

**INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota
COMMITTEE OF THE BOARD MEETING
Administration Building
360 Colborne Street**

**September 29, 2016
4:30 PM**

A G E N D A

I. CALL TO ORDER

II. AGENDA

A. Presentation of Additional Information on Superintendent Search Process

Presenter: Vice Chair Jerry Robicheau, Faribault District

1. Introduction
2. Presentation
3. Discussion
4. Action (TBD)

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B. Communication Protocol

III. ADJOURNMENT



Suggested Superintendent Search PROCESS

Presentation to the St. Paul School School
Board

September 29, 2016

Jerry Robicheau, PhD

My Background and Experiences

1. School leader as superintendent of school in outstate Minnesota and St. Paul suburb
2. Assistant Superintendent of schools
3. Director of Elementary
4. Special Education Director
5. Classroom teacher
6. Professor of Educational Leadership, Professor Emeritus Minnesota State University, Mankato
7. Director of Administrative Credentialing, Doctoral Education Studies, Concordia University St. Paul
8. Participated in the search process as a candidate, school board member and as a search consultant. In addition, have participated in a search for a CEO of a hospital while serving on a hospital board.

Setting the foundation for the search

- First and foremost:
 - This will be one of the most important, if not the most important, decision you will make,
 - You are searching not only for an educational leader and team member, but a community leader as well!
 - You must do your due diligence in this process- It will take a great deal of your time, as it has already. Be prepared to take the time required.
 - A hasty search is not the way to proceed. It could result in doing it all over again in a matter of a couple of years or sooner!
 - Be prepared for possible disagreement between and among board members. Consequently, work to resolve those disagreements before moving forward. Even a small disagreement can build to a larger one. (the mosquito bite)

Remember It is the Board's decision!!!

Five (5) basic FOUNDATIONS to consider

- 1) The Process must be transparent! Not give the impression of transparency but be transparent,
- 2) Engage the internal and external communities/stakeholders in the process. This should include current students and alumni. Give stakeholders some ownership in the process and who is selected,
- 3) Keep in mind you are searching for an educational leader and a community leader. Some one who embraces and is engaged in the community,
- 4) Be very clear from the start what skills, experiences, qualities, characteristics, attributes, and dispositions you are seeking in the next Superintendent of schools. Build a leadership profile and stay true to that Profile!
- 5) Establish the length of time to complete the search

Recommended steps

- Step 1: A) Board will decide if they are to conduct the search themselves or contract with a search firm.
 - There are advantage and disadvantage of both processes.
 - Confidentiality/Open Meeting Laws
 - Recruiting
 - Qualification of search firm
 - Time commitment
 - Experience
 - Staff availability
 - Knowledge of the St, Paul community
 - Commitment to St. Paul Schools
 - Costs
 - Orchestrating the search
 - Who is in charge. **Remember it is the School Board's decision!!!**
 - B) Establish: a) timelines, and b) how the community will be involved.

Recommended Steps (continued)

- Step 2: School board begins the process by considering the following draft of a leadership profile: Consider such characteristics as:
 - Experiences, (requirements of licensure in Minnesota)
 - Attributes,
 - Skills,
 - Dispositions,
 - Evidence of addressing student achievement,
 - Evidence of working in a diverse learning environment,
 - Cultural competency,
 - Other factors important to the board. For example: leading a strategic planning process to develop or revise/update current plan.

Recommended steps continued

- Step 3: the Board will decide how to solicit input from district stakeholders to assist in the draft of the leadership profile; (much of this has already been in process)
 - Community meetings,
 - Survey,
 - Community forums,
 - Newspaper,
 - Discussion at school board meetings,
 - Discussions on radio,
 - Social media,
 - Selected stakeholder meeting, District Unions, Community leaders

Recommended steps continued

- Step 4: Finalize the Leadership Profile.

A profile is developed which can be used to screen and select candidates that fit what St. Paul School District is seeking in the next leader. This profile is a collection of suggestions from district stakeholders.

Recommended steps continued

- Step 5: recruiting: This is where either the search firm or district will seek out individuals who match the profile the board has established. Because of technology today recruitment is a national and even international process.
- Recruiting is the first step in vetting potential candidates.
- Recruiting is done by reputation, nominations, advertising in selected publications.
- Best recruiting is face to face; able to tell St Paul's story!
- **Important to note: it is highly recommend that individual board members do not recruit candidates. If they are aware of a potential candidate they should let the search firm or the individual(s) internally heading up the search know and let them contact the candidate(s).**

Recommended steps continued

- Step 6: Selection of individuals: the selection will include individuals for the first round of interviews
- Set up screening, vetting, and interviews
- Review how community/stakeholders will be engaged
- Determine the final candidates to be interviewed
- Review next steps: who is to be involved

Recommended steps Continued

- Step 7: Final interviews: More than an interview. It will be time for the candidates to interview the district as to a fit!
 - Comprehensive
 - Involvement of a board range of stakeholders
 - Meets and greets
 - **BEFORE THE INTERVIEW the Board and others conduct site visits to all finalist sites! Collected data to be used as additional vetting. This is a part of the board doing it due diligence!**
 - **The School Board makes the final decision!**

Final

- Contract negotiated and a start time set. Also, working on transition process.
- Board can use the Profile as a means for establishing the first year goals for the new superintendent.