

Board Superintendent Search Retreat  
Monday, January 15, 2024 5:00 PM  
Kramer Education Center  
2410 16th Street, Suite A  
Columbus, NE 68601

I. Board Superintendent Retreat

I.A. Call to Order

I.B. Roll Call of Board

I.C. Pledge of Allegiance

I.D. Notice of Open Meeting Posted

I.D.1. President ensures all can hear proceedings

I.E. Board Special Functions

I.E.1. Welcome & Introductions

I.E.2. Brief Overview of Superintendent Search Process

I.E.3. Finalized Tentative Search Calendar

I.E.4. Set Schedule for "Input Meeting Day"

I.E.5. Recruitment Brochure To-Do List Checkup

I.E.6. Press Release #1 For Local Media, Staff Email, and Website

I.E.7. Nominal Group--Consensus Building

I.E.8. Next Steps

I.E.9. Next Meeting

I.E.10. Questions, Comments, Concerns

I.F. Adjourn

## COLUMBUS

### *Superintendent Search – Meeting #1*

**Monday, January 8, 2023 @ 5:30**

- Welcome & Introductions
- Brief Overview of Superintendent Search Process
  - Open and Transparent Process
  - Press releases, emails to staff, and website tab to keep everyone “in the know”
  - Going to need the Board of Education to be a united team
    - 3-meetings and lots of follow-up and timely communication
    - Interviews in open session
    - As elected officials, you make the decision
      - You are the only folks that get to formally interview the candidates...interviews are in open session and patrons can listen but they can't be part of the interview....this is your decision
        - Others can be involved in the “meet and greet” portions of the interview days but it comes down to you as the “hiring agent”
- Finalized Tentative Search Calendar
  - Biggest Requirement of the Board is **“time” and “commitment”**
    - Three board meetings with us, candidate interviews, and deliberation/selection
    - Important that each of you is here for all meetings/interviews
  - Review key dates/additions/revisions
  - Advertising parameters
- Set schedule for “Input Meeting Day”
  - ALL patrons will be invited to a public forum that evening so EVERYONE can feel involved
  - “Survey monkey” will be available as well for those that can't make it to an in-person meeting....we want everyone's voice to be heard
  - Board Members/Administrators should NOT attend the community or staff input meetings
  - Typically whatever groups we meet with on this “input day” are also involved on interview dates as “meet and greet committees”
- Recruitment Brochure to-do list checkup
- Press Release #1 for local media, staff email, and website
  - Where do you want this sent?
  - Need a school website tab titled “Superintendent Search”

- **Nominal Group – Consensus Building**

- Each Board Member to identify the qualities, skills, and characteristics you are looking for in the next superintendent
- Narrow priorities to top 4-5 criteria based on input from the entire board
  - This is what will shape up the search parameters, interview questions, and recruitment procedures....it's not all we/you will look at....it just provides some focus/target areas

- Next Steps

- Get applications ready to go online and Advertise, Recruit, Advertise, Recruit, etc.
- Prepare for Community “Input” Visits
- Make certain all board members reserve the dates determined on calendar
- Consider salary array, 2-year contract offer, etc.
  - Now is a great time to contact your school attorney to have them update your superintendent's contract
    - Will next superintendent be required to live in the district?
- Begin to think what interview day looks like for the spouses, homes for sale, rentals, meals, etc.

- Next Meeting

- Selection of interview questions
- Discuss interview schedule
  - What groups do you want involved in “meet and greets?” Spouse program?
- Salary array and contract parameters
- Review of input meetings

- Questions, Comments, Concerns

- Adjourn

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**SAMPLE CRITERIA FROM OTHER RECENT SEARCHES**

- A servant-minded, student-focused leader that communicates well with all stakeholders
- Strong budget and financial skills that is able to proactively plan for future needs.
- A community-minded leader that is open-minded with a high level of integrity and able to collaborate with stakeholders
- Understands and positively impacts the educational needs of our diverse learners
- Someone with strong communication and public relations skills who is accessible and open-minded
- A team builder that is collaborative and strategic
- Someone with honesty and integrity who is a people-person and accessible
- Someone who has a strong work ethic and is dependable with an attention to detail
- Someone with energy and enthusiasm to build morale
- Dedicated to educational excellence and opportunity for all students

- Good budgeting skills - Seeks out budgeting resources - Communicates well throughout budget process
- An instructional leader that emphasizes teaching and learning in all PreK-12<sup>th</sup> grade areas