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<b>Tomahawk School District Superintendent Search Planning Meeting</b>		
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>DECISION and NOTES</b>
<b>Introductions.</b>	<p>Meet consultants and full board</p> <p>Mike Richie mikerichie@hyasearch.com Cell phone: 715-891-1816</p> <p>Pat Neudecker patneudecker@hyasearch.com</p>	
<b>Board liaison during search.</b>	<p>Generally the Board President is the liaison for the search. However, this task can be delegated to whomever the Board desires. We usually communicate with the entire Board via email. However, when we need to discuss special circumstances that may arise, we will call the liaison.</p>	
<b>Review Search Timeline.</b>	<p>Review and adjust timeline draft originally presented in proposal</p>	
<b>Confidentiality</b>	<p>Discuss the importance of keeping applicants' names confidential initially. Prior to presenting the slate we will have another discussion regarding the stage at which names can be released.</p>	
<b>Schedule times for board individual interviews.</b>	<p>We would like to interview each of the Board members for about 20 minutes as part of the development of the <i>Leadership Profile Report</i>. We can schedule or email to arrange.</p>	
<b>Focus Groups: Identification of individuals and/or groups to meet with HYA consultants in development of the <i>Leadership Profile Report</i>. Determine when?</b>	<p>Board members, Superintendent, District level Admins, Principals and AP's, Support Staff Union Leaders, Support Staff, Teachers, Teacher Union Leaders, Students, Former Board members, PTA/PTO, Booster Clubs, Business, Clergy, Government, Service or Community Groups, Open Community Forum</p>	<p><b>Groups Identified:</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>6.</li> <li>7.</li> </ol>
<b>Determine district contact person.</b>	<p>To schedule stakeholders and prepare letters of invitation. Usually the administrative assistant</p>	<p><b>Support Staff -</b> <b>Certified Staff -</b> <b>Community/Parents</b></p>

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<p><b>On-line Survey Groups. Survey Dates.</b></p>	<p>Board member, Administrator, Teacher-Certified-Licensed Staff, Support or Classified Staff, Parent of student attending school, Student, Community Member</p>	<p><b>If you choose to use the HYA Survey?</b> . <b>We need to figure out when this will go out to the public and when the survey closes?</b></p>
<p><b>Number of Candidates to Slate</b></p>	<p>Most boards request us to present a slate of five to eight candidates pre-scheduled for interviews. The choice is up to you, and should be based on the time you feel you are able to devote to the interviewing process. Interviews of slated candidates generally run 45 to 60 minutes.</p>	<p><b>Present slate on</b></p>
<p><b>Internal Candidates</b></p>	<p>If you should have any internal candidates, how do you want us to proceed with them? Some boards express a preference to look outside the district; others insist they see any internal candidate as a finalist. We recommend that we treat internal candidate(s) just as we would any other candidates except that HYA will personally interview and screen all internal candidates unless the Board suggests otherwise.</p>	
<p><b>Candidate Expenses</b></p>	<p>Is the Board going to reimburse slated candidates for travel for interviews? Will finalists be reimbursed?</p>	<p><b>May consider for the finalists pending where they are from and distance they will need to travel.</b></p>

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<b>Announcement Language</b>	We will need anywhere from a paragraph to a page for advertising language. Selling the district. What are the highlights?	
<b>Develop District Webpage</b>	Webmaster will need to develop district search webpage	<b>Include job announcement</b> <b>Search timeline</b> <b>Press releases</b> <b>Focus group announcements</b> <b>Zoom link for focus groups</b>
<b>Advertising Package</b>	Board will need to select what package, if any, they wish to use for paid advertising.	<b>As previously discussed the job is currently posted on:</b> <b>WASDA - WSLC Career Center</b> <b>HYA Website.</b>
<b>Application Materials</b>	We ask that at minimum the candidates submit a full resume; the names, email addresses, and cell phones of three references; and a cover letter stating why they are seeking the job and what makes them the right fit with the school district. Boards may also want candidates to respond in the cover letter or separately to one or two prompts related to board priorities, e.g. "In a paragraph or two please describe your recent and relevant experience in managing significant facility projects." What prompts and/or other application materials would you like us to collect?	
<b>Salary and Compensation Range</b>	<p>The Board needs to discuss the compensation range they feel is appropriate.</p> <p>This information is helpful as we screen candidates.</p>	
<b>Additional Requests or Comments</b>	Pick dates for first/second and final round interview	