



Special Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
April 28, 2025
5:30 PM

Strategic Directions:

- Creating space and opportunity for each and every voice to be heard
- Actively leading by developing and sustaining a diverse and equitable education system
- Supporting and leveraging innovation to improve student outcomes and district culture
- Engaging our community to ensure common understanding of our Strategic Roadmap and the district work to support it

I. Call to Order

A. Welcome

B. Pledge of Allegiance

II. Approve Agenda

III. New Business

A. Review superintendent applicant information and determine finalists,
schedule for interviews, interview procedures and interview questions

Speaker(s): Barb Dorn, Minnesota School Board Association



**Agenda III.A.
April 28, 2025**

To: Board of Education

From: Barb Dorn, Minnesota School Board Association (MSBA)

Date: April 28, 2025

Re: Review superintendent applicant information and determine finalists, schedule for interviews, interview procedures and interview questions

Burnsville-Eagan-Savage Superintendent Search Round 1 Interview Schedule

1. Call meeting to order
2. Approve agenda
3. Interview semi-finalists for superintendent position
4. Select finalists for Round 2 interviews
5. Review Round 2 interview questions and schedule
6. Adjourn

Note: The below order is subject to change.

Wednesday, April 30, 2025

7:30 pm	Call School Board meeting to order
7:45 pm *	CANDIDATE 1
9:00 pm *	CANDIDATE 2
10:00 pm *	Continue meeting to Thursday, May 1 at 4:30 pm

Thursday, May 1, 2025

4:30 pm	Continue School Board meeting
4:35 pm *	CANDIDATE 3
5:50 pm *	CANDIDATE 4
6:50 pm *	Break
7:15 pm *	CANDIDATE 5
8:30 pm *	CANDIDATE 6
9:30 pm *	Break
10:00 pm *	School Board deliberates and decides on Round 2 finalists, questions, schedule, and reference checks

**Times are approximate.*

All interviews will be held in the Burnsville Room at the Diamondhead Education Center (200 W. Burnsville Parkway) and are open to the public. To ensure a level playing field for all candidates the interviews will not be livestreamed.



Burnsville-Eagan-Savage Superintendent Search Round 2 Interview Schedule

1. Call meeting to order
2. Approve agenda
3. Interview finalists for superintendent position
4. Select lone finalist and set negotiations process
5. Adjourn

Note: The below order is subject to change.

Wednesday, May 7, 2025

5:30 pm	Call School Board meeting to order
5:35 pm *	CANDIDATE 1
6:50 pm *	CANDIDATE 2
8:05 pm *	CANDIDATE 3
9:05 pm *	Break
9:30 pm *	School Board deliberates, selects lone finalist, and sets negotiations process

**Times are approximate.*

All interviews will be held in the Burnsville Room at the Diamondhead Education Center (200 W. Burnsville Parkway) and are open to the public. To ensure a level playing field for all candidates the interviews will not be livestreamed.



ISD 191 Superintendent Search

Candidate Interviews

Suggested welcome by the Board Chair:

Good morning/afternoon, and welcome to Burnsville-Eagan-Savage District 191. Thank you for meeting with us about becoming our district's superintendent.

Today our school board members will rotate asking you questions, and we will all be taking notes. Please know we are listening carefully and do not intend to be disrespectful. We have provided a copy of the questions for you. Please note, there are 14 questions and our last question will be whether you have any questions for us.

The interview is scheduled for one hour, and MSBA will notify us when there are 30 minutes, 15 minutes, and 5 minutes remaining in our allotted time.

I'd like to open this interview by asking each school board member to introduce themselves.

[Board members – please limit introductions to your name and years on the school board. Do not provide personal information about yourself or it may prompt the candidate to do the same.]

Thank you, board members. We will now begin with our first question.

Questions for the Candidate

School board members will ask all questions until complete. When the candidate asks questions of the board, the Board Chair will facilitate the conversation.

Board members should be taking notes for each question and record their evaluation of the candidate's answer. At some point after the interviews, board members must complete the electronic EMD form for each candidate.

Closing Comments / Wrap-up

Suggested closing by the Board Chair:

Thank you so much for joining us. We will be in contact after the school board has finished our deliberations.

Interview Concludes

Candidate and School Board members end the interview. Each board member completes and submits the EMD form provided by MSBA.

MSBA representatives collect and tally all board input to assist in board deliberations.

Upon conclusion of the search, it is recommended school board members turn in their notes from each interview to a designated district employee. These notes will be kept in accordance with the district's data retention records for personnel data.

ISD 191 Superintendent Search

Board Deliberations

Candidate Deliberation Process

The Chair will use this document to help guide the board through their deliberations but does not read it out loud. The steps are as follows:

First MSBA will provide an overview of the EMD results. The board will not discuss these results nor rank the candidates – this tally simply provides information on how your fellow board members evaluated the candidates on each of their answers during their individual interviews.

Next the school board will briefly discuss the strengths of each candidate:

- Round 1 / Round 2: Share strengths of (name) (1-2 strengths per board member). Continue until each board member has had an opportunity to speak about strengths.
- Round 2: Board member(s) who did reference checks on finalists gives a verbal report.

Repeat this process for each individual candidate. Start with a different board member each time.

Following discussion of candidate strengths, the board will then deliberate:

- Individually share whom you are leaning toward inviting back for a second interview (or after Round 2, whom you are leaning toward for your final selection). Do not rank. See if a consensus begins to build among a majority of the board and continue discussions until a slate of second round candidates (or after Round 2, a final candidate) can be identified.
- Note: if discussions plateau and you feel stuck, identifying growth opportunities can help move the board toward consensus. Always circle back to candidate strengths as needed.
- Motion / Second / Any Discussion / Vote.

Finally, MSBA will call all candidates with the board's decision. A sample press release will be provided to the district contact person for distribution to the appropriate news outlets.

TBD after Round 1: Discuss and confirm Round 2 logistics

1. Round 2 interview questions
2. Round 2 interview schedule
3. Reference check process of Round 2 finalists
4. Negotiations process and parameters

TBD after Round 2: Discuss and confirm selection logistics

1. Negotiations process and parameters
2. Background check results process
3. Timeline for approving contract
4. Turn in all board notes to HR department or district office

Adjourn

MSBA process – vetting candidates for presentation to the Board

After the application deadline has passed, a team of MSBA service providers and staff review all completed applications. We look at licensure, references and recommendations, work and educational history, answers to district-specific questions, cover letters, resumes, and all other application materials. We then align each applicant's background, experience and application information with the district's hiring criteria, leadership profile, and feedback gathered from district stakeholders on the next superintendent's desirable skills, traits, and experience.

Upon individually reviewing all completed applications, each member of the vetting team rates all applicants on a 5-point scale and an aggregate rating is compiled.

Next the team meets to discuss the ratings and evaluate which applicants have risen to the top and why. Following a lengthy discussion, eventually consensus is reached on which applicants to consider presenting to the board due to their alignment with the leadership profile, stakeholder report and the district's needs.

This results in the team conducting additional vetting on 6-10 applicants, which includes team members conducting phone interviews with each applicant, conversations with at least three of their listed references, and a deeper dive into each applicant's qualifications through a social media sweep as well as our personal and professional networks. The result is a final list of applicants MSBA recommends be presented to the board for interview consideration.

At the candidate presentation meeting with the board, MSBA will share our recommendations. After hearing short verbal presentations on each applicant, the board will then discuss the applicant pool (by alphabet identifier only to abide by data privacy laws) and request clarification from MSBA as needed (recognizing our responses will also be limited due to privacy laws). The board then has three options:

- Accept the recommendations made by MSBA for first round interviews as presented.
- Accept some applicants recommended by MSBA but replace others with candidates identified by the board.
- Forfeit all candidates recommended by MSBA and select an entirely new slate of applicants identified by the board.

A motion will then be made, seconded, and passed (again, using alphabet identifiers only). Once this motion has passed, MSBA will read aloud the names of those selected for first round interviews. These names will be in no particular order and not tied to their alphabet identifiers.

MSBA will then call these applicants to congratulate them, confirm their interest in the position, and inform them they will receive an email from MSBA's application software (Revelus) to schedule their interview. Once all interviews are scheduled, MSBA will send each interviewee an email confirming the details. Finally, applicants not selected for interviews will receive an email thanking them for their interest in the position and notifying them that the board has chosen to proceed with other candidates who more closely align with the district's leadership profile.

Sample Motion to Offer First Round Interviews

“I move to extend an offer for first round interviews for the XYZ Public Schools superintendency to the following candidates: [Candidate A], [Candidate B], [Candidate C], [etc.]”

Sample Motion to Offer Second Round Interviews

“I move to extend an offer for second round interviews for the XYZ Public Schools superintendency to the following candidates: [NAME], [NAME], and [NAME].”

Sample Motion to Select a New Superintendent

“I move to extend the offer of an employment contract for the position of XYZ Public Schools Superintendent to [NAME] contingent upon the following: that a mutually-agreeable employment contract is negotiated, and a criminal background check is completed with results acceptable to the school board.”

NOTE: The parties understand that if any of these contingencies are not accomplished, the offer is withdrawn. The candidate cannot accept this offer until the contingencies are successfully resolved. A deadline can be extended by board action.

Sample Motion to **Select a New Superintendent – Plan A / Plan B**

“I move to extend the offer of an employment contract for the position of **XYZ** Public Schools Superintendent to [NAME] contingent upon the following: that a mutually-agreeable employment contract is negotiated, and a criminal background check is completed with results acceptable to the school board.

In the event that the chair determines a mutually-agreeable employment contract is not attainable, the chair is authorized to extend the offer of an employment contract for the position of **XYZ** Public Schools Superintendent to [NAME] contingent upon the following: that a mutually-agreeable employment contract is negotiated, and a criminal background check is completed with results acceptable to the school board.”

NOTE: The parties understand that if any of these contingencies are not accomplished, the offer is withdrawn. The candidate cannot accept this offer until the contingencies are successfully resolved. A deadline can be extended by board action.

B. Discuss, decide, and schedule the steps necessary for the rest of the hiring process

Speaker(s): Barb Dorn, Minnesota School Board Association



**Agenda III.B.
April 28, 2025**

To: Board of Education

From: Barb Dorn, Minnesota School Board Association (MSBA)

Date: April 28, 2025

Re: Discuss, decide, and schedule the steps necessary for the rest of the hiring process

IV. Adjournment

District 191 welcomes members of the public to attend Board of Education meetings, work sessions and other public gatherings. However, public participation is allowed only during listening sessions, which are held before regular board meetings. Community members who wish to share their thoughts and opinions on meeting topics should contact the Superintendent's office at 952-707-2005 to schedule a meeting with the Superintendent or member of her leadership team.