



School District U-46 Academic Success For All Superintendent Search

PLANNING MEETING

March 20, 2023



SUPERINTENDENT SEARCH TEAM



Kelvin Adams, Associate

Peter Flynn, Senior Associate



Karen Sullivan, Associate



HYA | HAZARD
YOUNG
ATTEA
ASSOCIATES

THE SEARCH PROCESS

- **Overview of Major Tasks and Activities**
- **Board May Modify Content or Structure**
- **Primary Consultants From Beginning to End**

School District U-46

- **Outcomes of tonight's meeting:**
 - Customized Search Process For U-46
 - Calendar for Key Events and Meetings
 - Understanding Of The Steps To The Search Process
 - Board And Consultant Responsibilities
 - Understanding of Online Survey and its use
 - Awareness of the Use of the Leadership Profile
 - Setting of Key Components –
e.g. Communications; Liaison

Our mission is to be a great place for all students to learn, all teachers to teach, and all employees to work.

All means all





Board Portal

The screenshot displays the HYA Executive Search Board Portal. The header includes contact information (847.318.0072, questions@ecragroup.com), social media links, and navigation tabs (HOME, PROPOSE, ENGAGE, RECRUIT, SELECT, TRANSITION). The main heading is "US School District 50 Sample Board Portal" with a search lead of "Dr. John Gatta". A welcome message states: "Welcome to the Board Portal. All information associated with the HYA Signature Search Process is available via this website and organized by search phase." Below this, a horizontal timeline shows five phases: Propose, Engage, Recruit, Select, and Transition, each with a description and a "Learn More" button.

847.318.0072 | questions@ecragroup.com | Contact | Login | Events | Search

HYA Executive Search
Hazard, Young, Attea & Associates

HOME | PROPOSE | ENGAGE | RECRUIT | SELECT | TRANSITION

US School District 50 Sample Board Portal

Search Lead: Dr. John Gatta

Welcome to the Board Portal. All information associated with the HYA Signature Search Process is available via this website and organized by search phase.

- Propose**
The HYA Search Proposal and Letter of Agreement.
[Learn More](#)
- Engage**
Engage the Board stakeholders and develop a leadership profile and selection criteria that matches the priorities of the community.
[Learn More](#)
- Recruit**
Leverage HYA's extensive national network of over 150 nation-wide consultants to identify and recruit qualified leaders.
[Learn More](#)
- Select**
Select among a slate of highly qualified candidates aligned to priorities of the community.
[Learn More](#)
- Transition**
Appoint and communicate the hiring of the new superintendent, and provide the transition services.
[Learn More](#)

Board Liaison during search

- ❖ **QUESTIONS...IF ONE ASKS, ALL RECEIVE ANSWERS.**
- ❖ **COMMUNICATION by email and the Portal.**
- ❖ **Who will be the BOARD LIAISON for the search?**



HYA Liaisons and Consultants

	Role	Email	Telephone
Peter Flynn	Senior Associate	peterflynn@hyasearch.com	815-275-9961
Kelvin Adams	Associate	kelvinadams@hyasearch.com	314.542.1165
Karen Sullivan	Associate	karensullivan@hyasearch.com	630.643.3305
Nanci Perez	HYA C.O.O.	nanciperez@hyasearch.com	847.250.7825
Stephanie Nowalk	Project Manager*	stephanienowalk@hyasearch.com	847.250.7517



SEARCH PROCESS

CONFIDENTIALITY

❖ **CANDIDATE PRIVACY**

❖ **CONFIDENTIAL SEARCH?**



SEARCH PROCESS CUSTOMIZE?

- › REMINDER THAT THIS CAN BE DONE
- › Engage, Recruit, Select, Transition
- › TONIGHT, OR LATER IN THE PROCESS



School District U-46 Possible Calendar

KEY ACTIVITIES	POSSIBLE DATES
Board Approves HYA as Search Firm	March 20, 2023
Planning meeting with Board	March 20, 2023
Formal Position Announcement on U-46 and HYA Web sites	March 22, 2023 (Refined April 25, 2023)
Advertising	As needed throughout the search
Applications received by HYA	March 23, 2023 ongoing until filled
Online survey open/close	March 23-April 14, 2023 (23 Days)
Board and Stakeholder Engagement-Interview/focus groups (Leadership Profile development)	Board –March 22-24, 2023 April 5-6, 2023 and a day in the week of April 10 th .
<i>Leadership Profile Report</i> presented to Board for Approval	April 24, 2023
Screening Interviews and Reference Checks-Consultants	April 25-May 3, 2023
Seminar for interviews ; Slate of Candidates presented	Week of May 8, 2023
Board initial interviews	Week of May 8, 2023
Boards identifies preferred applicants	Immediately following last interview
Board interviews with preferred applicants	Week of May 15, 2023
Identify the preferred applicant	May 19, 2023
Board Due Diligence	Week of May 22, 2023
Appointment of Superintendent	May 26, 2023 or sooner
Superintendent assumes responsibility	July 1, 2023

Interviews, Focus Groups and Open Meetings

(Listening Sessions)

- Board members – individually
- Administrators – District level
- Principals/Assistant Principals
- Support staff leadership
- Support staff - open meeting
- Teacher leadership
- Teachers open meetings

Interviews, Focus Groups and Open Meetings

(Listening Sessions)

- Students (Superintendent Student Advisory Group)
- Elected Officials and Former Board Members
- Community Advisory Council; Alignment Collaborative for Education
- Education Foundation Board
- PTA/PTO District Council
- Community Meeting- generally in evening open

? Key Staff Person to set up and schedule meetings?





SURVEY



ENGLISH, SPANISH



SIX GROUPS ?

- **ADMINISTRATORS**
- **BOARD**
- **COMMUNITY**
- **PARENTS OF STUDENTS IN THE DISTRICT**
- **STUDENTS**
- **SUPPORT STAFF**
- **TEACHERS AND CERTIFIED STAFF**



DATES March 23- April 14, 2023?



DISTRICT STAFF MEMBER FOR SURVEY?

CANDIDATES

- RECOMMEND A SLATE OF FIVE OR SIX?
 - WHO CAME CLOSE
 - OVERVIEW OF POOL

SLATE SIZE?

- **INTERVIEWS** - In Person
 - FIRST ROUND
 - SECOND ROUND

BOARD PREFERENCE?

- BACKGROUND CHECKS ?

BOARD PREFERENCE?



SELECT

- **SALARY AND FRINGE BENEFITS**
 - TOTAL COMPENSATION; STATE INFORMATION
 - CONSIDER WHEN BEGINNING INTERVIEW

BOARD PREFERENCE?

- **RESIDENCY**
 - WITHIN THE DISTRICT
 - CONSIDER WHEN DOING THE PROFILE

BOARD PREFERENCE?



COMMUNICATIONS

- **WEBSITE**
 - SURVEY
 - CALENDAR
 - APPLICATION LINK
 - LEADERSHIP PROFILE
 - LIST OF OPEN MEETINGS

STAFF MEMBER DESIGNATED FOR WEBSITE?

- **COMMUNICATION WITH MEDIA**
 - LIAISON OR BOARD PRESIDENT
 - HYA ASSISTANCE

BOARD PREFERENCE?



SCHOOL DISTRICT U-46

OTHER SEARCH ISSUES OR QUESTIONS

HYA SUPERINTENDENT SEARCH TEAM

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