



Special Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
February 7, 2025
4:00 PM

Strategic Directions:

- Creating space and opportunity for each and every voice to be heard
- Actively leading by developing and sustaining a diverse and equitable education system
- Supporting and leveraging innovation to improve student outcomes and district culture
- Engaging our community to ensure common understanding of our Strategic Roadmap and the district work to support it

I. Welcome

II. Item for Discussion

A. Review Candidate Applications

B. Interview Planning

1. Review and Finalize Interview Questions
2. Review Interview Process and Plans
3. Finalize Meeting Logistics

III. Adjourn

Interview Process and Plans

Sample Candidate Interview Schedule

Time	Candidate
6:30-7:10pm	
7:20-8:10pm	
8:10-9:00pm	
9:00-9:50pm	
9:50-10:30pm	

If more than 5 people apply, group interview would be scheduled.

Interview Scheduling Considerations and Plans for Superintendent and School Board's Executive Administrative Assistant

1. Monday, February 10 – Administrative Assistant contacts candidates to communicate scheduled interview – email and call.
2. Request confirmation of interview from candidate to be completed by February 11th at 5pm
3. What steps should be taken if a candidate can't make the time assigned for their interview?
4. Other items to consider?