

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Special Meeting Minutes**  
**Thursday, January 12, 2023**

President Vastalo called the meeting to order at 6:30 pm. Roll call: Andrews, Hix, McVey, President Vastalo. Absent: McKay.

Motion Commissioner Vastalo, second Commissioner Hix to approve agenda as submitted. Roll call: Ayes: Andrews, Hix, McVey, President Vastalo. Nays: None. Absent: McKay. Motion passed 4/0.

**Communication from the Public**

None

**Open Discussion**

- A. President Vastalo asked for a timeline to be developed for the filling of the open Executive Director position. After input from Board, the following timeline was finalized.

<b>Date</b>	<b>Description</b>
<b>Monday, January 16, 2023</b>	Posting of Job
<b>Monday, February 13, 2023</b>	Closing Date of Job
<b>Wednesday, February 15, 2023</b>	Board to submit thoughts of candidates to Sue
<b>Thursday, February 16, 2023</b>	Executive Session – to narrow candidates to 6
<b>Saturday, February 25, 2023</b>	First Round Interview Session Interviews: 9:00, 10:00, 11:00 Noon – Lunch Interviews: 1:00, 2:00, 3:00 4:00 Board discussion
<b>Thursday, March 2, 2023</b>	Second Round Interview Session Interviews: 5:00, 6:00, 7:00
<b>March 3 to March 15</b>	Reference Checking Period
<b>Thursday, March 16, 2023</b>	Board Meeting: Final decision of candidate
<b>Friday, March 17, 2023</b>	Target date of communication of job offer
<b>March 20 – March 31</b>	Background Checking Period
<b>Monday, May 1, 2023</b>	Target Start Date

- B. Bolingbrook residency of Executive Director was discussed. After Board discussion, Bolingbrook residency will be required, however the timeline is negotiable.
- C. Posting of Salary was discussed. After Board discussion, it was determined to list the starting wage at \$144,000+ (Commensurate with experience).

**Announcements**

There were no announcements

**Adjournment**

Commissioner Vastalo made a motion to adjourn from the Special Meeting at 7:56pm. Second Commissioner Andrews. All in Favor "Ayes".

**Minutes Verification Signature**



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**Bolingbrook Park District Board Secretary**  
**Jake McVey**

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