

To: Board of Education

From: David Cunningham, director, human resources & legal services, ext. 4937

Re: Summary of Superintendent Search Options/Procedures & Possible Action

Date: December 3, 2015

Background:

On Monday, November 23, 2015, Superintendent Rick Doll tendered his resignation effective June 30, 2016. The board voted to accept his resignation; therefore, the board has requested information on the options for conducting a search to identify and hire the next superintendent with a start date of July 1, 2016.

There are essentially two options: first, the search can be organized and conducted by staff in the Human Resources Department. Second, the board can contract with an outside executive search firm to conduct the search with HR staff providing support to facilitate the outside firm's work. The goal of either approach is the same: to locate and hire the individual who is best suited to lead the district in the direction determined by the board.

The essential steps in the search process include the following:

1. School board determination whether to hire an outside executive search firm to assist in the process.
2. If the board determines an outside firm should conduct the search, proposals are reviewed and interviews conducted to make final selection.
3. Post and advertise vacancy.
4. Develop schedule for search process.
5. Conduct focus group meetings with staff and community for purpose of receiving input on their perspectives regarding the district's strengths, issues of concern and characteristics the new superintendent should possess.
6. Conduct board work session to formally determine search criteria/desired characteristics.
7. Review applications to determine those candidates fitting the desired characteristics.
8. Perform reference checks.
9. Board work session to review interview process and slate of candidates.
10. Board conducts interviews and selects finalists.
11. Conduct staff/community candidate question/answer sessions.
12. Board conducts final interviews.
13. Board selects preferred applicant.
14. Board conducts on-site visit to preferred candidate's current district.
15. Board offers position and finalizes contract details.
16. Public announcement.

This is a general set of procedures that will be refined once the board makes a decision on who will conduct the search.

The relevant dates to keep in mind are as follows:

Resignation:	Monday, November 23, 2015
Latest date for board decision to meet June deadline:	Monday, May 23, 2016
Statutory resignation:	Friday, June 3, 2016
First contract day:	Friday, July 1, 2016
Administrator's Back-to-School Meeting/PD	Week of July 20, 2016
First staff day (new):	Tuesday, August 2, 2016
First staff day (returning) with Convocation	Friday, August 12, 2016
First student day:	Wednesday, August 17, 2016

Once contract terms have been settled, Dr. Doll and the new superintendent can begin discussions regarding transition procedures. Staff will be involved as determined by Dr. Doll and the incoming superintendent.

Recommendation:

There is no recommendation at this time.

Possible Motion:

"I move the Board of Education interview prospective executive search firms for the purpose of selecting the next superintendent."