

(Date)

PEER Solutions Stakeholder Input Session Schedule – DRAFT TO BE MODIFIED TO MATCH DISTRICT SCHEDULES...

The following schedule is offered as a model to be used for stakeholder input sessions tentatively slated to be held sometime during January. The district would need to recruit participants and provide adequate facilities for the meetings. PEER Solutions will provide materials needed for the sessions.

These meetings are intended to gather information from the stakeholder groups relevant to the superintendent search. Two central questions will be posed:

- What are the most important characteristics of leadership that should be sought in the new superintendent?
- If you were looking back on the new leader's first two-years with the district, what would you be most delighted to find has been accomplished?

The lead consultant will use small and large group processes to generate lists of desired attributes and accomplishments sought by each stakeholder group. These will be used as the process proceeds.

Proposed Schedule for the day (times to be adjusted to best fit district schedule):

|                                    | Time           | Location | Notes   |
|------------------------------------|----------------|----------|---|
| Lead Consultant arrives            | 11:00          | TBD      | Check in with Admin Asst and others involved in the day's activities. Final preparations for day.   |
| Citizen Stakeholder Group          | 11:30 to 12:30 | TBD      | Up to 20 persons actively recruited and invited by the district to participate in the process. Anticipate that an Interview Team leader and several team members will likely emerge from this group. A light lunch should be provided.  |
| District Office Staff Interactions | 12:45 to 1:30  | TBD      | This group will gather to offer general input into the search and to be informed about what to expect in the coming weeks.  |
| Administrative Stakeholder Group   | 1:45 to 2:45   | TBD      | Members of the district's site and district-office level administrators will participate. Again, a team leader and interview team members are likely to emerge from this session.   |
| Staff Stakeholder Group            | 3:00 to 4:00   | TBD      | Up to 20 persons should be recruited and invited by the district to participate in the process. These persons should be generally representative of all of the sites and employee classifications. A team leader and interview team members are likely to be selected from this group.  |
| School Board Work Session          | 4:30 to 6:00   | TBD      | The Board should convene to engage in the same general activity the other stakeholder groups have followed. In addition, the Board will discuss next steps in the process and otherwise plan for what comes next. A draft report will be offered on the attributes and accomplishments sought by the other stakeholder groups. (The district may wish to put out a light meal for the group.) |