Schuyler Community Schools
Board of Education Work Session
Monday, January 16, 2023 6:30 PM
Schuyler Community Schools Board Room
120 West 20th Street
Schuyler, NE 68661

I. Call Meeting to Order
I.A. Pledge of Allegiance
I.B. Declaration of Open Meeting
II. Conduct a work session with the Nebraska Association of School Boards' Consultant. Discussion of the superintendent's search process.
III. Adjournment at 8:50 pm

Prepared by: Christina Bywater, Secretary to the Board

Nebraska Association of School Boards Superintendent Search Information

Prepared For

Schuyler Community Schools

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Schuyler Board of Education,

We appreciate the opportunity to share information on the NASB Superintendent Search Service with the Board of Education. The Nebraska Association of School Boards provides a multitude of services to our members, including superintendent search services. The team at NASB would value the opportunity to work with the school district, through the search process.

My name is Shari Becker, and I am the Director of the Nebraska Association of School Boards Education Leadership Search Service. I have been the Director of the Search Service since April of 2013 and worked for the Service for six years prior to becoming the Director. I have worked on over 100 searches, taking the lead on over 70.

Hiring a superintendent is one of the most important decisions a school board will make. The NASB Search Service looks at the process through the eyes of a board member. We ensure a highly professional search process that will attract quality applicants but will also bring credit to the board for the manner in which the search is conducted.

Please contact me at the number below if you have any questions.

Respectfully submitted,

Shari L. Becker

Shari L. Becker
Director of NASB Education Leadership Search Services
402.416.4483 Cell

Search Service Protocol

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In the following section, you will see a detailed outline of the NASB Search Protocol. We typically meet with the full board two or three times during the search.

Preliminary Work

- Distribute board survey
- Begin creation of marketing flyer
- Advertise vacancy on NASB and other applicable sites

Board Work Session I

- Collaborate with the board to design a timeline to guide the search process
- Review and discuss board survey results and Leadership Profile document

NOTE: Leadership Profile is developed from input directly from board members. The Board will review the Profile and NASB will alter, as necessary. The Profile is then used to guide the Board in selecting interview questions, selecting interview candidates, and assessing the interview process. The Profile will ultimately guide a board retreat once the permanent superintendent begins.

- Discuss search process details, interview questions and schedule structure
- Discuss NASB Statewide Superintendent Salary Survey and compensation package
- Discuss interview questions and procedures with the board
- Discuss participants and logistics of the interview process with the board

NASB Duties

- Recruit to identify quality applicants
- Receive, process, and screen all completed online applications and supporting documentation
- Conduct comprehensive professional and personal reference checks including internet search, criminal background search, adult/child abuse check and credit check

District Staff/Community Visit (Eliminated with Option II)

- Engage staff, students, parents, patrons and community leaders through onsite visit
- Distribute an electronic survey to stakeholders of the district to elicit feedback
- Compiled survey comments are provided for board review prior to/at Special Meeting III

Board Work Session II (Eliminated with Option II)

- Review and discuss current district documents including superintendent job description, superintendent

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evaluation tool, and superintendent contract (Note: the Association stipulates in the Search agreement that following discussion of the contract, the board will communicate and work with the district's school attorney to authorize any and all changes as the Board deems appropriate to the contract)

Board Special Meeting III

- NASB presents all applicant names and screening results to the Board of Education for review and consideration (unless board requests otherwise)
- NASB provides a Candidate Assessment document for the board's use during the interview and deliberation process to compare candidate materials and candidate interview
- Finalize interview schedule and questions
- Discussion of final details and protocol

Final Duties - Board

- Interview candidates for the position
- Negotiate with the candidate of choice (NASB will assist at the board's request)
- Ratify the contract at an advertised meeting of the board

Final Interview Details - NASB

- Handle communications with all applicants and interview candidates
- Coordinate travel arrangements for candidates
- Conduct post-interview conference with interview candidates and communicate information to the board

Additional Duties (Eliminated with Option II)

- Conduct Board Retreat with the board once the new superintendent begins. This session fee is included in the search fee except for travel to the district.
- Provide a two-year guarantee for boards who complete the Retreat

Consultant Details

The search for a Superintendent for Schuyler Community Schools will be conducted by Director of Search

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Services, Shari Becker and staff members that specialize in searches and open meetings law.



Shari started with the Association Search Service in 2007 as a field consultant and has served as the Director of the Search Service since April 2013. Shari handles recruiting quality educators, facilitating district stakeholder engagement and board work sessions, and screening applicants. Shari is knowledgeable in Open Meetings Law and tracks all superintendent openings in Nebraska. She has worked on over 100 searches, taking the lead on over 70. Shari is active with the National Affiliation of Superintendent Searches. She is currently serving as chair elect on the leadership team.

Shari brings a wide range of background experience to her role with the Association. Prior to her employment with NASB she provided recruitment, hiring and training services to a local financial/management company for 13 years. She has her Bachelor's degree in Administrative Resource Management as well as a Post-Baccalaureate in Education. Shari is also a Gallup Certified Strengths Coach and an ODR Approved Mediator.

Board Member References

Ainsworth Community Schools, Jim Arens, Board President, (402) 387-2381

Elm Creek Public Schools, JC Ourada, Board President, ourada007@hotmail.com; (308) 440-2775

Pleasanton Public Schools, Matt Pawloski, Board President, (308) 627-2050

Springfield Platteview Community Schools, Cori Swanson, Search Committee Chair, (402) 740-7675

Wakefield Community Schools, Bree Brown, Board President, (402) 369-0401

Wood River Rural Public Schools, Joyce Willoughby, Board President, (308) 379-3511

NASB Fees Associated with the Search

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Option I Search Fee **$5,500**

Includes:

- All details described in Search Service Protocol
- Advertising Options with no fee
- Board Retreat after July 1, 2023
- Two-year Guarantee on the hire
- Miscellaneous (One Source background checks, copies, postage, and other office expenses)

Does not include:

Travel expenses for NASB Consultants to include mileage and meals (Mileage billed at the standard IRS mileage rate i.e. $.585 for 2022)

Option II Search Fee **$3,600**

Includes:

- All details listed under Meeting I and III on Search Service Protocol
- Application handling and screening of all applications, presentation of all applicants to the board

Does not include:

- Meeting II Elements (including District Visit and Stakeholder Survey)
- Two-year Guarantee
- Board Retreat (can include this with Option II for an additional $500)
- Travel expenses – mileage and meals

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