

# Intermediate District 287

*Responsive. Innovative. Solutions.*

**GENERAL MEETING OF THE BOARD – Special**

**Thursday, July 15, 2021**

**7:00 PM @ Boardroom**

**1820 Xenium Ln N**

**Minneapolis, MN 55441-3790**

**AGENDA**

**Page #**

**1. CALL TO ORDER (Action)**

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

**2. APPROVAL OF GENERAL MEETING AGENDA (Action)**

**3. OPEN FORUM (Information)**

**4. APPROVAL OF CONSENT AGENDA - None**

**5. SHARE THE SUCCESS & RECOGNITION - None**

**6. SUPERINTENDENT'S REPORT - None**

**7. INSTRUCTIONAL REPORT - None**

**8. BUSINESS SERVICES & LABOR RELATIONS REPORT - None**

1. Facilities Report - None

2. Financial Report - None

3. Human Resource Report - None

**9. BOARD BUSINESS - (90 minutes) (Information)**

1. Policy Review & Revision - None

2. Board Reports

1. Chair Report (Information)

1. Superintendent Search

The Board will meet with School Exec Connect to discuss the next steps with the Superintendent Search.

3. District News - None

4. Once Around the Table

**10. ADJOURNMENT (Action)**

Recommended Action: Board Chair calls meeting adjourned @ \_\_\_\_\_ PM

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## **Intermediate District 287**

### **PLANNING MEETING**

July 15, 2021

#### **Agenda**

**Introductions**

**Letter to District Stakeholders**

**Board/Staff Liaison for communication**

**Interviews/Profile Questionnaire for Search**

**Establish Search Calendar**

**Community and District Engagement/Establish Focus Groups and Individual Interviews**

**Advertising Campaign**

**Compensation Guidelines-Current Contract**

**Background Checks**

July 21, 2021

Dear Intermediate District 287 Stakeholders:

The Intermediate District 287 School Board is seeking your input as we begin the important responsibility of hiring a new superintendent. The Board has contracted with SCHOOL EXEC CONNECT to facilitate the search process. Dr. Kenneth Dragseth, Dr. Antoinette Johns, Dr. David Clough represent SCHOOL EXEC CONNECT. Team members will meet with Intermediate District Board members, school district staff, parents/guardians, students, member district Superintendents, member district Board members and community members individually and in focus groups to determine the strengths, challenges, goals to achieve in our Intermediate School District and the characteristics or skills you would like to see in the new superintendent. Additionally, our staff and community members will have the opportunity to give confidential written feedback to the consultants via a link from our district website. Using this information, we will develop a profile of the desired skills and characteristics in the next superintendent.

The position will be advertised, and candidates will be recruited from September XX to November XX, 2021. On XXX, 2021 the Intermediate District Board and consultants will meet to review and select candidates to be initially interviewed. The Board will interview four to seven recommended candidates on XXX, and XX, 2021. On XX, 2021 the board will narrow the field to two or three finalists. Each finalist will be invited for an individual all-day interview process on XX, XX, and XX if needed. Interviews will be conducted by the Intermediate Board and candidates will be assessed using criteria developed as a result of the feedback obtained from the focus groups and online survey. We, the Intermediate Board will narrow the choice to one final candidate at the end of the last day's interview. We plan to act on the new superintendent's contract at a Board meeting on XX.

**You may choose to give your survey input as confidential feedback to us after July 21st by accessing the Intermediate District 287 website: [info@district287.org](mailto:info@district287.org) and completing the Survey Monkey form. All replies will be confidential. Please submit feedback by XXXXst, 2021.**

Please feel free to contact Antoinette Johns (612-309-1511), David Clough (847.644.5556), Kenneth Dragseth (952.210.2790), if you have any questions regarding the search. We look forward to your assistance in this search process and believe that your input will help us make the best possible choice for your next superintendent.

Sincerely,

School Board, Intermediate District 287

Ms. Regina Neville, Chair   Ms. Andrea Cuene, Vice-Chair   Ms. Crystal Brakke, Board Clerk

Ms. Ruthie Dallas, Board Treasurer   Ms. Shannon Andreson, Director   Ms. Anne Casey, Director

Ms. Michele Kunz, Director   Ms. Heidi Marty, Director   Mr. Sam Sant, Director

Ms. Jacqueline Mosqueda-Jones, Director   Mr. Adam Seidel, Director

# INTERMEDIATE DISTRICT 287 (ISD)

## New Superintendent Profile

Members of the School Board request your assistance in developing a leadership profile that will be used in the search for a new superintendent. If you have additional comments other than those expressed in the focus group or individual interviews you can go on the district website [info@district287.org](mailto:info@district287.org) and complete the Survey Monkey form. All responses will be confidential.

Which group do you represent? (Check as many as apply)

ISD Certified Special Education Staff   ISD Career and Tech Certified Staff   ISD Paras,  
ISD Administrators   ISD Board Members   ISD Non- Certified Staff   ISD Parent/Guardian   Student  
Community Member   Member District Special Education staff & leadership   ISD Itinerant staff  
Parent Advisory   ALC teacher   Other \_\_\_\_\_ ***once groups are determined we will have them here***

List the three most important goals for the ISD to achieve in the next three years.

- a.
- b.
- c.

List the three greatest strengths/attributes of ISD.

- a.
- b.
- c.

List the greatest challenges/barriers for the ISD in achieving those goals.

- a.
- b.
- c.

Describe the three most important characteristics/skills, experiences the next superintendent needs to possess to be successful.

- a.
- b.
- c.

What questions/areas would you like the Board to ask the candidates as they select the superintendent?

# SCHOOL EXEC CONNECT

## GATHERING FEEDBACK FROM STAFF AND COMMUNITY

Four types of Input: Individual Interviews, Focus Groups, Open Meeting, and Survey

### **Individual Interviews:**

Appointments will be set individually with consultants:  
School Board Members, Superintendent, Assist. Supt. Of Programs and Services

### **Languages for on-line survey**

Suggesting English, Somali, and Spanish based on your website

### **Focus Groups: Provided by ISD**

Member District Superintendents  
Parent Advisory  
CTE Program Advisory Committees  
Union Leadership Individual or group if more than 1 or 2 ?  
Itinerant staff  
Special Education teachers  
Career and Tech teachers  
Special Education Paras  
Member District Special Education Directors and Coordinators  
Member District Career and Tech Directors  
Non-Certified Staff in Special education  
Non-certified staff in Career and Technology  
Special Education Students  
Career and tech students  
ISD Cabinet level Administration

Invitations sent/people selected by the district  
Between 10 -20 people per group  
About 50 minutes per group  
Conducted by consultants the week of XXX, 2021

### **Open Meeting:**

Open to those who were not part of a focus group and would like to meet with us. Held at 6:00 pm or 7:00 p.m.  
May include both special and general invitations  
Conducted by consultants on **XXXX**.

**Community meeting notice by:** Letter home to parents (electronic), phone blast message, Facebook, and newspaper open invite to all.  
 District needs to set schedules, issue invitations, and set up rooms for groups and individuals

## INTERMEDIATE DISTRICT 287

### **SUGGESTED SUPERINTENDENT SEARCH CALENDAR**

**All of these dates are open for discussion, it is easier to establish a calendar with a suggested one rather than start with no dates**

July 15	Meet with Board to establish search process
July 21	Stakeholder letter to explain process
September 20	Post internet feedback survey, English, Spanish, Somali
September 20, 21	Meet with Board, staff, students, parents/guardians, community for input into the “New Superintendent Profile”
October 14	Develop “New Superintendent Profile” based on input from Community, focus groups, survey results & board interviews, (meeting with Board XXXXX pm.)
September-November	Recruit candidates and vetting of applicants
December 1	Highly qualified candidates presented to the Board
December 2, 3	First Board Interviews (Interviews begin at 5:00 pm)
December 3	Board narrows choice to two or three finalists
December 6,7,8	All day interviews. Board conducts second interviews.
December 7 or 8	Board narrows choice to one individual
December	Negotiate contract
December	Board action on superintendent’s contract
January-June	Superintendent Transition activities
July 1, 2021	Superintendent assumes duties

## **Advertising Campaign**

### **Advertising:**

#### **Costs are subject to change by the vendor**

Advertising costs are determined and paid by the district. Options include:

- The firm would post the position at no cost on the **SCHOOL EXEC CONNECT** website with a link from your district. The following are also options with current costs for advertising:
- Post position on ISD website with a link to the **SCHOOL EXEC CONNECT** website
- Education Week: Written ad costs vary by length of ad, beginning about \$1,400 for a month in their print paper. On-line ad for one month base cost is \$400, if submitted through our firm.
- American Association of School Administrators: \$409 for a one-month basic online ad. There are low-cost add-ons that will provide information directly to 5000 Superintendents, and place your ad in priority listing for \$599 for one month
- Teacher to Teacher which advertises to administrators, no cost
- Association of Latino Administrators and Superintendents (ALAS)
- National Alliance of Black School Educators
- Reaching out to State and National Special Education organizations such as National CASE, MN-CASE
- Minnesota Association of School Administrators and Special Education, at no cost
- Regional public advertising of the district's choice, newspapers etc.
- Electronic means approved by the Board
- E-mail blasts to selected superintendents and contacts throughout the country

### **Background Checks**

- National Criminal Background checks may be completed for final candidate(s) at a cost of \$750.00 per person expensed to the district. (Baker-Eubanks)
- Psychological evaluations can be arranged, and the cost begins at about \$1,000 depending on the type of evaluation requested. It is suggested to be only for the finalist or finalists.

## **Compensation/Contract**

The Intermediate School District 287 will be offering a regionally competitive salary and fringe benefit package.

We ask that you provide us with a copy of the current Superintendent's contract and provide us with any significant components you may want changed.