



ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT

Superintendent Search Planning Meeting

Odessa, TEXAS
November 27, 2018





ECTOR COUNTY ISD

Superintendent Search Team

Rick Berry, Senior Associate

Peter Flynn, Senior Associate

Nola Wellman, Senior Associate





The Search Process

- **Overview of Major Tasks and Activities**
- **ECTOR COUNTY ISD Board May Modify Content or Structure of the Process**
- **Primary Consultants From Beginning to End**
 - **Rick Berry, Peter Flynn and Nola Wellman**



ECTOR COUNTY ISD

Outcome of Tonight's Planning Meeting

- **Customized Search Process for ECTOR COUNTY ISD**
 - **Calendar for Key Events and Meetings (Board)**
 - **Understanding of the Steps to the Search Process**
 - **Board and Consultant Responsibilities**
 - **Understanding of Online Survey and its use**
 - **Awareness of the Use of the Leadership Profile**
 - **Setting of Key Components –**
 - **e.g. Communications; Liaison**



Engage Phase

- Plan
- Survey about District
- Conduct Interviews and focus groups
- Present Leadership Profile
- Board approves profile and Ad content



HYA Executive Search
Hazard, Young, Attea & Associates

1475 East Woodfield Rd, 14th Floor | Schaumburg, IL 60173 | hya@ecragroup.com | 847.318.0072 | www.ecragroup.com



Recruit Phase

- **Advertise**
- **Pro-active recruitment**
- **Receive applications and correspond with applicants.**
- **Screen, interview, and reference check**
- **Prepare application materials for Board**
- **Begin drafting interview questions**





Select Phase

- › Interview Workshop
- › Script for Interviews
- › Present slate
- › Facilitate first and second round (spouse) interviews and de-brief
- › Deep Background Check; Due Diligence
- › Site Visit ; Negotiate Contract





Transition Phase

- › **Board Appoints**
- › **Correspond with semi-finalists**
- › **Assist with Success Plan**
- › **Support Transition**

Optional Transition Services

- **Board Governance Workshop**
- **Superintendent goal setting and evaluation**
- **Strategic planning**
- **Governance dashboards**
- **First Year Mentoring**





Leadership Profile Development

- Community Engagement
 - **TOPICS**
 - Strengths of the District
 - Challenges Facing District
 - Leadership Competencies
 - Personal Attributes
 - Areas of Expertise
 - Administrative Style
 - What Community Offers to Attract Candidates
 - Names of Possible Candidates
- **COMPILATION OF LISTENING SESSION**



Community Engagement

- **Individual Conferences?**

- 1-7 Board Members

- 8. Interim Superintendent of Schools

- 9. Other??

Community Engagement

- **GROUPS and ORGANIZATIONS- Special/Open?**
 10. Education Foundation of Odessa Board
 11. Elected/Appointed Officials;
 12. Service Club Leaders/Chamber of Commerce
 13. **Others Partners, e.g. Higher Ed- Odessa College or UTPB?**

Community Engagement

- **GROUPS and ORGANIZATIONS- Special/Open?**
 14. Teacher Leadership
 15. Classified Staff Leadership (Custodian, Secretaries)
 16. PTA Executive Leadership District-wide
 17. Student Leadership – from High Schools
 18. Central Office Administration
 19. Central Office Support/Classified Staff
 20. School Administrators

Additional Groups?



Community Engagement

- **Open Meetings?**
 21. Staff Late Afternoon
 22. Public Morning Option
 23. Public Evening Meeting

Groups o.k. to schedule?

On- Line Survey

- Research Proven Characteristics
 - Prioritize Those Critical to ECTOR COUNTY ISD
 - Email alert and reminder
 - Disaggregate by **Groups – Board plus ?**
 1. Board of Trustees
 2. Administrators
 3. Community Members
 4. Parents of ECTOR COUNTY ISD Children
 5. Support Staff
 6. Teachers
 - Students ?
- Dates and Survey Groups o.k.? Languages?**

Communication During Search



- Board Portal
- Email communication
- Calendar for entire search
- Workshops-critical steps
- Support in developing all needed materials
- Facilitation of interviews and discussions
- Support in negotiating a contract
- Search notebook



Board Portal

847.318.0072 questions@ecragroup.com

Twitter LinkedIn Contact Login Events Search



HYA Executive Search
Hazard, Young, Attea & Associates

[HOME](#)

[PROPOSE](#)

[ENGAGE](#)

[RECRUIT](#)

[SELECT](#)

[TRANSITION](#)

US School District 50 Sample Board Portal

Search Lead: Dr. John Gatta

Welcome to the Board Portal. All information associated with the HYA Signature Search Process is available via this website and organized by search phase.



Propose

The HYA Search Proposal and Letter of Agreement.

[Learn More](#)



Engage

Engage the Board stakeholders and develop a leadership profile and selection criteria that matches the priorities of the community.

[Learn More](#)



Recruit

Leverage HYA's extensive national network of over 150 nation-wide consultants to identify and recruit qualified leaders.

[Learn More](#)



Select

Select among a slate of highly qualified candidates aligned to priorities of the community.

[Learn More](#)



Transition

Appoint and communicate the hiring of the new superintendent, and provide the transition services.

[Learn More](#)



HYA Executive Search
Hazard, Young, Attea & Associates

Arriving at Preferred Candidates

- **Confidential Search- Advantages vs. Open Search ?**
- Application Process
- **Restrictive Qualifications for Candidates –**
 - Allow the funnel for candidates to remain large and
 - Or does Board want to require **Doctorate? Experience as a Superintendent? Others?**

Which approach do you prefer?

- First Round of Interviews with Board
 - **Five or Six?**
- Internal Candidates ?
 - **As Competitive with Others in First Round**



Salary and Fringe Benefits

- “Regionally Competitive”
- Total Compensation
 - Salary
 - Annuities, Retirement Payments, Life Insurance, Auto Allowance, Housing Allowance
 - Other benefits available to all administrators
- Other
 - Moving Expenses

(Guidance when Leadership Profile has been developed.)

National Regional and Local Postings

- **Three Advertising Packages ?**
 - ***\$1750-\$4000 varying postings and duration***
 - ***Education Week Print and Online- Showcase ad***
 - ***AASA Job Site – upgrades in each package***
 - ***Links to all major job boards***
 - ***Listing with State Association Websites (e.g. TASA, TexasISD)***
- ***HYA Web Site***
- **Local and Regional ?**

Ector County ISD Web Site

- **Superintendent of Schools Search Page?**
 - On-line Survey
 - Search Calendar and Progress
 - Upcoming Events
 - Invitation to Open Meetings
 - Leadership Profile
 - Link to ECRA/HYA for Applicants
- **Communications/Marketing Person for above?**



Communication with Media

- **Board Liaison for Ector County ISD Issues ?**
- HYA Consultants at Direction of the Board Liaison
 - **Search Process Questions?**



Background Checks

- **Deep Background Check** by Baker-Eubanks
 - The **preferred applicant**
 - Two Options- **Basic** and **Comprehensive**
- A background check could be conducted
 - **Three preferred applicants**

ECTOR COUNTY ISD SAMPLE SEARCH CALENDAR

Tentative Calendar

Search Planning Meeting

Place Survey on District web site

Leadership Profile Interviews & Community Engagement

On line survey available to all groups

Leadership Profile Report presented to Board; Criteria developed

Applicant review & preliminary interviews by consultants

Seminar for interviews & final stages of search

Slate presented to Board in closed session

Board initial interviews with recommended applicants

Board meets to identify preferred applicants

Board interviews with preferred applicants

Board meets to begin identifying lone finalist

Board Members conduct due diligence including Site Visit, Background Check, Contract Deliberations

Board announces lone finalist

Superintendent Appointed

New Superintendent Begins

Board-Superintendent of Schools Retreat/Workshop

Suggested dates for discussion

November 27, 2018 at 6:00 p.m.

November 29, 2018

Dec 17-18, 2018 or Jan 8-9, 2019

November 29- December 18, 2017

January 8, 2019 or January 22, 2019

Ongoing thru February 23, 2019

February 26, 2019

After seminar

March 1-2, 2019

After interviews on March 2nd

March 18-21, 2019

March 21, 2019

Week of March 25, 2019

Week of April 8, 2019

April 30, 2019

July 1, 2019 or sooner

Optional tbd

ECTOR COUNTY ISD Board Sample Interview Schedule – First Round

Sun	Mon	Tue	Wed	Thu	Fri 3/1	Sat 3/2
		2/26			3:00p BD Meets	8:30a Bd Meet
					3:30 Appl A	9:00 Appl D
					5:30 Dinner	11:00 Appl E
		6:00-9pm Wkshp Slate			6:00 Appl B	1:00 Lunch
					8:00 Appl C	1:30 Appl F if needed
						(Debrief 1:30 or 4:00)

ECTOR COUNTY ISD Board Sample Interview Schedule – Second Round

Sun	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Fri	Sat
		8:00 Cand 1 Exit (Pres/VP)	8:00 Cand 2 Exit (Pres/VP)	8:00 Cand 3 Exit (Pres/VP)		
	12:00 Cand1+ Lunch (2 Bd)	12:00 Cand 2+ Lunch (2 Bd)	12:00 Cand 3+ Lunch (2 Bd)	12 Board Meeting (7)		
	2:00 Cand 1+ Tour (2 Bd)	2:00 Cand 2+ Tour (2 Bd)	2:00 Cand 3+ Tour (2 Bd)			
	6:00 Cand 1+ Dinner (7 Bd)	6:00 Cand 2+ Dinner (7 Bd)	6:00 Cand 3+ Dinner (7 Bd)			
	7:30 Cand 1 Inter (7 Bd)	7:30 Cand 2 Inter (7 Bd)	7:30 Cand 3 Inter (7 Bd)			



ECTOR COUNTY Independent School District

SUPERINTENDENT SEARCH

Additional Issues or concerns?

TRUST THE PROCESS



Questions & Answers

- **Rick Berry** (713) 598-0429 **rberry11@comcast.net**
- **Peter Flynn** (815) 275-9961 **peterflynn@hyasearch.com**
p.flynn2@comcast.net
- **Nola Wellman** (512) 626-7770 **nolawellman@hyasearch.com**
nolawellman@sbcglobal.net

Therese Meyer, Project Manager 847-744-5640
www.hyasearch.com/hya@hyasearch.com

