

Hastings Area Public Schools - ISD 200
School Board Meeting Agenda

Wednesday, May 10, 2023
Special Meeting of the Hastings School Board
Middle School Media Center

- I. **Call Meeting to Order**
 - a. Attendance
- II. **Pledge of Allegiance**
- III. **Motion to approve the agenda/table file**
- IV. **Items for Discussion**
 - a. Determination of Finalists for First-Round Interviews
 - b. Review and discuss the steps necessary for the rest of the hiring process
- V. **Adjournment**

Hastings Public Schools – Superintendent Search First Round Interview Schedule

1. Call meeting to order
2. Approve agenda
3. Interview candidates for superintendent position
4. Select candidates for second round interviews
5. Review second round interview questions and schedule
6. Adjourn

Note: The below order is subject to change.

Tuesday, May 16, 2023

9:55 am	Call School Board meeting to order
10:00 am *	CANDIDATE 1
11:15 am *	CANDIDATE 2
12:30 pm *	CANDIDATE 3
1:30 pm *	Break
2:00 pm *	CANDIDATE 4
3:15 pm *	CANDIDATE 5
4:30 pm *	CANDIDATE 6
5:30 pm *	Break
6:00 pm *	School Board deliberates and decides on second round interview candidates, questions, schedule, and reference checks

**Times are approximate.*

All interviews will be held in the district office Conference Room A and are open to the public.



Hastings Public Schools – Superintendent Search Second Round Interview Schedule

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

Note: The below order is subject to change.

Tuesday, May 23, 2023

3:55 pm	Call School Board meeting to order
4:00 pm *	CANDIDATE 1
5:15 pm *	CANDIDATE 2
6:30 pm *	CANDIDATE 3
7:30 pm *	Break
8:00 pm *	School Board deliberates, selects lone finalist, and sets negotiations process

**Times are approximate.*

All interviews will be held in the district office Conference Room A and are open to the public.



Superintendent Search – CANDIDATE INTERVIEWS

Meeting Agenda: Candidate Interviews - SCRIPT

Board Chair:

Good afternoon and welcome to Hastings Public Schools. Thank you for meeting with us about becoming our school district's next superintendent. As you may know, we will be interviewing several candidates today, and it is our intention to have second round interviews on May 23rd. All candidates will be notified as soon as the School Board has finished our first round of deliberations.

School Board members will rotate asking you questions, and we will all be taking notes to assist us in our deliberations. Please know we are listening carefully while we write and do not intend to be disrespectful. Also, we have allocated one hour for the interview, and our last question will be whether you have any questions for us. You may use whatever time remains for this purpose.

We have provided a copy of the interview questions for you (please note there are 16 questions), and MSBA's representatives will notify us when there are 30 minutes, 15 minutes, and 5 minutes remaining in our allotted time.

I'd now like to open this interview by asking the School Board members to introduce themselves. *[The Board Chair will call on each member to introduce themselves. Limit the introduction to name and years on the school board, and do not provide personal information about yourself or it may prompt the candidate to do the same.]*

We'll now begin with our first question.

Questions for the Candidate

School Board members will ask all questions until complete. If time remains for the candidate to ask questions of the Board, the Board Chair will facilitate who on the Board answers which questions.

Board members should be taking notes for each question and record their evaluation of the candidate's answer. Either during or immediately after the interview, Board members must complete the electronic EMD form for each candidate.

Closing Comments / Wrap-up

Board Chair:

Thank you so much for taking the time to be with us today. We have enjoyed our time together and thank you for your interest. 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 interview form provided by MSBA before the next interview begins.

Superintendent Search – BOARD DELIBERATIONS

Candidate Deliberation Process - OUTLINE

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 (evaluation interview forms completed by Board members for each candidate). The Board will not discuss these results nor rank the candidates – this tally is simply meant to provide information on how your fellow Board members evaluated the candidates during their individual interviews.

Next the School Board will briefly discuss the strengths of each candidate:

- Share strengths of (name) (1-2 strengths per Board member). Continue until all strengths of the candidate have been identified and each Board member has had an opportunity to speak.
- (Second round – Board member 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:

- Individually share whom you are leaning toward inviting back for a second interview (after second round, 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 (second round – a final candidate) can be identified.
- Note: if discussions plateau and the Board feels stuck, identifying growth opportunities could help move the Board toward clearer consensus on the slate of candidates. Remember to circle back around to candidate strengths as needed.
- Motion / Second / Any Discussion / Vote.

MSBA will call all candidates with the Board's decision. A sample press release will also 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 candidates
4. Round 2 district tours
5. Negotiations process and parameters

TBD after Round 2: Discuss and confirm selection logistics

1. Negotiations process and parameters
2. Background check process
3. Timeline for approving contract

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. MSBA will look at their licensure, references and recommendations, and work and educational history. 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.

After 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, consensus is reached on which applicants to consider presenting to the Board due to their alignment with the hiring criteria and the district's needs.

This results in the team conducting additional vetting on applicants. This vetting includes team members conducting a phone interview with each applicant, holding conversations with at least three of their listed references, and a closer look into each applicant's qualifications. The result is the 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 somewhat limited due to privacy laws). The Board then has four options:

- Accept the recommendations made by MSBA for first round interviews as presented.
- Accept some applicants recommended by MSBA
- 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, the Board Chair or 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 containing final information for their interview. 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 hiring criteria.

Sample Motion to Offer First Round Interviews

“I move to extend an offer for first round interviews for the Hastings 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 Hastings 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 Hastings 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 Hastings 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 Hastings 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.