



WE EXPECT EXCELLENCE



WE INNOVATE



WE EMBRACE EQUITY



WE COLLABORATE

## BEAVERTON SCHOOL DISTRICT Superintendent Search Planning

1. **Review Search Process** – The search process is depicted in the attached flow chart. Given the June target date for a decision, the planning phase and the recruitment phase will need to occur simultaneously.
2. **Confidentiality** – The Board commits to complete confidentiality for applicant screening and interviews. The Board will complete these important processes in Executive Session after meeting the requirements – the Board shall develop and adopt the standards (candidate qualities and work experience), criteria (application, screening and hiring process) and policy directives (promote from within, state and/or national search) to be used in hiring the superintendent at a meeting open to the public and at which the public has had an opportunity to comment (Policy CBB).
3. **Community Engagement** – To develop the Leadership Profile Report, HYA will seek extensive input from the following groups: staff, students, community leaders, parents, and other community members. They will use online surveys, one-on-one meetings, small group meetings, and open community forums to solicit feedback.
4. **Background Checks** – HYA will facilitate the process to have third party, independent background checks, print media reviews, and social media reviews conducted on the preferred candidate or on the semi-finalists. The costs range between \$850 - \$1500 per candidate depending on the plan selected. The search calendar allows 7 – 10 days to have these background checks conducted.
5. **Calendar for search** – The calendar developed needs to take into consideration the personal and professional commitments that the Board Members may have.

| Activity  | Date                          |
|---|-------------------------------|
| Interviews and focus group meetings                 | April 25-27 & May 3, 4, 2016  |
| Online survey open                                  | April 26 - May 9, 2016        |
| <i>Leadership Profile Report</i> presented to Board | May 16, 2016                  |
| Application screening and interview preparation     | May 23, 2016                  |
| Board initial interviews                            | May 25-26, 2016               |
| Semi-finalist interviews                            | Week of May 31 - June 4, 2016 |
| Board identifies preferred candidate                | After last interview          |
| Board members conduct site visit                    | Second week of June           |
| Target for public announcement                      | June 13, 2016                 |
| Superintendent assumes responsibilities             | TBD                           |

**District Goal:** WE empower all students to achieve post-high school success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

6. **Online Survey (Groups for disaggregation of survey results)** – Review attached copy of the survey.

- Students
- Parents of students
- Community members
- Administrative staff
- Teachers
- Non-licensed staff

7. **Identification of individuals and/or groups to meet with HYA consultants in development of the Leadership Profile Report**

- One-on-one meetings
  - Board members
  - Superintendent
  - Superintendent's Cabinet
  - District legislators
  - BEA President/Vice-President
  - OSEA President/Vice-President
  - Board Secretary
- Small-group meetings, by invitation
  - Administrators, including T&L, Facilities, Transportation, Nutrition Services, Principals/Assistant Principals
  - BEA leadership
  - OSEA leadership
  - Student Advisory Committee
  - City/County/State elected leaders
  - Local education leaders
  - Advisory committees – Bond Accountability and Audit
  - Task Force Members – Music, Active students, Math, ELA
- Targeted open meetings
  - Teachers
  - Classified staff
  - Intel Employees
  - Nike Employees
  - Community Partnership Teams
  - Hispanic Parents Advisory Committee
  - Chamber of Commerce
  - Westside Economic Alliance
- Open Forums (2)

8. **Number of candidates** – The Board expects to screen ten qualified candidates to narrow a slate of candidates to interview.

9. **Advertisements** – see attached

10. **Internal Candidates** – The Board expects to consider internal and external candidates according to the same criteria
11. **Salary and fringe benefits** – The Board understands the importance of offering a competitive salary package.
12. **Residency Expectations** – The Board will not require the new Superintendent to live within the school district.
13. **Board Liaison during search** – The Board Chair is the liaison for the search. Board Secretary, Mary Hawkins, will support the Board in extending invitations to various meetings.

**(16-645)**        **BE IT RESOLVED** that the School Board approve the Superintendent Planning Process as outlined above.