

## **Special Meeting (Superintendent Search)**

Tuesday, June 6, 2023 5:00 PM

Board Assembly Room, 1250 West Broadway Avenue, Minneapolis, Minnesota 55411

1) **Call to Order and Roll Call**

2) **Adoption of the Agenda**

3) **Reports and Discussion**

3)a. Search Timeline and Process Discussion

4) **Adjournment**



BWP & Associates

# Minneapolis Public Schools

Superintendent Search  
Finding a Leader for Your Future

School Board Presentation  
June 6, 2023

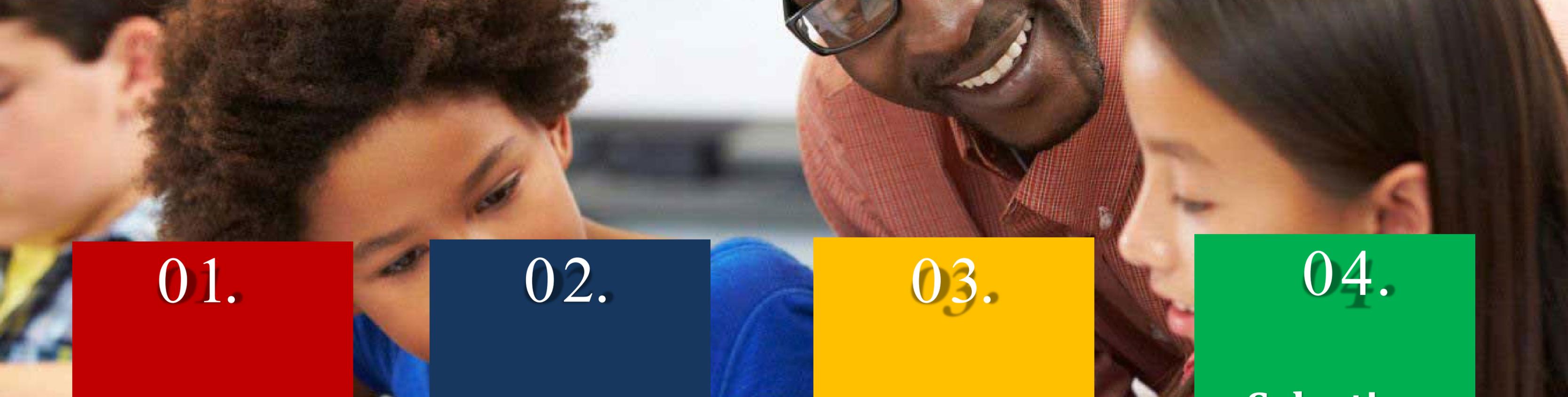
Dr. Kevin Castner  
Mr. Stever Griesbach  
Ms. Jan Berenz  
Dr. Johnnie Thomas



# Superintendent Search Objectives

- Establish a process that supports & helps the Board find the best candidate
- Partner with EPU Consultants – Community Engagement Results/Profile
- Recruit highly-qualified candidates
- Complete the search within the Board's timeline, budget, and expectations





01.

**Specification**

02.

**Recruitment**

03.

**Assessment**

04.

**Selection**

# *The Four Step Search Process*



**01.**  
**Specification**

## **SPECIFICATION #1**

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### **Key Decisions:**

- **Calendar – Fall Kick Off – Vacancy Advertised - Sept. 5; Applications due – Nov. 1; Present candidates to Board Nov. 15/ Announce Dec. 15**
- **Parameters for Community Engagement/EPU Consultants/Board**
- **Parameters for creating Leadership Profile**
- **Confidentiality Agreements**



01.

**Specification**

## Draft Leadership Profile

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- Review of survey data
- Organize prominent responses from community engagement feedback
- Assigned Team will draft a Leadership profile that describes *the experiences, qualities, characteristics, skills and knowledge* the next Minneapolis Public Schools Superintendent must possess and demonstrate

# Draft Leadership Profile

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The Minneapolis Public Schools is seeking an innovative, visionary, committed servant leader who will work in partnership with diverse community stakeholders to promote equitable opportunities for all students in an environment of trust and transparency. A proven record of success as a superintendent in comparable diverse district is preferred.

The successful candidate will have the following characteristics and skill set in these areas:

Instructional Leadership

Effective Communicator

Collaborative Manager

Personal Qualities

01.

**Specification**



02.

**Recruitment**

## RECRUITMENT #2

**GOAL – find *outstanding* candidates**

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- Advertise in national publications and websites
- Seek nominations from extensive network
- Initiate personal contacts



02.

**Recruitment**

# Minneapolis Public Schools

## Superintendent Vacancy

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- Attractive vacancy posting
- Advertising plan
- Professional websites
- Publications – National and State
  - Ed week      NIEA
  - AASA          MASA
  - NABSE        MSBA
  - ALAS



03.

**Assessment**

## ASSESSMENT #3

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- BWP receives online applications & other documentation
- BWP evaluates applications and identifies group for “further consideration”
- BWP interviews top applicants
- BWP completes formal & “informal” reference checks



04.

## Selection

## SELECTION #4

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- BWP presents slate of candidates to Board for consideration
- Interview Protocols Board Training
- Board selects candidates for initial and final interviews
- Design a process to allow community engagement and feedback on final candidates



## Support School Board throughout Search Process

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04.

**Selection**

- Work for you and operate in your best interest
- Advise the Board on pros and cons of each decision
- Support Board during every step of search

# Draft Search Calendar

<p><b>Specifications</b></p> <p><i>Key Decisions by Board June 6</i></p>	<p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>▪ BWP meets with EPU Consultants</li> <li>▪ Development of Leadership Profile</li> <li>▪ Create Calendar</li> <li>▪ Confidentiality parameters</li> </ul>	<p><b>Recruitment/Assessment Ad campaign approved</b></p> <p><b>Application window September 5– Nov. 5</b></p> <p><b>Present candidates Nov. 15</b></p>	<p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>▪ BWP receives and reviews applications</li> <li>▪ BWP screens applications and completes reference checks</li> <li>▪ BWP presents candidates to Board</li> </ul>
<p><b>Selection</b></p> <p><i>Completed by Board Nov. 15 – Dec. 15</i></p>	<p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>▪ Board selects candidates and receives Interview Protocols Training</li> <li>▪ Board conducts first round of interviews</li> <li>▪ BWP designs process for community engagement</li> </ul>	<p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>▪ Board conducts finalist interviews</li> <li>▪ Board selects new superintendent and negotiates contract</li> </ul>	<p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>▪ Board introduces new superintendent to community</li> <li>▪ Superintendent begins on or before July 2024</li> </ul>

A young woman in a white lab coat is holding a microscope slide up to the light, looking at it with a smile. In the background, another student is working at a lab bench with test tubes. The scene is set in a laboratory with a chalkboard in the background.

Our Focus Is  
Match and Fit!

**BWP & Associates**

## DRAFT Superintendent Search Timeline

### Minneapolis Public Schools

January, 2023	MPS Board of Directors selects BWP & Associates to Lead Search
May, 2023	MPS and BWP finalize Letter of Understanding/Contract
June 6, 2023	MPS Board of Directors and BWP Consultants Meet to Outline Search <ol style="list-style-type: none"><li>Interview board members</li><li>Develop search timeline</li><li>Define search parameters and process</li><li>Agree on communication plan between Board and BWP</li><li>Approve marketing/advertisement plan for vacancy</li><li>Determine responsibility for creating data-based Leadership Profile</li><li>Determine the role, if any, of a MPS search committee</li></ol>
July 2023	Board of Directors Review and Approve Leadership Profile
August 2023	Board Approves Vacancy Announcement
September 5, 2023	Formally launch vacancy marketing efforts and advertisements <ol style="list-style-type: none"><li>BWP website</li><li>K-12 Job Spot</li><li>Minnesota Association of School Administrators</li><li>Minnesota School Board Association</li><li>University of Minnesota- Indian Affairs List Service</li><li><i>EdWeek</i></li><li>National Alliance of Black School Educators</li><li>Association of Latino Administrators and Superintendents</li><li>American Association of School Administrators</li></ol> <p>BWP opens application portal</p>
November 5	Application Deadline

- November 9 - 10      Application Review and Applicant Interviews
- a. BWP Consultant Team interviews top applicants
  - b. BWP Consultant Team investigates social media footprint of top candidates
  - c. BWP Consultant Team conducts preliminary reference checks on top candidates
- November 14            BWP Meeting with Board of Directors and/or Search Committee
- a. BWP presents candidate slate (4 - 7 top candidates)
  - b. BWP workshop on organizing successful candidate interviews and the decision-making process of choosing the next superintendent
- November 29 & 30      Selection Committee Interviews candidate slate
- a. 90 - 120 minute interviews per candidate
  - b. Selection Committee narrows slate to 2- 3 candidates to be interviewed by the Board of Directors
  - c. BWP completed references checks on "finalist" candidates
- December 2            BWP/Selection Committee present Finalist Candidates to Board  
Board approves Finalist Candidates
- December 15 - 17      Board interviews Finalist Candidates and Identifies Top Choice
- December 18 - ?      MPS conducts required background checks per Minnesota law  
Board negotiates candidate contract  
Board holds special meeting to approve contract and introduce new superintendent
- July 1, 2024            New Superintendent reports to work (if not before)





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## **KEY DECISIONS FOR MINNEAPOLIS SCHOOL BOARD**

### **Superintendent Search Details**

- A. Calendar (see attached)**
  - BWP presentation to Board – June 6
  - Advertisement window September 5 – November 1
  - Deadline for applications – November 1
  - ,
  - Initial interviews
  - Finalist interviews
  - Announce next superintendent @ December 15
  
- B. Community Engagement Process Parameters**
  - **BWP meet with EPU Consultants – June 6**
  - Establish Role of BWP and Role of Board regarding extended Community Engagement activities
  
- C. Leadership Profile Development and approval by Board**
  - Option 1 – BWP develop draft Leadership Profile**
  - Option 2 - Board develop draft Leadership Profile**
  
- D. Communications plan for Board and community updates; web site information**
  
- E. Announcement, Ad copy, advertising outlets - approved by Board. (see attached)**
  
- F. Nationally competitive Salary parameters for new superintendent**
  
- G. Confidentiality protocol for candidates established**
  
- H. Assistance for district public information - district staff involved to coordinate work**
  - Coordinating logistics for Board interviews
  - Board contact person
  - Working with consultants on search media announcements

# Superintendent Search Advertisement Plan and Costs

## Minnesota Public Schools

### ***Education Week***

- Cost: \$495 per 30 days
- Recommendation: 60 days

### **AASA - American Association of School Administrators**

- Cost: Online website posting - \$375 for 30 days
- Recommendation: 60 days

### **NABSE – National Association of Black School Educators**

- Cost: \$250 per 30 days
- Recommendation: 60 days

### **ALAS – Association of Latino Administrators and Superintendents**

- Cost: \$200 per 6 weeks
- Recommendation: 60 days

### **MASA - Minnesota Association of School Administrators**

### **MSBA – Minnesota School Boards Association**

### **MINN – American Indian Affairs List Serve**

### **BWP & Associates Website**

- Cost: None

### **K-12 Job Spot**

- Cost: None