

To: Board of Education

From: David Cunningham, executive director, human resources/chief legal counsel, ext. 4937

Re: Superintendent Search

Date: July 20, 2017

Background:

The board indicated it would begin a superintendent search with the goal of having the selection complete in March of 2018.

The board has two options for conducting a superintendent search. The search can be done “in-house” by assigning the task to our human resources department. The other option is to hire a search firm to conduct the search with human resources providing support. The board has hired a firm to conduct the last two searches.

Each firm has its own process, but the timeline would be something like the following:

July 24	Board discussion and decision regarding use of search firm
July 25	Human Resources would prepare and send out RFI to selected firms
August 14	Board screen RFI submissions
August 28	Board interview selected firms and make selection
August 29	Search firm commences search
August-December	Search in progress
January	Screen potential candidates
February	Interview candidates
March	Select superintendent

This timeline is aggressive at the beginning to ensure adequate time for the firm to complete the search in a timely manner.

Recommendation:

Staff recommends the board hire a firm to conduct the search for a new superintendent. Our human resources department can coordinate this process and provide the necessary support.

Motion:

“I move that the Board of Education approve the use of a search firm and direct staff to initiate the process for the purpose of selecting a superintendent for the 2018-19 school year.”