



Future Ready. Community Strong.

Workshop Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN, 55337
January 22, 2019
5:30 PM
to 7:00 PM

- I. Welcome
Presenter: Abigail Alt, Board Chair
- II. Superintendent Search Planning 2
Presenter: Dr. Kenneth Dragseth, and Dr. Antoinette Johns
 - A. Overview of the Process
 - B. Set Dates
 - C. Letter to School Stakeholders
 - D. Board Interviews/Focus Groups
 - E. Establish Search Calendar
 - F. Advertising Campaign
 - G. Board Liaison for Communication
 - H. Compensation Guidelines
- III. Adjourn
Presenter: Abigail Alt, Board Chair

SCHOOL EXEC CONNECT

SCHOOL EXEC CONNECT

Burnsville-Eagan-Savage School District #191
Burnsville, Minnesota
Planning Meeting

January 22, 2019

Agenda

1. Overview of the Process
2. Set Dates
3. Letter to School Stakeholders
4. Board Interviews/ Focus Groups
5. Establish Search Calendar
6. Advertising Campaign
7. Board Liaison for Communication
8. Compensation Guidelines

January 22, 2019

Dear Burnsville-Eagan-Savage School District #191 Stakeholders:

The Burnsville-Eagan-Savage School District #191 Board of Education has contracted with *School Exec Connect*, a superintendent search firm, to assist with the search for a new superintendent. As Board members we want you to be informed of the process we will be following as we conduct the search for a new superintendent. Additionally, we hope that you will give your input to assist us in making the best selection possible.

To begin the process, the *School Exec Connect* consultants, Dr. Kenneth (Ken) Dragseth and Dr. Antoinette (Toni) Johns will meet with board members, school staff, parents, students and community members individually and in focus groups in the next couple of weeks to determine the challenges, strengths, goals of our district and what characteristics or skills you would like to see in a superintendent. Additionally, our staff and community members will have the opportunity to give confidential written feedback to the consultants via our website linked to a questionnaire in Survey Monkey. Using this information, we will develop a profile of the desired skills and characteristics in the next superintendent.

The position will be advertised and candidates will be recruited nationally from _____. On _____, the Board and consultants will meet to review and select candidates to be initially interviewed. The Board will interview five or six recommended candidates on _____, the Board will narrow the field to two or three finalists. The next round of individual interviews will occur on _____ if needed. Each candidate will be invited for an all-day interview process including open forums that will be available to staff, students and community members and a final formal Board interview. The Board is asking staff, students and community to provide input into the selection. You will be able to do this by participating in an open question and answer session with each candidate and filling in a feedback sheet to be shared with the Board. We plan to act on the new superintendent's contract in April.

You may choose to give your confidential feedback to us by accessing the Burnsville-Eagan-Savage School District #191 website at www.isd191.org, and completing the Survey Monkey form. All replies will be confidential. Please submit feedback by _____.

Please feel free to contact Ken Dragseth (952-210-2790) or Toni Johns (612-309-1511) if you have any questions regarding the search. We look forward to your assistance in this search process and believe that your input will help us make the best possible choice for your next superintendent.

Sincerely,
Board of Education, Burnsville-Eagan-Savage District #191

Abigail Alt, Chair Eric Miller, Vice Chair Darcy Schatz, Clerk
Dr. DeeDee Currier, Treasurer Jen Holweger Scott Hume Lesley Chester

SCHOOL EXEC CONNECT

Burnsville-Eagan-Savage School District #191

Superintendent Search

Members of the Board of Education request your assistance in developing a leadership profile that will be used in the search for a new superintendent. Please return this form at the end of this session or you can go on the district website www.isd191.org and complete the Survey Monkey form. All responses will be confidential.

Which group do you represent? (Circle as many as apply)

Teacher Administrator Board Member Support Staff Parent Student Community
Other

1. List the three most important goals for your school district to achieve in the next three years.
 - a.
 - b.
 - c.
2. List your district's three greatest strengths/attributes for achieving these goals.
 - a.
 - b.
 - c.
3. List your district's three greatest challenges/barriers for achieving those goals.
 - a.
 - b.
 - c.
4. Describe the three most important characteristics/skills the next superintendent needs to possess to be successful.
 - a.
 - b.
 - c.
5. What questions/areas would you like the Board to ask the candidates as they select the superintendent?

GATHERING FEEDBACK FROM STAFF AND COMMUNITY

Tentative Dates: _____

- I. Three types of Input: Individual, Focus Groups, and Open Meeting
 - A. Individual Interviews: Appointments will be set individually with consultants:
 1. Board of Education Members (7 Board Members)
 2. Others? (President of Teachers Union, others?)
 3. Conducted by _____ on (dates)
 - B. Focus Groups:
 1. ___?__ focus groups total – District Office Administrators, Building Administrators, Certified Staff, Non-certified staff, Students, Community Groups, other groups?
 2. Invitations sent/people selected by the district
 3. Between 10-15 people per group or open to all in group
 4. About 45-60 minutes per group
 5. Conducted by _____ on (dates)
 - C. Open Meeting(s):
 1. A meeting(s) at a district designated building
 2. Held late afternoon or early evening
 3. May include both special and general invitations
 4. Conducted by _____ on (date)
- II. People to Consider Including in Your Feedback Sessions
 1. Teachers (Departments, Longevity, Schools, Union Leadership, Coaches, etc.)
 2. Administrators
 3. Parents (Schools, PTA, Gifted, Special Ed., etc.)
 4. Support Staff
 5. Students
 6. Intergovernmental Groups (Park District, City Council, Community College, Police Dept., Library, Fire Dept., Special Ed. Coop., etc.)
 7. Community/Civic Groups (Rotary, Chambers of Commerce, Lions, Citizens, League of Women Voters, Ministerial/Rabbinical Groups, Diversity Groups, etc.)
 8. Other groups important to the school district.
- III. District needs to set schedules, issue invitations, and set up rooms for groups.

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT #191
TENTATIVE SUPERINTENDENT SEARCH CALENDAR

January 22	Meet with Board to establish search process
January 25	Set up Internet feedback for community/staff/students Stakeholder letter to explain process
February 7, 8 Or Feb. 14, 15	Meet with Board, staff, students and community For input into the “New Superintendent Profile”
February 15	Last date for Input on Online Survey
February 28	Develop “New Superintendent Profile” Submit report on findings to Board
February 1 – April 15	Recruit candidates
April 23	Five to six candidates presented to Board – 6:00p.m.
April 24, 25	First Board Interviews (5:30, 6:45, 8:00 each evening)
April 25	Board narrows choice to two or three
April 29, 30, May 1	All Day Interview Process Community/staff/students interview finalists Board conducts second interview/district input
April 30 or May 1	Board narrows choice to one
May	Negotiate contract
May	Board action on superintendent’s contract
July 1, 2019	Superintendent assumes duties

INPUT PROCESS – BURNSVILLE-EAGAN-SAVAGE DISTRICT 191

Focus Groups - 8

- Strategic Leadership Team
- Elementary Principals
- Secondary Principals and Assistant Principals, ALC
- Certified Staff
- Non-Certified Staff
- Students (High School)
- Community Leaders – Elected Officials, City Managers, Service Clubs, Chamber of Commerce, Foundations
- Community Leaders – Parent Leaders, Senior Citizens, Empty Nesters, Diverse Community Leaders

Individual Interviews - 9

- Board members
- Teacher Union President
- Retiring Superintendent

Open Community Meeting – 7 p.m.

- Secondary Building

ADVERTISING:

Costs are subject to change by the vendor

Advertising costs are determined and paid by the District. Options include:

- The firm would post the position at no cost on the **SCHOOL EXEC CONNECT** website with a link from your district. The following are also options with current costs for advertising:
- Post position on District website with a link to the **SCHOOL EXEC CONNECT** website
- Education Week: Written ad costs vary by length of ad, beginning about \$1,400 for a month in their print paper. On-line ad for one month base cost is \$395, if submitted through our firm.

- American Association of School Administrators: \$409 for a one month, basic online ad. There are low cost add on that will provide information directly to 5000 Superintendents, and place your ad in priority listing for \$599 for one month.
- Teacher to Teacher which advertises to administrators, no cost
- Association of Latino Administrators and Superintendents (ALAS)
- National Alliance of Black School Educators
- Minnesota Association of School Administrators, no cost
- Regional public advertising of the District's choice, newspapers etc.
- Electronic means approved by the Board
- There are no postage costs directly incurred by the district in our searches
- E-mail blasts to selected superintendents and contacts throughout the country

Background Checks

- National Criminal Background checks may be completed for final candidate(s) at a cost of \$850.00 per person expensed to the District. (Baker-Eubanks)

DRAFT