



## **PROPOSAL FOR SUPERINTENDENT SEARCH**

### **Becker Public Schools**

#### **Our Firm and Experience:**

PEER Solutions has been a partnership of Greg Vandal and Charlie Kyte for the past five years. Both Greg and Charlie are active consultants to school districts and the businesses that interact with schools.

Greg and Charlie have been teachers, principals and superintendents themselves and have a long record of helping superintendents be successful. Charlie culminated his career as the Executive Director of the MN Association of School Administrators (MASA) and served as an important spokesperson for public education both in Minnesota and nationally. Greg served as superintendent for Sauk Rapids-Rice for nearly 16 years. He is a former Minnesota Superintendent of the Year and is now a noted strategic planner with strong involvement in the communities in which he works. In recent years, Greg has worked with the Becker schools on several projects including an administrative deployment study and in Board development. In related volunteer work, Charlie is immediate past chair of his local hospital board and Greg is the immediate past chair of the Lutheran Social Service of Minnesota Board of Directors.

Greg and Charlie have led many successful searches in recent years including Monticello, East Grand Forks, Cambridge, Hibbing, Eau Claire (WI), Northfield, Foley, Melrose, Sauk Centre, Browerville, Hayfield, Dodge Center, East Central (Sandstone), Zumbrota-Mazeppa, Staples and Brownton. They have served on the teams of other firms on searches including St. Louis Park, St. Cloud, Burnsville, Anoka-Hennepin, South Washington County, Eden Prairie, Watertown-Mayer and Sartell. A set of references can be found on our website at [www.peersolutions-usa.com](http://www.peersolutions-usa.com). Additional references can be provided upon request.

The lead consultant for your search will be Greg Vandal with direct support from Charlie Kyte.

## **The Search Process:**

While the final elements of the search will be determined in the meeting described in item one below, the following standard path is offered for consideration:

1. The consultants will officially begin the search with an introductory meeting with the school board to develop a timeline for the search and to both finalize and familiarize everyone with the process. A board search committee will be identified.
2. The position will be listed and advertized using web resources across the Upper Midwest. Minnesota school leaders in particular will be targeted. A posting notice, used as an advertising template, will be developed and released. If the district chooses, at their expense, PEER Solutions will assist with advertising on a national basis.
3. The search consultants will engage groups of stakeholders within the schools and in the community as well as work with board members to identify desired characteristics and to bring forth critical district issues.
4. An on-line survey will be made available for all district citizens to provide additional stakeholder input into the process of determining the characteristics to be sought in the next superintendent and the issues that individual will face.
5. Based on focus group discussions, individual interviews, and the stakeholder survey, a profile of the ideal candidate will be developed. This will be used to drive recruitment and to screen applicants.
6. The search firm will work with the board to develop the parameters for a compensation package for a successful candidate.
7. The consultants will review all candidate applications and forward the most promising candidates to the board search committee. Committee members will examine the applicant materials and work with the consultants to narrow the field to a set of finalists.
8. The search consultants will coordinate an interview process for finalists that will include board-selected stakeholder groups and the full board. It is recommended that teams of staff members, site and district administrators, and community members have an opportunity to interview each finalist and offer candidate feedback to the school board prior to a hiring decision. The school board will conduct the final interviews and have the responsibility of making a final selection. The consultants will be

on-site to manage the interview sessions and will facilitate the board selection process.

9. The search will conclude with the school board offering a contract to a candidate and that contract will then be negotiated. The search team can help facilitate the development of a contract if desired.

### **Tentative Search Timeline:**

Mid-December through January: List the position and recruit candidates.

January: Stakeholder interviews and survey completed by search consultants.

Early February: Consultant screening and board search committee narrowing of candidate pool.

Mid February: Stakeholder and board interviews of final candidates. Selection made.

Late February: Contract approval for the next superintendent.

### **Why PEER Solutions?**

- We will be your partners, manage the full process, and be present at every step.
- We have a deep knowledge of possible candidates and will be able to recruit outstanding candidates.
- We will recruit and will do thorough background checks on candidates.
- We will handle the full application process and we will minimize stress on your own staff.
- We will communicate with you, your staff, and the community so everyone can be knowledgeable about each step in the process.
- We will coordinate and supervise the full interview process.
- We will engage a process that is thorough as well as time efficient and cost effective.
- We have a strong track record of success.

**Scope of Search and Price:**

For the scope of services outlined above, PEER Solutions will lead the search for the next Becker Public Schools superintendent for a fee of \$9,300.00.

In addition, the firm will be reimbursed for actual expenses in a sum not to exceed \$1,500.00.

For services mutually agreed upon to be beyond the proposed search parameters, an additional fee may be negotiated.

**Conclusion:**

The PEER Solutions team would be honored to conduct the superintendent search for the Becker Public Schools. We have an extensive knowledge both of the field of available candidates and also the qualities necessary to be a successful school leader. We are experienced in conducting searches and will work closely with you to engage an effective process and produce a positive result.

**Contact Information:**

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Visit [www.peersolutions-usa.com](http://www.peersolutions-usa.com) for more information about PEER Solutions, the clients we have served, and the resources we can bring to your organization.

References available upon request.

# EXHIBIT 1

## Becker Public Schools Superintendent Search Services PEER Solutions Model Work Scope

Steps	Activity	Timeline
1	SITE VISIT – Attend a planning meeting with the Board and develop a working relationship with key staff. Identify a board search committee. Establish a search calendar of events and develop a relationship with local media as appropriate.	Week one
2	Post position, assist with establishing a district website presence regarding the search, identify stakeholder team leaders and participants, set up interview process and initiate process to develop interview questions. Develop a salary range with board leadership. Recruit candidates for position.	Week two for posting. (five week period)  Weeks two through seven for other activities.
3	SITE VISIT – Meet with stakeholder groups and the Board to identify candidate attributes and district needs over next two years. Complete stakeholder survey	By end of week seven (close of posting)
4	Develop a candidate profile of attributes, secure and review all candidate applications, perform due diligence on a selected group of applicants and establish the financial viability of candidates.	Week eight
5	SITE VISIT – Work with Board committee to select candidates to interview and work with interview team leaders to prepare for the interview process.	Week nine
6	SITE VISIT – Orchestrate the final interview process of the finalists. Include board-approved stakeholder teams and the Board in a full day screening process culminating in the board selecting a new superintendent. Consultants will communicate with finalists, stakeholders, and the media as the decision is made.	Week ten or eleven
7	Conduct the search close out process including notifying applicants and performing ‘over-watch’ on contract negotiations.	Week eleven or twelve