

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Superintendent Search Ad Hoc Committee

Date: July 16, 2018

Meeting Date: July 17, 2018

Re: Superintendent Search Ad Hoc Committee Process/Timeline Recommendations

Introduction

At its June 14, 2018, meeting, the Board approved formation of an Ad Hoc Committee to formulate a process and timeline for the recruitment of the new Superintendent. This memorandum provides the committee's recommendations for 1) branding for the school district and the community to attract applicants, 2) "non-negotiable" qualifications of the superintendent, 3) retaining a search consultant, and 4) a recommended timeline utilized by another school district.

The following individuals served as Ad Hoc Committee members:

Ryan Christner
Laura Warren
Shelly Garrett
Maureen Twomey
Tammy Schilling
Brandon Weist

Kellie Weber
Curtis Jones
Mike Martin
Jason Pottorf
Tami Volz
Kim Grousbeck

Branding

The committee talked about a school district branding in order to attract applicants. Some of the items the committee felt was important to highlight were:

- Lebanon School District is grounded in tradition and poised for potential
- Blend of town and country lifestyle
- Centrally located

- Economic Potential (Medical & Nursing Schools, VA, Lowes)
- People are valued
- Lebanon, the City that Friendliness Built

These ideas will be compiled and given to the Board in a paragraph format at a later date. Board member can revise to match the vision of the Board.

Non-negotiable Qualifications

Following are the superintendent qualifications the committee felt was “non-negotiables”.

Superintendent Non-negotiables (umbrella)	
<p>A person who holds all of the following stakeholders in equal value:</p> <ul style="list-style-type: none"> • Employees • Students • Parents • Community 	<p>Effective Communicator</p> <ul style="list-style-type: none"> • Informed • Good listener (two-way) • Networking skills - Visibility • Collaborative/Team-minded • Insightful • Self-aware • Timely • Transparent • Written and spoken language
<p>A person of integrity</p>	<p>High moral standards Models follow-through Honest Equitable</p>

Search Consultant

The committee recommends hiring a Search consultant. An official RFP process is not needed due to the cost not exceeding \$150,000. The District is responsible for obtaining three quotes prior to selecting the search consultant.

Timeline

The following timeline is recommended:

First month:

- Decision to seek a new superintendent announced;
- Proposals (3 quotes) are needed in lieu of a RFP due to not exceeding \$150,000;
- Consultant selected;
- Initial search planning meeting held for board and consultant (superintendent evaluation and 360 guidelines be used in search planning meeting);
- Tentative timeline established for the search
- Meetings and other methods of seeking input about the superintendent position from community, students, staff are scheduled and held; and
- Publication and distribution of information about the superintendent position (qualifications, personal characteristics, challenges of the job).

Second month:

- Applications accepted;
- Recruitment carried on; and
- Initial screening accomplished.

Third month:

- Application period closes;
- Initial screening completed and reported to the board;
- Selection of semi-finalists*;
- Interviews of semi-finalists*; and
- Selection of finalists.

Fourth Month:

- Finalist interviews and activities in Lebanon (town hall);
- Identify and contact references (beyond what was provided);
- District visits (*This may occur after selection of finalists or after finalist interviews depending upon the timeline to be observed, the number of finalists, distance, etc.);
- Deliberation on finalists;
- Decision to offer position, announcement of selection;
- Negotiation of contract; and Ratification of employment

Once a consultant is selected, it is recommended the Board work closely with the consultant to determine the best time to begin the timeline.