b.w.p.
AND ASSOCIATES

Duluth ISD 709 Superintendent Search
Board of Education and BWP Consultants
Special Meeting of the Board of Education
December 16, 2019

Checklist

Confirm

❏ **Liaisons: Jill Lofald, Alanna Oswald, Tim Sworsky**

❏ **Letter of Understanding Approval**

❏ **Set and finalize the calendar/timeline**

Establish Search Parameters

❏ Provide Budget Parameters

❏ Establish Online Survey (Languages) and post on District website, and notify stakeholders via District email alert

❏ Identify any customized services to be provided

- ❏ **Identify Forms of Advertising:**

    - ❏ Advertising on the Minnesota Association of School Administrators (MASA) website at a cost to be determined.
    - ❏ Advertising on the American Association of School Administrators (AASA) website at a cost of $450 per month.
    - ❏ Advertising on the Ed Week website at a cost of $495, dependent on the number of weeks posted.
    - ❏ Advertising on the National Alliance of Black School Educators (NABSE) website at a cost of $250 for 30 days.
    - ❏ Advertising on the Association of Latino Administrators and Superintendents (ALAS) website at a cost of $150 for six weeks
    - ❏ Other
- ❏ Secure Profile Development Input, Focus Groups, Community (representing cross- section of community including gender, racial, and cultural composition) Board Members, Administrators, Teachers, Support Staff, Students, Community Leaders, Business Leaders, Union Representatives, Parent Representatives, Other (past board members, police/fire, feeder district superintendents, key political leaders)
- ❏ Create a Leadership Profile from Board, stakeholder, and community feedback
- ❏ Provide Oral Report to the Board of Online Survey and Leadership Profile Audit
- ❏ Create Fact Sheet/District Information
- ❏ Update postings/Online Application
- ❏ Continue recruiting
- ❏ Internal Candidates (treated with dignity and respect)
- ❏ Background Checks
- ❏ Presentation of Candidates
- ❏ Decision regarding Community Interview Team and Participation in final interviews
- ❏ Interviews and Rubric
- ❏ Compensation/Contract Development
- ❏ Other

The Four Parts of the
Search Process

(From Presentation 11/14/19)

1. Specification

2. Recruitment

3. Assessment

4. Selection

1. Planning meeting with the Board of Education

•Establish search parameters

•Set and finalize the timeline

•Identify any customized services to be provided

- Advertising on the Minnesota Association of School Administrators (MASA) website at a cost to be determined.

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2. Launch recruitment efforts

•Implement marketing campaign

•Post initial position prerequisites on proven websites

•Open electronic web-based application system

3. Community engagement

•Interview Board members

•Facilitate stakeholder meetings with employees, students, parents, community and business leaders

•Facilitate community forums

•Post online survey

4. Identify experiences and skills of candidates who match what you are looking for in your next Superintendent

Step 2. Recruitment

•Recruit quality candidates that match the Leadership Profile

•Advertise in national publications and on websites

•Seek nominations from extensive BWP network and your input

•Make personal contacts with highly successful leaders both in education and business whose experience, background, and talents match the Leadership Profile.

•Utilize Leadership Profile to begin pre-screening applicants

•Review applications and applicant credentials (internal and external).

Step 3. Assessment

•Complete review of online applications and nominations

•Screen candidates that best match the Leadership Profile

•Interview applicants who best match the Leadership Profile

•Conduct extensive research into candidate's background, including online profile (*the school district must also conduct a criminal background check for final candidate prior to employment*)

•Present slate of 4-6 candidates to the Search

Committee and/or the Board of Education for

consideration

•Provide background information and research on each candidate, including online profile

Search Calendar
(DRAFT from November Presentation and Requires Revision)

- November 14: Board Presentation to Board of Education

- Soon After Board hires BWP and Initial Position will be posted

- December 5:   Planning Meeting with Board of Education to Adopt Search Calendar and Process

(Topics to be discussed at Planning Meeting: Liaisons, Profile Development Input, Advertising, Fact Sheet/District Information, Online Application, Letter of Understanding, Background Checks, Internal Candidates, Presentation of Candidates, Interviews, and Compensation/Contract Development, and posting Online Survey)

- December 16-20 Conduct Individual Board Member Interviews and Stakeholder Focus Groups to Identify Needs and Develop Leadership Profile

- January 10, 2020   Close Online Survey

- January 13-21 Meet with Board of Education to Share and Approve Leadership Profile, Provide guidance regarding interview questions, provide samples of assessment rubric

- February 28 Close Search

- March 3-4 Consultants Screen and Interview Candidates and Develop Initial Slate of Candidates

- March 9-13 Consultants Present Proposed Slate to the Board of Education

- March 16-20 First Round of Interviews by Board of Education

- March 23-27 Second Round of Interviews by Board of Education (Consecutive 2-3 Days) Set tour guides, locations, transportation, if applicable, and times

  Finalists Visit Schools and see community

  Meet with Search Committee(s)

  Board Dinner and Interviews

- March 30-April 3

  Negotiate Contract with Preferred Candidate and Appoint/Announce Next Superintendent of the Duluth Public Schools.

  Send letter to stakeholders.