

- 1. Establish the interview process and benefit package**
- 2. Recruit candidates**
- 3. Screen and interview applicants**
- 4. Hire and announce new superintendent**
- 5. Post-hire support and onboarding**

School Board Meeting Schedule

Meeting Purpose	Agenda Items	Who is Involved
Review applications (Closed session)	- Review candidates - Choose 5-8 semifinalists - Discuss formal interview schedule - Brainstorm stakeholders for formal interview teams	- School board members - Board secretary - Search consultant(s)
Semifinalist interviews via Zoom (Closed session)	25-minute interviews with semifinalists - Select 2-3 finalists - Solidify formal interview schedule - Solidify stakeholders for formal interview teams	- School board members - Board secretary - Search consultant(s) - Tech support person
Formal interviews (Open and closed session)	- Interview finalists - Analyze stakeholder feedback - ADVanced Insights Report - Social media check - Make offer to successful candidate - Negotiate contract (if needed) - Conduct formal background check - Finalize announcement	- School board members - Board secretary - Search consultant(s) - Administrators or outgoing superintendent (by request only)
Follow-up planning & support (Open or work Session)	- Review ADVanced Insights Report - Consider first year goals - Review/discuss evaluation procedures - Share superintendent entry plan	- Board members - Board secretary - New Superintendent (Note: The new superintendent has been provided model evaluation document, advice from stakeholder survey, ADVanced Insights Report, and full day with ISFIS Inc.)

Motions To Enter into a Closed-Session Meeting

Vote Required for Closed Session

In order to go into closed session, either two-thirds of the members of the board must vote to go into closed session, or all of the members present must vote for closing the session—assuming a quorum is present.

For example, if all members of a five-member board are present, at least four must vote in favor of going into the closed session. If less than five members are present, then all members present must vote in favor of going into closed session.

On a seven-member board, if six or seven members are present, at least five must vote to go into a closed session. If four or five members are present, then all members present must vote in favor of going into a closed session.

Sample Motions for Closed Session

Under Iowa Code, Chapter 21.5, the reason for holding a closed session must be announced and entered in the minutes. The reason must be for one of the reasons specified in the law. A roll call vote must be taken, and the minutes must show how each member voted on closing the session.

The following is a sample motion for having a closed session related to hiring a superintendent:

"I move that we enter closed session based on 21.5(1)(i) of the Iowa Code to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."

Reasons for Entering a Closed Session

- To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the board's possession or receipt of federal funds. Iowa Code 21.5(1)(a)
- To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the board. Iowa Code 21.5(1)(c)
- To discuss whether to conduct a hearing, or conduct a hearing for suspension or expulsion of a student, unless an open meeting is requested by the student or the parent of the student. Iowa Code 21.5(1)(e)
- To evaluate the professional competency of an individual whose appointment, hiring, or performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa Code 21.5(1)(i)
- To discuss the purchase or sale of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the board would have to pay for the property, or in the case of a sale reduce the price the board could receive for the property. Iowa Code 21.5(1)(j)

Search Prep Questions – School Board Input

1. Are there any specific questions or changes to the presented search process you want to discuss?

2. Desired hiring timeline:

Dates of next school board meetings:

Stakeholder Survey:

Application Period:

Candidate Presentation:

(Closed session)

Initial Interviews:

(Closed session)

Formal Interviews:

3. Would you like to use a stakeholder survey to get feedback from district and community patrons to learn what they desire in a new superintendent? (*Proof survey*)

4. What salary and benefits package are you considering for the new superintendent?
(*Share 10 smaller and larger schools as a fair comparison.*)

Salary:	Cell Phone:
Term:	Memberships/Dues:
Health Insurance:	Relocation:
Dental:Insurance:	Other:
TSA/403b:	

5. Is your current contract language similar to what you would offer the new hire?
If not, what would you like to consider changing?

6. What involvement will the outgoing superintendent have in the search process? The administrative team?
(*GLS consultant makes recommendations.*)

7. Are there any leaders in the field you would like us to specifically recruit for the position?
Do you anticipate any internal candidates applying for the position?

8. Besides Teach Iowa, social media, GLS' website, Indeed, and K12 Job Spots, would you want the job posted anywhere else? (*There could be extra costs.*)

9. With whom should I be working with in the district to prepare interview materials and invite stakeholders to interviews? Phone/Email:

Stakeholder Survey Reflection

It is important the board reviews and considers the feedback from the stakeholders on the survey report. This template will walk the board through prioritizing the key “desired qualifications” in what you hope to have in the next superintendent.

The document can be completed individually or collectively as a school board.

1. Stakeholder Survey Report

- ☐ Make sure the board has had a chance to review the stakeholder survey report.

2. Reflect on Strengths and Areas of Improvement

- ☐ Ask for reactions from board members.
- ☐ Was any feedback new to the board?
- ☐ Prioritize any areas to specifically share with candidates.

3. Reflect on Desired Qualifications Listed

- ☐ How do the top desired qualifications compare to what the board is seeking?
- ☐ Does the board want to add or delete any desired qualifications?
(Consider Iowa Standards for School Leaders)
- ☐ Does the board want to clarify or further define any desired qualifications?

4. Prioritize Key Qualifications

- ☐ As a board, prioritize the top 3-4 desired qualifications you are seeking in the next superintendent. These will be used to recruit, screen, and guide the hiring process. (Write details on the back if you need more room.)

1.

2.

3.

4.

Upon completion, please return a copy of this document to your search team. **Thank you!**

Building the Interview Teams

When establishing interview teams, the following should be taking into consideration:

- ☐ How many people comfortably fit in the interview rooms?
- ☐ What district and community members do you want feedback from to select the new leader?
- ☐ Are various constituencies within the community included, eg., business, government, parents, farmers, etc?
- ☐ What district and community members can best answer questions from the candidates in an honest, yet tactful manner?

Students

- ☐ Is there a representative sample of students on the committee, eg., National Honor Society, student council, fine arts, etc.?
- ☐ Is there a balance of male and female representatives?
- ☐ Will the students be able to ask questions, answer questions from the candidates, and present both themselves and the district in a positive manner?

Teaching Staff/Coaches/Support Staff

- ☐ Are the elementary, middle, and high school teaching staffs represented?
- ☐ Are exploratory, encore, elective, and fine arts teachers included?
- ☐ Is there a balance of male and female representatives?
- ☐ If using coaches, is there representation of both male and female activities?
- ☐ Will the teaching staff/coaching representatives be able to ask questions, answer questions from the candidates, and present both themselves and the district in a positive manner?

Administrators/Directors

- ☐ Are all levels of administration represented?
- ☐ Are directors included on the interview team? If so, which areas are represented?
Is there a balance of male and female representatives?
- ☐ Are those who report directly to the superintendent involved?
- ☐ Will the administrator/director representatives be able to answer questions from the candidates, and present both themselves and the district in a positive manner?

Community Members

- ☐ What various constituencies are represented on the committee, eg., parents, business leaders, civic leaders, farmers, etc.?
- ☐ Is there a balance of male and female representatives?
- ☐ Are the people on this committee the same ones the new superintendent would/should include in his/her transition plan?
- ☐ Will the community representatives be able to ask questions, answer questions from the candidates, and present both themselves and the district in a positive manner?

Identifying the Interview Teams

Generally each interview team consists of 18-22 members. Recommended proportions are in yellow. Brainstorm district and community members for the formal interview team.

Interview Team A

Students	Teaching Staff/ Coaches	Support Staff	Administrators/ Directors	Community Members

Interview Team B

Students	Teaching Staff/ Coaches	Support Staff	Administrators/ Directors	Community Members

Total Rating:

Name: _____

Qualification Scoring: No Evidence
0 Points

<u>Minimal</u>	<u>Average</u>	<u>Constant/Distinguished</u>
1 Point	5 Points	10 Points

Possible point deductions for: Negative references, poor board relations, not fully qualified, inaccurate application materials, not meeting application deadlines, incomplete or lacking narratives, criminal charges, and frequent moves, among others.

[illegible]



Planning Meeting

Springfield Public Schools
Interim Superintendent Search



SEARCH PROCESS



MEETINGS REVIEW

School Board Meeting Schedule

Meeting Purpose	Agenda Items	Who Is Involved
Board Planning Meeting	Setting key hiring dates Establishing salary range Finalizing survey Review Superintendent contract	School Board Members Board Secretary Search Consultant(s) Outgoing Superintendent & Principals (optional)
Review Applications Closed Session	Review candidates Choose 5-8 semifinalists Discuss formal interview schedule Brainstorm stakeholders for formal interview teams	School Board Members Board Secretary Search Consultant(s)
Semifinalist Screening Interviews	25-minute interviews with semifinalists Select 2-3 finalists Solidify formal interview schedule Solidify stakeholders for formal interview teams	School Board Members Board Secretary Search Consultant(s) Tech Support Person
Formal Interviews	Interview finalists Analyze stakeholder feedback ADVanced Insights Report Social media check Make offer to successful candidate Negotiate contract (if needed) Conduct formal background check Finalize announcement	School Board Members Board Secretary Search Consultant(s) Administrators or outgoing Superintendent (by request only)

PLANNING MEETING AGENDA

SET HIRING TIMELINE

DISCUSS SALARY/BENEFIT PACKAGE

REVIEW JOB POSTING

COMMUNITY STAKEHOLDER SURVEY

DISCUSS INTERVIEW TEAMS/ &
INTERNAL CANDIDATES

ADDRESS QUESTIONS

PROPOSED HIRING TIMELINE



Stakeholder Survey

April 21-May 3

Application Period

Close May 10

Candidate Review

Week of May 11

Semi-Finalist Screening

Week of May 18

Finalist Interviews

Week of May 25

COMPARABLE SALARY INFORMATION

State Rank by Size	Comparison Group	Student Population
District 9	Gresham-Barlow SD 10J	11,741
District 10	Tigard-Tualatin SD 23J	11,295
District 11	Reynolds SD 7	9,257
District 12	West Linn-Wilsonville SD 3J	9,079
District 13	Greater Albany Public SD 8J	8,940
District 15	David Douglas SD 40	8,525
District 18	Redmond SD 2J	6,948
District 19	Lake Oswego SD 7J	6,580
District 20	McMinnville SD 40 (Interim)	6,370

			* PERS Adjusted Salary	Travel Allowance	Disrict Paid TSA	Tech Stipend	Other Comp	Total Compensation	Total Comp w/Vacation
Lowest Comparison	\$	200,000	\$200,000	\$3,600	\$9,023	\$1,200	\$1,500	\$214,800	\$214,800
Highest Comparison	\$	310,516	\$310,516	\$12,000	\$26,782	\$4,800	\$5,000	\$347,498	\$347,498
Average of Comparisons	\$	255,027	\$251,687	\$7,533	\$16,448	\$2,674	\$3,833	\$279,027	\$286,685
**Districts providing benefit				10	10	8			

Rank in Comparison Group	5	4	5	5	3	#N/A	4	4
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Comparing District																	
District 14	Springfield SD	\$	261,663	\$	261,663	\$	9,000	\$	15,000	\$	2,400	\$	-	\$	288,063	\$	298,127

Recommended Salary Range: \$220,000 - 260,000

BENEFITS REVIEW

Salary:	Cell Phone:
Term:	Memberships/Dues:
Health Insurance:	Vacation days:
Dental Insurance:	Sick leave:
TSA/403b:	Life Insurance:
Relocation:	Other:

CONTRACT LANGUAGE



- Length of Contract
- Are there any terms or language items that need to be reviewed before an offer is made?
- Have there been any changes to the rest of the administrative team contracts recently?
- Have any contractual issues surfaced recently?
- Do you want your legal counsel to review your contract before making an offer?

REVIEW JOB POSTING

Customized flyer for GLS and district to use to attract candidates

**Springfield Public Schools**
Every Student, Every Day

INTERIM SUPERINTENDENT SEARCH 2026-27 SCHOOL YEAR

 **APPLY**  **DISTRICT WEBSITE**  **MAY 1**



The Springfield School District 19 is located in Springfield, in Lane County, just east of Eugene in western Oregon. The district serves more than 10,000 students across 22 schools, including two charter school programs.

The district is recognized for its strong commitment to student-centered learning and well-rounded educational opportunities. The district offers a diverse range of programs, including robust career and technical education pathways and innovative options like the Academy of Arts and Academics, which provides a unique arts-integrated high school experience. It benefits from a dedicated teaching staff, a focus on inclusivity and student support, and a wide array of extracurricular activities that encourage student engagement beyond the classroom. Additionally, the district has built a reputation for fostering community partnerships and maintaining a welcoming, supportive environment.

The district is seeking an interim superintendent for the 2026-27 school year.

REQUIRED QUALIFICATIONS

- Oregon superintendent license or the ability to obtain one
- Collaborative, transparent leadership style
- Knowledge/experience with rural education

PREFERRED QUALIFICATIONS

- Superintendent Experience
- CTE background or experience
- SPED background or experience
- Bilingual

HIRING TIMELINE

- Application Deadline: May 1
- Candidate Screening: TBD
- Semifinalist Interviews:
- Finalist Interviews:

SALARY & BENEFITS

Salary Range: \$TBD

The final salary will be determined based on relevant experience.

Benefit Highlights:
Full benefit package

SEARCH CONSULTANTS

**GRUNDMEYER
LEADER
SERVICES**

Consultant Rob Hess
robhessbt@gmail.com
541-409-5012



www.springfield.k12.or.us

**LET'S
CONNECT!**   

ITEMS TO INCLUDE:

DISTRICT LOGO/BRAND

DISTRICT OVERVIEW

DISTRICT DIFFERENTIATORS

LINKS TO RECENT VIDEOS

LINKS TO SOCIAL MEDIA

PREFERRED QUALIFICATIONS

STAKEHOLDER SURVEY

Customized flyer and google form for district to share with stakeholders



SPRINGFIELD PUBLIC SCHOOLS INTERIM SUPERINTENDENT SEARCH COMMUNITY STAKEHOLDER SURVEY

The Springfield School District has appointed Grundmeyer Leader Services to support the search for a new interim superintendent starting the 2026-27 school year. The search will begin immediately and conclude with the successful hire of a new leader.



Your feedback regarding desired qualifications will ensure the new hire is a good fit for the school district and community.

Please complete a quick survey to share narrative insights and rank personal and professional priorities. The input gathered will be reviewed by the school board. The priorities shared by community stakeholders will guide the search.

This survey is anonymous unless you provide your name voluntarily. Thank you for taking the time to complete this survey by TBD.

<https://tinyurl.com/SpringfieldSupt>

SUPERINTENDENT HIRING TIMELINE

SURVEY
CLOSE DATE
TBD

APPLICATION
CLOSE DATE
TBD

CANDIDATE
REVIEW
TBD

SEMI-FINALIST
SCREENING
TBD

FINALIST
INTERVIEWS
TBD

ITEMS TO DISCUSS...

SURVEY OPEN/CLOSE DATES

STAKEHOLDER GROUPS

SURVEY QUESTION REVIEW

PHASED INFORMATION TO THE BOARD



The board will see **every candidate** who applies!

EXAMPLE WEEKLY EMAIL

Good morning everyone,

This week, we have 1 new applicant for the Waverly-Shell Rock Superintendent position with 8 more in progress. Attached you will find the completed application materials. Additionally, I will house the cumulative materials in this [Google folder](#) which you can reference throughout the search as necessary.

Please remember, these materials are confidential and are not to be shared outside of the hiring committee.

Reach out if you have any questions, and have a great week!

- Names are **confidential**
- Anticipate more applications at the end of the application period
- Folder to access all materials is provided

CANDIDATE PRESENTATION BY TIER

MOST QUALIFIED

- CANDIDATE APPLICATION MATERIALS ARE COMPLETE AND PROFESSIONAL
- CANDIDATE HAS EXPERIENCE IN A LEADERSHIP OR ADMINISTRATIVE ROLES
- CANDIDATE HAS POSITIVE RECOMMENDATIONS AND ACCOLADES RELATING TO THIS ROLE

QUALIFIED

- CANDIDATE APPLICATION MATERIALS ARE MOSTLY COMPLETE AND PROFESSIONAL
- CANDIDATE HAS SOME EXPERIENCES IN LEADERSHIP OR ADMINISTRATIVE ROLES
- CANDIDATE HAS MOSTLY POSITIVE RECOMMENDATIONS RELATING TO THIS ROLE

NOT QUALIFIED

- CANDIDATE APPLICATION MATERIALS ARE EITHER NOT COMPLETE OR PROFESSIONAL
- CANDIDATE HAS LITTLE OR NO EXPERIENCES IN LEADERSHIP OR ADMINISTRATIVE ROLES
- CANDIDATE DOES NOT HAVE POSITIVE RECOMMENDATIONS RELATING TO THIS ROLE

The board will see **every candidate** who applies!

CANDIDATE QUALIFICATIONS REPORT

Smith, John	Most recently Superintendent, Central High School Small Town, USA	Salary Not Listed
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Leadership Experience:

- Superintendent, (2006-2023)
- Superintendent, (2002-2006)
- Superintendent, (1998-2002)
- Assistant Superintendent, (1993-1998)
- High School Principal, (1989-1993)
- HS Athletic Director, Teacher, Coach, Model UN Sponsor, (1987-1989)

Highlights:

- Expanded AP and Honors programming
- Expanded middle school programs, expanded and redefined special education and 504 programming pre-K through 12+
- Lead the effort for the community approving an \$80 million referendum to construct two new elementary schools and remodel our other buildings
- Orchestrated a financial plan to eliminate long term debt

Administrative License Expires: 06/30/26

"He is able to analyze opportunities for areas of improvement and develop an action plan to implement any changes required. He also does an outstanding job of hiring staff and is able to find the right person for the job." (School Board Member)

"Dr. Smith will continue to learn so that he and others in the school district understand the key issues and make the best decisions. He will involve others in decision making and will be visible in the school and the community. He will be a hands-on leader." (Professional Peer)

"He has not worked in a small district for a while but he is sharp and will make the necessary adjustments." (Professional Peer)

"I am not sure he has weaknesses, from my perspective, maybe overworks himself, if anything". (School Board President)

CANDIDATE SUMMARY REPORT OF QUALIFICATIONS INCLUDES

SALARY

WORK EXPERIENCE

LICENSURE CHECK

CAREER HIGHLIGHTS

CONFIDENTIAL REFERENCES

SCREENING INTERVIEWS



ITEMS TO DISCUSS...

ZOOM OR IN-PERSON

- Questions are provided to district by consultant
- Consultant ensures candidates are serious about the job prior to formal interviews
- Typically 4-8 candidates are selected for screening interviews

FINALIST INTERVIEWS

Interview Team A

Students	Support Staff	Teaching Staff/Coaches	Administrators/Directors	Community Members
Board Members:				

ITEMS TO DISCUSS...

MIXED INTERVIEW TEAMS

ROLE OF OUTGOING SUPT'

INTERNAL CANDIDATES

SAMPLE FINALIST INTERVIEW SCHEDULES

	Candidate 1	Candidate 2	Candidate 3
11:30	Lunch	Lunch	Lunch
12:30	Building & Community Tour	Administrative Team	School Board Interview
1:45	Mixed Interview Team 1	Building & Community Tour	Administrative Team
3:00	Mixed Interview Team 2	Mixed Interview Team 1	Building & Community Tour
4:15	School Board Interview	Mixed Interview Team 2	Mixed Interview Team 1
5:30	Administrative Team	School Board Interview	Mixed Interview Team 2
7:00	School Board Meeting		

	Candidate 1	Candidate 2	Candidate 3
12:00	Building/Community Tour		
1:15	Interview Team	Building/Community Tour	
2:30	School Board Interview	Interview Team	Building/Community Tour
3:45		School Board Interview	Interview Team
5:00			School Board Interview
6:30-School Board Meeting (Closed Session)			

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
2:30	Mixed Interview Team 1	School and District Tour	School Board Interview	Mixed Interview Team 2
3:45	Mixed Interview Team 2	Mixed Interview Team 1	School and District Tour	School Board Interview
5:00	School Board Interview	Mixed Interview Team 2	Mixed Interview Team 1	School and District Tour
6:15	School and District Tour	School Board Interview	Mixed Interview Team 2	Mixed Interview Team 1
7:45 School Board Meeting				

INTERVIEWING MADE SIMPLE

SUPERINTENDENT SCREENING INTERVIEW						
Name:	Date:				Time:	
Introduction 1. Please introduce yourself and share how your experiences have prepared you to serve as the next superintendent? Notes:						
Poor	1	2	3	4	5	6
2. **What evidence would people in your current district share (Is approachable, accessible, and welcoming)? Notes:						
Poor	1	2	3	4	5	6
3. **On a scale of 1-10 (10 highest) what is your knowledge of utilized to maximize the financial condition of the district finance) Notes:						
Poor	1	2	3	4	5	6
4. **Please share some examples of how you have navigated a situation and what was the outcome? (Demonstrates collaboration) Notes:						

REVIEW AND CHECK EACH ITEM AT THE FIRST MEETING OF THE INTERVIEW COMMITTEE. SIGN AND KEEP ON FILE.

THANK THE INTERVIEW TEAM
Thank you for agreeing to serve on this Interview Committee. You bring an important perspective to this process, and I appreciate your willingness to give your time and insights. We will talk about the hiring process and next steps after the interviews today.

SELECTION OF INTERVIEW TEAM
Staff selection is one of the most important parts of the hiring process so that the school board gets the feedback they need to make the best hiring decision for the district and community. The school board chose each of you and was intentional about putting interview teams together.

ROLES AND RESPONSIBILITIES
The decision regarding which candidate to recommend for hire rests solely with the school board. As a member of the Interview Committee, you must be aware and understand that your role is to **provide input**, not to make the hiring decision.

The board will consider the input provided by the Interview Committee along with other information such as reference checks, written recommendations, artifacts, and specific needs of the district in making the final decision. Because you may not have access to this information as a member of the Interview Committee, it is important that you **limit your observations about the candidates to the information obtained during the interview process only to include the candidates application materials and answers to interview questions.**

IMPORTANCE OF CONFIDENTIALITY
As a participant in the interviewing process, you must be respectful of the rights of applicants, and you are expected to treat the information you obtain and the opinions you form in a confidential manner. We will **discuss each candidate after each person individually submits their formal feedback on the candidates.** You may share general information with others about candidates and the hiring process but should avoid any opinions or personal thoughts.

LEGAL REQUIREMENTS
There are many requirements of the law that interviewers must strictly follow (for example, types of questions and consistency of process). We also want to keep each interview the **same time.** The district expects you to abide by these requirements at all times. (See page two for additional examples of **legally risky questions to avoid.**) If questions are added the interview team should agree and they should be asked to all candidates.

ASKING QUESTIONS
We will **ask the same questions** (exactly as written) of each candidate. It is permissible to ask appropriate probing questions for clarification or elaboration. We also need to make sure we allow time for the candidates to ask you questions. (**Decide how to ask questions.**)

FEEDBACK & RECORD KEEPING
An **electronic feedback form** has been provided to document apparent strengths and weaknesses observed, evidence that desired qualifications are present, and overall impressions regarding the job fit. Your formal feedback should include job-related comments only. Other extraneous observations (e.g., references to appearance, mannerisms, etc.) are not to be included. You will be asked to **turn in your notes** at the conclusion of the interview.

CONFIRMED BY: _____ DATE: _____
Name

GLS prepares semi-finalist screening questions and facilitates the formal interview day, allowing you to focus fully on your candidates

FINALIST BACKGROUND CHECKS



- ✓ **CANDIDATE REFERENCES**
- ✓ **NATIONAL CRIMINAL BACKGROUND**
- ✓ **STATE LICENSURE CHECK**
- ✓ **EDUCATION VERIFICATION**
- ✓ **SOCIAL MEDIA CHECK**
7 YEAR REPORT
- ✓ **FEDERAL CIVIL RIGHTS RECORDS**
- ✓ **SEX OFFENDER REGISTRY**

SCHOOL DISTRICT

- ✓ **EXTRA REFERENCE CHECK**
OPTIONAL
- ✓ **NATIONAL CRIMINAL BACKGROUND**
- ✓ **E-VERIFY/SAVE**
- ✓ **I-9 EMPLOYMENT VERIFICATION**

PRE-NEGOTIATIONS

Ensure a smooth negotiations process with your top candidate!

**FINALIST
PRE-NEGOTIATION FORM**



CONGRATULATIONS ON BEING SELECTED AS A FINALIST!
Please answer the following important questions specific to a contract offer you may receive from the district you will soon be interviewing with. Your requests will not be directly shared with the school board but will assist in the negotiation process if you are the finalist. Thank you!

Name: _____

Contract Length: What is your preferred contract length, should you get the offer?

☐ One Year ☐ Two Years ☐ Three Years

Salary: What is your desired salary for the position?

\$ _____

Benefits: What are your desired benefits?
Please highlight your specific needs in regard to benefits that may include health insurance, dental, vision, disability, cell phone stipend, annuity, etc.

Family Commitment: How supportive and excited is your family in your quest to earn this new position?

 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10  Completely

Does your spouse (or children) plan on attending the formal interviews with you?
If so, please check what options they might be most interested in learning more about or visiting.

School district buildings	Retail areas	Mayor or community leaders	Meet with a realtor
Local hospital	Local college/university (if applicable)	Other parents in the community	PTO president
Local parks	Golf course (if applicable)	Civic groups in the community	Booster club president
Dine at a local restaurant	Swimming pool (if applicable)	Community newspaper	School board members
YMCA or wellness facility		District report card	
		Student achievement data (test scores, graduation rates, etc.)	

If there is anything else you want the search consultants to know about your preferences in a contract offer or formal interview schedule for your spouse, please let us know. Contact the search consultant directly if you have questions or would like to talk in more detail.

99%

Land their top
candidate!

NEXT STEPS

SCHOOL DISTRICT

- Share survey
- Share candidates
- Consider interview teams
- Reserve interview rooms
- Review superintendent contract
- Keep news positive!



- Update posting
- Update survey
- Update application
- Targeted recruiting
- Stakeholder survey report
- Draft formal interview schedule
- Weekly updates



FINALIST ANALYSIS

Decisive	Interactive	Stabilizing	Cautious
Problems: How you tend to approach problems and make decisions	People: How you tend to interact with others and share opinions	Pace: How you tend to pace things in your environment	Procedures: Your preference for established protocol/standards
High D	High I	High S	High C
Demanding Driving Forceful Daring Determined Competitive Responsible Inquisitive Conservative Mild Agreeable Unobtrusive	Gregarious Persuasive Inspiring Enthusiastic Sociable Poised Charming Convincing Reflective Matter-of-fact Withdrawn Aloof	Patient Predictable Passive Complacent Stable Consistent Steady Outgoing Restless Active Spontaneous Impetuous	Cautious Perfectionist Systematic Careful Analytical Orderly Neat Balanced Independent Rebellious Careless Defiant
Low D	Low I	Low S	Low C

ADVanced Insights Profile | Communication Insights for Others

This page is unique in this report because it is the only one that doesn't speak directly to you, rather to those who interact with you. The information below will help others communicate with you more effectively by appealing to your natural behavioral style. The first items are things others SHOULD do to be better understood by you (Do's) and the second list is of things others SHOULD NOT do (Don'ts) if they want you to understand them well.

Things to do to effectively communicate with Trent:

- Plan to talk about things that support dreams, and goals.
- Join in with some name-dropping, talk positively about people and their goals.
- Be casual and informal with gestures and body language.
- Outline individual tasks and responsibilities in writing.
- Break the ice with a brief personal comment.
- Provide testimonials from people he sees as important and prominent.
- Plan some extra time in your schedule for talking, relating, and socializing.

Things to avoid to effectively communicate with Trent:

- Don't legislate.
- Avoid getting bogged down in facts, figures, or abstractions.
- Don't patronize or demean him by using incentives or subtlety.
- Don't be vague or ambiguous.
- Don't stick coldly to the business agenda.
- If you disagree, don't let it reflect on him personally and don't let it affect the relationship.
- Don't be curt, cold, or tight-lipped.

ADVanced Insights Reports sharing DISC, Values and Attributes profiles. The science of hiring!

SEARCH SUMMARY

SEARCH COST

Marketing & Consultation	\$
Mileage	Waived
Proposed Search total	\$

Guaranteed All-Inclusive Price:
One flat fee — no hidden costs

Optional add-on: Discounted
Facilitated Evaluation — \$600



Dedicated Consultant Team

Two experienced consultants focused entirely on your search



The GLS Difference

GLS Consultant network access; Targeted candidate recruitment; Proven, phased search process; Broad stakeholder participation



Transition Support for New Leader

Hiring Insights; Superintendent and SBO Onboarding Workshop; monthly newsletter; New Era Strategic Association Partnership



Partnership with the Board Beyond the Hire

Search guarantee, collaborative support in building a 100-day plan, Facilitated Evaluation

SEARCH GUARANTEE

THE GLS DIFFERENCE

Search Guarantee First Year



Grundmeyer Leader Services (GLS) guarantees the selected candidate for one year from their contract start date. If the candidate leaves within the first 12 months, GLS will conduct a replacement search at **no cost**. The district will only cover direct expenses (mileage, advertising).

Search Guarantee Second Year



Career Advancement: A replacement search at a **reduced fee** if the candidate resigns for a promotional opportunity

Board Termination/Non-Fit: A replacement search with **no professional fee**; the district pays only actual, direct expenses

POST-HIRE SUPPORT

TRAINING

GLS summer onboarding workshop held for new superintendent and business manager — KPIs, School Finance, Legislative, Facilities



SPONSORS



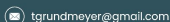
Designed for superintendents, this hands-on workshop blends legislative updates, case-based learning, and practical tools you can apply immediately in your first 90 days. Sessions align to Iowa leadership standards and emphasize equity, communication, and improvement cycles.

AGENDA

- 8:00 AM | Coffee & Rolls
- 8:30 AM | Introductions
- 9:00 AM | Legislative Updates & Implications
- 10:00 Networking Break
- 10:15–11:30 AM | Session 1
 - School finance (ISFIS)
- 11:30 AM — Lunch & Learn
 - Staying connected & advice
- 12:30–1:45 PM — Session 2:
 - Facilities (Denovo)
- 2:00 PM — Snack Break
- 2:15–3:30 PM — Session 3
 - Advanced Insights



Contact us with questions or to customize the day:



tgrundmeyer@gmail.com



515-205-9987

INSIGHT

Advice from the Stakeholder Survey and hiring reports shared with the new superintendent

COACHING

Monthly GLS Fitting 5 Resources newsletter Coaching and roundtables via New Era Superintendent Association partnership Leadership webinar series

