

CONSIDERATIONS FOR THE SUPERINTENDENT SEARCH PROCESS

**Bolivar-Richburg Central
School District**

**Stakeholder Group
Conversations**

February 01, 2024

**Michael J. DeMott
Howard S. Smith, Ed.D.
*Associates***

**School Leadership, LLC
9122 Curry Lane
Clarence Center, New York 14032**

ABOUT SCHOOL LEADERSHIP, LLC

Since 2004, School Leadership LLC has completed approximately 140 administrative searches, including 130 superintendent searches, as well as strategic planning, administrative organization, facilities planning and other school studies throughout New York State, northern New Jersey and southern Connecticut. The firm employs 16 experienced associates who are former superintendents, school administrators, school board members, professors, and state officials.

ABOUT SCHOOL LEADERSHIP, LLC

Charles Fowler, Ed.D., President

Thirty-five years as a school superintendent, former Executive Secretary of the Suburban School Superintendents, former Vice-President of the Horace Mann League, member of the national Superintendents' Roundtable and author of more than fifty books and articles regarding school leadership.

Howard Smith, Ed.D., Associate

Thirty-nine years in education, twenty-four as a Superintendent or Assistant, retiring as Superintendent of Schools from the Williamsville Central School District. He consults with districts in various capacities for School Leadership LLC and for Webster Szanyi LLP a western New York law firm.

ABOUT SCHOOL LEADERSHIP, LLC

Alan R. Berry, Associate

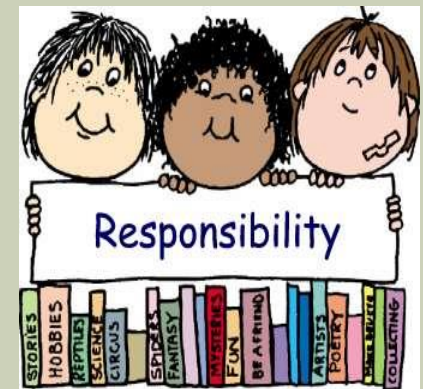
Thirty-three years in education, all in the Brockport Central School District, retiring as the Director of Personnel and School Community Relations after 16 years in that position. In addition to School Leadership responsibilities, Mr. Berry is President of Berry Consulting Services LLC, a human resources consulting firm that provides consultation and related personnel assistance to New York State administrators and Boards of Education.

Michael DeMott, Associate

Twenty years in personnel management in local school districts, retiring from the Victor Central School District as Director of Human Resources after 12 years in the position. Mr. DeMott also serves as a consultant for Berry Consulting Services LLC, He continues his work as an adjunct instructor for the State University at Oswego.

KEY RESPONSIBILITIES OF THE BOARD

- ✓ Commit to the Timeline
- ✓ Identify Stakeholder Groups
- ✓ Approve the Leadership Profile (Specifications for the Position)
- ✓ Determine Decision-Making Protocols
- ✓ Submit Interview Questions Aligned with the Specifications
- ✓ Select Semi-Finalists and Finalists
- ✓ Select “The Finalist”
- ✓ Guarantee Confidentiality



KEY RESPONSIBILITIES OF THE BOARD

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“The trouble with this company is nobody wants to accept responsibility for anything. But don’t tell anyone I said that!”

KEY RESPONSIBILITIES OF THE SEARCH CONSULTANTS

- ✓ Provide professional guidance during all phases of the search and minimize demands on the Board's time.
- ✓ Regularly communicate with the Board throughout the search with updates on the status of the process and communications with the staff, community and news media. These communications include email updates, prepared website and social media messages and public presentations.
- ✓ Assist the Board in developing the specifications for the position, with input from community and school (stakeholder) groups.
- ✓ Provide a detailed review of the current superintendent's employment agreement and assist in establishing parameters for the same with the successful candidate.
- ✓ Oversee the development of a recruitment letter and the establishment of an online application protocol.

KEY RESPONSIBILITIES OF THE SEARCH CONSULTANTS

- ✓ Advertise the position and recruit candidates who best meet the Board-approved specifications.
- ✓ Receive and review all applications and communicate with all applicants throughout the process.
- ✓ Screen all applications against the Board-approved specifications and initiate reference checking.
- ✓ Conduct preliminary interviews of selected applicants.
- ✓ Provide the Board with a written summary of all applicants and recommend those for consideration who best meet the specifications.
- ✓ Assist the Board in the selection of semi-finalists and then finalists; the planning and scheduling of semi-finalist and finalist interviews; question preparation; interview training; and site visits, if requested.

KEY RESPONSIBILITIES OF THE SEARCH CONSULTANTS

- ✓ Facilitate the post-interview conversations at the conclusion of the semi-finalist and finalist interviews in order to assist the Board in determining finalist candidates and, ultimately, the candidate of choice.
- ✓ Determine the process for continued reference checking of the finalists which may include, at the Board's request, criminal background and financial record checks.
- ✓ Assist in employment agreement discussions, as requested.
- ✓ Assist in the planning for post-employment activities including, but not limited to welcoming events, transition and entry planning, and goal setting and evaluation procedures, as requested.

THE SEARCH PROCESS

- ✓ **Planning Meeting:** Consultants and the Board begin specification development process and establish all dates and sequences for the search.
- ✓ **Specification Development:** Consultants seek input from stakeholders identified by the Board via stakeholder group meetings, open community meetings and an on-line survey.
- ✓ **Specification Approval:** Board approves specifications and their use in advertising and screening for the vacancy.

THE SEARCH PROCESS

- ✓ **Advertisement:** Consultants create and place advertisements and the mailing of a recruitment letter.
- ✓ **Recruitment:** Consultants initiate national, regional and local networking and recruitment activities.
- ✓ **Applicant Vetting:** Consultants review all applications against the Board-approved specifications and conduct interviews and initiate reference checks.
- ✓ **Semi-Finalist Selection:** Consultants meet with the Board and present all expressions of interest together with recommendations as to those for semi-finalist status. Board determines semi-finalists.

THE SEARCH PROCESS

- ✓ **Interview Preparation:** Consultants assist the Board in establishing Interview protocols and processes for semi-finalist and finalist Interviews.
- ✓ **Semi-Finalist Interviews:** Over up to three days, the Board interviews semi-finalists and selects finalists for further screening.
- ✓ **Finalist Interviews:** Over up to three days, the Board interviews finalists and completes finalist screening process (e.g., candidate presentations, criminal background and financial checks). Candidate of choice selected and notified.
- ✓ **Offer of Employment:** Board representative initiates preliminary employment agreement discussions. Offer of employment is made.

SPECIFICATION DEVELOPMENT

Consists of consultant data collection through stakeholder group conversations and an online survey.

Stakeholder Group Prompts:

- ✓ What is it about the Bolivar-Richburg schools and the larger community that would attract a proven educational leader to the District?
- ✓ What are the immediate as well as the longer term leadership challenges that the next Superintendent will face?
- ✓ What are the desired professional experiences and personal characteristics that you would like to see the next Superintendent bring to the position?

ANTICIPATED TIMELINE

Planning Meeting	January 6
Specification Development	February 1
Specification Approval	February 13
Advertisement/Recruitment	February 14
Application Deadline	April 12
Applicant Vetting	April 12 - 30
Semi-Finalists Selected	May 11
Semi-Finalists Interviews	May 15 - 16
Finalists Selected	May 16
Finalist Interviews Conducted	May 22 - 23
Candidate Selected	May 23
Employment Agreement Finalized and Appointment	May 24 - June 11
Start Date	prior to September 1

FINAL STEPS

- ✓ **Employment Agreement**
- ✓ **Press Release**
- ✓ **Welcoming the Family**
- ✓ **Plans for the First Week, Month, Semester, and Year in the District**



QUESTIONS AND DISCUSSION



STAKEHOLDER GROUP PROMPTS

- ✓ What is it about the Bolivar-Richburg schools and the larger community that would attract a proven educational leader to the District?
- ✓ What are the immediate as well as the longer term leadership challenges that the next Superintendent will face?
- ✓ What are the desired professional experiences and personal characteristics that you would like to see the next Superintendent bring to the position?