principals or are otherwise subject to a performance management plan (e.g. performance improvement plan, teacher remediation plan, etc.);
- (d) have been dismissed for cause from CPS employment;

- (e) have been removed from a CPS principalship pursuant to Sections 34-8.3 or 34-8.4, unless, after a written request by the applicant, the Chief Executive Officer or designee has restored the individual's eligibility to apply for membership in the CPS Principal Candidate Pool;
- (f) applied twice for membership in the Pool within twelve (12) months preceding the date of the application under consideration and were not admitted;
- (g) have been rejected two times after March 1, 2013 for membership in the CPS Principal Candidate Pool, except when a defined period of time, as determined by the Chief Executive Officer, has elapsed where three calendar years have expired since the date of the last rejection. (A three-year exclusion for consecutive rejections issued under the prior policy, Board Report 08-1217-PO2, shall continue for the established period);
- (h) has exceeded the maximum number of total applications permitted to an applicant as determined by the Chief Executive Officer or designee;
- ~~(i)(h)~~ have not satisfied the requirements set out in Sections I.A.1, 2 and 3; or
- ~~(j)(i)~~ have provided false, misleading or inaccurate information on their application or at any time during the admissions process to the Pool.

The Chief Executive Officer or designee may also exclude from consideration for membership in the CPS Principal Candidate Pool applicants who have been rated as "does not meet", "unsatisfactory", "needs improvement" or "developing" on their most recent performance rating, or have a record of performance that does not meet the high standards necessary to serve as a principal established by the Chief Executive Officer.

Notwithstanding the application restrictions noted in Section I.A.4.(f), (g) and (h) above, the Chief Executive Officer or designee may restore an individual's eligibility to apply for membership in the CPS Principal Candidate Pool when the Chief Executive Officer or designee deems it appropriate under the circumstances.

5. Exceptions for Incumbent Sitting CPS Principals who are Not Current Members of the CPS Principal Candidate Pool as of March 1, 2013: Incumbent Sitting CPS Principals as of March 1, 2013 who are not current members of the CPS Principal Candidate Pool are not required to be members of the Pool for renewal of their existing Uniform Principal's Contract to continue serving at their current school. Such Incumbent Sitting CPS Principals are, however, required to become a member of the CPS Principal Candidate Pool in order to qualify for a new CPS principalship at a school other than where they are currently serving as principal. Such Incumbent Sitting CPS Principals may seek admission to the Pool by applying in accordance with Section I.A, except they shall be granted:

- (a) an abbreviated application process and an exemption from the initial interview process, and
- (b) an exemption from screening assessments required under Section I.A.3 if the Incumbent Sitting CPS Principal has received at least a "proficient" rating on their two most recent CPS performance ratings under the new principal evaluation system established under Board Report 13-0123-EX5, as may be amended, and in addition, will review the evaluation from their Local School Council, if available. This exemption will first be available to eligible Incumbent Sitting CPS Principals after evaluations and ratings are given for performance for the 2013-2014 school year. Provided, however, that Incumbent Sitting CPS Principals who have received at least a "proficient" rating for performance during the 2013-2014 school year and who apply for membership in the Pool before 2014-2015 performance evaluations occur will be granted this exemption. Thereafter, the two most recent year's performance ratings will be reviewed to determine eligibility for this exemption.

6. Exceptions for Veteran Principals from Outside the District: The Chief Executive Officer or designee may waive the screening assessment required under Section I.A.3 for a veteran principal from outside the District who has a proven record of performance that satisfies the high standards established by the Chief Executive Officer or designee and who demonstrates that s/he is exceptionally qualified to serve as a CPS principal.

**B. Membership Continuation and Expiration:** Membership continuation and expiration is determined by the Chief Executive Officer or designee in accordance with the following criteria and considerations. For individuals who are members in the CPS Principal Candidate Pool as of March 1, 2013 and individuals granted new or renewed membership in the Pool after March 1, 2013, their membership shall continue provided s/he: (i) maintains valid and current licenses, certifications, endorsements and qualifications; (ii) has received at least a "proficient" rating on their two most recent CPS performance evaluations, and in addition, will review the evaluation from their Local School Council, if available, ~~beginning with evaluations for performance for the 2013-2014 school year;~~ (iii) has served during three of the last five years as a CPS principal or supervisor of a CPS teacher or supervisor of a CPS principal or in a leadership position in education; and (iv) does not otherwise qualify for removal from the CPS Principal Candidate Pool. If a member does not qualify for continued membership, their membership shall be deemed expired and the member may seek readmission to the Pool only by applying in accordance with Section I.A. Upon adoption of this Policy, if a member is employed in a non-administrative or non-leadership position for more than two years, their membership shall be deemed expired and the member may seek readmission to the Pool only by applying in accordance with Section I.A.

**C. Membership Removal:** The Chief Executive Officer or designee shall remove individuals from the CPS Principal Candidate Pool, who, during their membership:

1. have been found to no longer meet the State and District Requirements set forth in Sections I.A.1;
2. have been convicted of criminal offenses set forth in Section 34-18.5 of the School Code;
3. have been convicted of any other felony offense;
4. are principals placed on a corrective action plan under the Board's policy regarding the performance management and discipline professional support and remediation of principals, but only until the corrective action plan is successfully completed;
5. are individuals not eligible for a principal corrective action plan, but are otherwise subject to a performance management plan (e.g. performance improvement plan, teacher remediation plan, etc.) or have a record of performance that does not meet the high standards necessary to serve as a principal established by the Chief Executive Officer;
- ~~6.5-~~ have been dismissed for cause from CPS employment; or
- ~~7.6-~~ have been removed from a CPS principalship pursuant to Sections 34-8.3 or 34-8.4, unless, after a written request by the individual, the Chief Executive Officer or his/her designee has restored the individual to the Pool.

The Chief Executive Officer or designee may also remove individuals from the Pool, who, during their membership are found to no longer meet the high standards of conduct and professionalism set out in Section I.A.2. of this Policy. In such instances, a removal determination shall consider the type, frequency and circumstances of the violation or misconduct. Examples of conduct which would not satisfy the high standards expected of CPS principals include verbal abuse of students, physical abuse, sexual harassment, sexual abuse, discrimination, ethics violation, fraud, theft, insubordination and retaliation. The Chief Executive Officer or designee may also remove individuals from the Pool, who, during their membership have provided false, misleading or inaccurate information regarding their qualifications to continue in the Pool.

**D. Guidelines and Uniform Standards.** The Chief Executive Officer shall establish uniform written standards to ensure that members in the CPS Principal Candidate Pool satisfy, and continue to satisfy, high measures of competency, professionalism and preparation and embody the qualities and characteristics needed to serve as an effective educational leader. The Chief Executive Officer shall establish guidelines for the effective implementation of this policy and related standards.

## **II. PRINCIPAL SELECTION:**

**A. Contract Principals.** The Local School Council, the Chief Executive Officer and the Board shall only select individuals who are members of the CPS Principal Candidate Pool to serve as a contract school principal, ~~whether on a contract, interim or acting basis~~, subject to the following exceptions:

1. Incumbent Sitting CPS Principals as of March 1, 2013 who are not members of the Pool are not required to become a member of the Pool for renewal of their existing Uniform Principals Contract to remain principal at the same school; and

### **B. Interim Principals**

2. The Chief Executive Officer CEO may assign a ~~former contract or interim principal licensed administrator~~ to serve as a school's interim or acting principal regardless of whether he or she is a member of the Pool, if, in the Chief Executive Officer's judgment, the ~~former contract or interim CPS principal licensed administrator~~ has a proven record of performance based on the high standards established by the Chief Executive Officer with the Board that demonstrates that he or she is exceptionally qualified to serve the particular needs of the school to which he or she will be assigned.

## **III. TALENT OFFICE RESPONSIBILITIES:**

1. The Talent Office shall establish and manage an objective, fair and rigorous process to evaluate applicants to the Pool and to evaluate current members for eligibility to continue their membership in the Pool.

2. Upon request, the Talent Office will provide direct feedback to an applicant on their application for membership in the Pool.

3. The Talent Office will ensure Local School Councils receive Candidate Profile reports that detail a Pool member's knowledge, skills and abilities, criminal history and relevant CPS personnel history.

4. Members of the Pool may submit written appeals to the Chief Talent Officer requesting modification of their Candidate Profile to include a written clarification or rebuttal of information or to remove information from the Candidate Profile.

5. The Chief Talent Officer may establish all necessary protocols and procedures necessary for the effective implementation of the principal eligibility system specified in this Policy.

## **IV. DEFINITIONS:** For purposes of this Policy, the following definitions apply:

1. "CPS Principal Candidate Pool" or "Pool" means a list of individuals who have been determined under this Policy or the prior policy (Board Report 08-1217-PO2) to be qualified to seek or be selected for a CPS principalship on a contract basis or on an interim or acting basis, which list excludes those individuals whose membership in the Pool has expired or who have otherwise been removed from the Pool.


2. "Applicant" means a person who is seeking membership in the CPS Principal Candidate Pool.

3. "Member" means a person who has been admitted to the CPS Principal Candidate Pool and excludes those individuals whose membership in the Pool has expired or who have been removed from the Pool.

4. "Candidate Profile" means a report on a member's knowledge, skills and abilities, criminal history and relevant CPS personnel history.

**LEGAL REFERENCES:** 105 ILCS 5/24A *et seq.*; 105 ILCS 5/34-2.2; 105 ILCS 5/34-2.3; 105 ILCS 5/34-8; 105 ILCS 5/34-8.1; 105 ILCS 5/34-16; 105 ILCS 5/34-18; 105 ILCS 5/34-18.5.


Approved for Consideration:

  
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