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

Posting Locations:
Omaha World Herald
District Office Building Front Door
Schuyler Post Office
Colfax County Courthouse
Posted Date: 1/14/2023
Attendance Taken at 6:30 PM.

| | |
|---|---|
| Richard Brabec: | Present |
| Amanda Jedlicka: | Present |
| Chuck Misek: | Present |
| Dr Renee Sayer: | Present |
| Virginia Semerad: | Present |
| Brian Vavricek: | Present |

Present: 6.

I. Call Meeting to Order
**STRIVE - COMMIT - SUCCEED - District Mission Statement**

**Schuyler Community Schools in partnership with parents, students, and the community is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society - District Vision Statement**

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public. Notice of this meeting was also given in advance to all members of the Board of Education

I.A. Pledge of Allegiance

I.B. Declaration of Open Meeting
This meeting has been preceded by advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the front of the meeting room.
**Nebraska Open Meetings Act:** http://nitc.nebraska.gov/documents/statutes/NebraskaOpenMeetingsAct_current.pdf

II. Conduct a work session with the Nebraska Association of School Boards' Consultant. Discussion of the superintendent's search process.
**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

III. Adjournment at 8:50 pm

# Nebraska Association of School Boards Superintendent Search Information

## Prepared For

## Schuyler Community Schools


© All rights reserved. Nebraska Association of School Boards

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**


© All rights reserved. Nebraska Association of School Boards

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


© All rights reserved. Nebraska Association of School Boards

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


© All rights reserved. Nebraska Association of School Boards

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


© All rights reserved. Nebraska Association of School Boards

**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


© All rights reserved. Nebraska Association of School Boards