

Superintendent Search Process Suggested Preliminary Steps

12/19/24

At tonight's meeting the board will:

1. Review and discuss options for a superintendent search.
2. Review the proposed selection criteria and add any items the Board feels are missing.
3. Have the full board discuss authorizing the Governance Committee to fully vet each option over winter break.
4. Have the full board discuss authorizing the Governance Committee research and return to the board with a list of potential search firms based on proposed search selection criteria.
5. Review the dates of the next steps listed. These are only steps for the hiring of a search firm. The process for the hiring of the superintendent and final timeline will be determined in conjunction with the search firm.

Options for superintendent searches:

1. Begin search as a district without outside search firm assistance
2. Begin search with outside search firm assistance
3. Begin search for interim superintendent instead of superintendent
4. Appoint interim superintendent for a set period of time (i.e. [Rosemount Apple Valley Eagan](#))
5. Appoint superintendent without external process

Steps taken so far to refine the firms:

1. The Governance Committee met, came up with initial steps for superintendent search options and proposed criteria to evaluate potential executive search firms.
2. The governance committee created the following proposed criteria to evaluate potential firms:
 - a. Success in past
 - b. Representative client lists
 - c. Experience with high performing districts
 - d. Experience with similar district
 - e. Knowledge of district
 - f. No preconceived notions as to what is best
 - g. Ability to work with and provide Board expertise and guidance
 - h. Cost

Additional considerations:

1. Since a search firm is deemed a "professional service," an RFP is not required.
2. Ref. district policy 303.

Recommended overarching key steps:

- 12/19-1/6: Governance Committee fully vets all potential search options and researches potential search firms
- 1/6: Board reviews list of potential search firms and gives Governance Committee permission to further refine search firms to final two-three firms for the entire board to interview.
- 1/6-1/8: Governance Committee to refine to two-three firms
- 1/9 or 1/13: Whole Board interviews final firms
- 1/9 or 1/13: Discussion and approval of chosen firm
 - Board announces to the public search firm chosen for superintendent search.
- Week of 1/13: Governance Committee meets with the search firm to discuss next steps, process, timeline, community engagement plan and other details.