



Superintendent Search Process Discussion



**Kim Ellison,
Board Chair**

September 13, 2022

Reflection on Current Status

- We have an interim superintendent in place until July 1, 2023
- Next board (seated January 2023) should hire the new superintendent
- Superintendent searches take time, resources, and planning
- Current board should do what we can to help set them up for success
- We will need external support to help with facilitating community engagement and search/selection processes
- Establishing a clear process and timeline will help with candidate recruitment

Proposed Timeline (2022)

Sept. 2022	Oct. 2022	Nov. 2022	Dec. 2022
<p>Outline timeline/plan</p> <p>Release RFP for contracted services for community engagement and search/selection process services</p> <p>Develop search website</p> <p>Schedule special meetings</p>	<p>Council of Great City Schools search process overview presentation</p> <p>Solicit proposals for contracted services for community engagement and search/selection process services</p>	<p>Select community engagement service provider (Nov. 1)</p> <p>Conduct community engagement (via contracted community engagement services provider) to develop candidate profile of desired characteristics</p>	<p>Conduct community engagement (via contracted community engagement services provider) to develop candidate profile of desired characteristics</p>

Proposed Timeline (2023)

Jan. 2023	Feb. 2023	March 2023	April-July 2023
Select executive search process services provider	Recruit candidates	Finalist interviews	Finalize and approve superintendent contract
Receive community engagement report; finalize candidate profile	Selection committee interviews candidate, recommends finalists	Community feedback on finalists	Superintendent onboarding and orientation
Create selection committee to narrow candidate pool		Selection of preferred candidate	New superintendent starts (July 1)
Recruit candidates			

Next Steps

- Schedule special meetings on each of the 1st Tuesday of the month, starting with October, to provide dedicated time for search tasks
- Invite Council of Great City Schools (CGCS) to provide superintendent search process overview at upcoming meeting
- Release a request for proposals this week for community engagement and search process services
- Create superintendent search website where community can go for updates
- Select a community engagement facilitator to start building candidate profile (report to be provided to next board at January 3, 2023 meeting)

Review Proposed Responsibilities

Current Board (2022)

- Establishes recommended high-level timeline and sets meeting schedule
- Provides public and board with shared understanding of what a typical search process entails
- Secures community engagement facilitator to begin their work to develop a candidate profile
- Builds pool of potential search firms
- Solicits search firm proposals/options via RFP
- Considers financial implications in early budgeting process

Next Board (2023)

- Receives engagement process report about what the community wants to see in the next superintendent
- Finalizes candidate profile by ensuring alignment with board values/priorities
- Selects search firm to recruit candidate pool
- Develops selection committee membership and process to narrow candidate pool
- Conducts final interviews and selects new superintendent

Discussion