

Board of Education Special Meeting
Thursday, October 27, 2022 4:00 PM

Virginia Moon Administrative Center
8545 Park Dr
Ralston, NE 68127-3621

Agenda

1. Call To Order
Speaker(s): Board President
2. Pledge of Allegiance
Speaker(s): Board President
 - 2.1. Roll Call - Excuse Board Members not in attendance
Speaker(s): Board President
3. Superintendent's Report
Speaker(s): Superintendent
 - 3.1. Superintendent Search Meeting #1
Speaker(s): Dr. Mike Lucas
4. Announcements
5. Board of Education Supplemental Meeting Information
6. Future Board Calendar
7. Adjourn

RALSTON

Superintendent Search – Meeting #1

- Welcome & Introductions
 - Great timing for this search
- Brief Overview of Superintendent Search Process
 - Open and Transparent Process
 - Press releases, emails to staff, and website tab to keep everyone “in the know”
 - Going to need the Board of Education to be a united team
 - 3-meetings and lots of follow-up and timely communication
 - Interviews in open session
 - As elected officials, you make the decision
 - You are the only folks that get to formally interview the candidates...interviews are in open session and patrons can listen but they can't be part of the interview....this is your decision
 - Others can be involved in the “meet and greet” portions of the interview days but it comes down to you as the “hiring agent”
 - Signed contract with guarantee
- Discuss and Set Search Calendar Possibilities (*SAMPLE WILL BE PROVIDED*)
 - Biggest Requirement of the Board is “**time**” and “**commitment**”
 - Three board meetings with us, candidate interviews, and selection
 - Important that each of you is here for all meetings/interviews
 - Review key dates/additions/revisions
 - Advertising parameters
- Set schedule for “Input Meeting Day”
 - ALL patrons will be invited to a public forum that evening so EVERYONE can feel involved
 - Board Members/Administrators should NOT attend the community or staff input meetings
 - Typically whatever groups we meet with on this “input day” are also involved on interview dates as “meet and greet committees”
 - Typical schedule for “Input Visit Day” (**We can adjust whatever you want**)
 - 1:00-1:30 Student Group
 - 1:30-2:15 Support Staff Committee
 - 2:15-3:00 Administrative Assistants/Office Staff
 - 3:30-4:15 Teachers
 - 4:30-5:15 Administrators
 - 5:30-6:30 Open Community Forum (location to be determined)
 - THIS ALLOWS US TO HAVE BOARD MEETING #2 at 7:00 PM
- Recruitment Brochure to-do list
- Press Release #1 for local media, staff email, and website
 - Where do you want this sent?

(2-SIDED)

- Nominal Group – Consensus Building
 - Each Board Member to identify the qualities, skills, and characteristics you are looking for
 - Round Robin Process to collect ideas
 - Narrow priorities to top 4-5 criteria based on input from the entire board.
 - This is what will shape up the search parameters, interview questions, and recruitment procedures....it's not all we/you will look at....it just provides some focus/target areas

- Next Steps
 - Get applications ready to go online and Advertise, Recruit, Advertise, Recruit, etc.
 - Prepare for Community "Input" Visits
 - Make certain all board members reserve the dates determined on the supt search calendar
 - Consider salary array, 2-year contract offer, etc.
 - What schools do you compare yourself to?
 - Now is a great time to contact your school attorney to have them update your superintendent's contract
 - Will next superintendent be required to live in the district?
 - Begin to think what interview day looks like for the spouses, homes for sale, rentals, meals, etc.

- Next Meeting
 - Selection of interview questions
 - Discuss interview schedule (2 per day, all in one day, 1 per day for 3-4 straight days?)
 - What groups do you want involved in "meet and greets?" Spouse program?
 - Salary array and contract parameters
 - Review of input meetings

- Questions, Comments, Concerns to...

Mike Lucas	402-366-6491
mikelucas81472@gmail.com	

- Adjourn

SAMPLE CRITERIA FROM OTHER RECENT SEARCHES

- A servant-minded, student-focused leader that communicates well with all stakeholders
- A strong confident leader with a great work ethic and high expectations that is able to analyze needs, create and communicate plans, delegate, and follow through to achieve lofty district goals.
- Strong budget and financial skills that is able to proactively plan for future needs.
- A community-minded leader that is open-minded with a high level of integrity and able to collaborate with stakeholders
- Understands and positively impacts the educational needs of our diverse learners
- Someone with strong communication and public relations skills that is accessible and open-minded
- A team builder that is collaborative and strategic
- Someone with honesty and integrity that is a people-person and accessible
- Someone who has a strong work ethic and is dependable with an attention to detail
- Someone with energy and enthusiasm to build morale
- Dedicated to educational excellence and opportunity for all students
- Exhibits 21st Century Leadership Skills
- Good budgeting skills - Seeks out budgeting resources - Communicates well throughout budget process
- An instructional leader that emphasizes teaching and learning in all PreK-12th grade areas

RALSTON PUBLIC SCHOOLS

Ralston, Nebraska Superintendent Search

**** ROUGH DRAFT EXAMPLE WITH LATER TIMELINE ****

<u>Date</u>	<u>Time</u>	<u>Event</u>
October 27	4:00	Board of Education Meeting #1 ** establish search criteria, advertising plan, create press release, finalize timeline, inside/out communication, community/staff involvement, etc.
November 10 – December 20		Advertise the Position <ul style="list-style-type: none">• Omaha World Herald on-line and Sunday print<ul style="list-style-type: none">◦ 3 or more Sundays is what we're looking for• www.macnjake.com (40,000+ hits per month)• Lucas can get it on the NCSA website for free• National journals (recruit minority applicants?)
November 8 or 14		School/Community Input Meetings <ul style="list-style-type: none">• <u>To be determined by Board of Education</u>• Will also utilize an on-line "survey monkey" to make it easy for folks to provide input
November 22 or 29		Board of Education Meeting #2 <ul style="list-style-type: none">• Review School/Community Input Meetings• Interview Questions, Schedule, & Procedures<ul style="list-style-type: none">◦ Two interviews per day? Meals? Etc.◦ Mileage/lodging for interviews?• Salary Array/Contract/Housing• Spouses/families on interviews?
December 21		Application Deadline – Closing Date
January 9		Board of Education Meeting #3 <ul style="list-style-type: none">• Review Candidates & Select Finalists• Finalize Interview Schedule/Tours/etc.• Review Questions• Meet with School/Community Chairs
January 12 & 13		Interviews (2 per day)
January 16		Approve contract of new hire

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December 7		Application Deadline – Closing Date
December 20 or 21		Board of Education Meeting #3 <ul style="list-style-type: none">• Review Candidates & Select Finalists• Finalize Interview Schedule/Tours/etc.• Review Questions• Meet with School/Community Chairs
January 4 th and 5 th <i>** January 6th is Snow Day back up plan</i>		Interviews (2 per day)
January 9 th		Approve contract of new hire

Bill Review Schedule for 2022

January 10

Jay
Mary

February 14

Samantha
Merv

March 14

Robin
Liz

April 11

Mary
Samantha

May 9

Merv
Liz

June 13

Robin
Jay

July 11

Mary
Samantha

August 8

Jay
Liz

September 12

Samantha
Merv

October 10

Robin
Liz

November 14

Mary
Jay

December 12

Robin
Merv