



## SUPERINTENDENT SEARCH PLANNING MEETING Charlottesville City Schools

### May 14, 2021 Agenda

1. **Search process** – Conduct quick review of each step of a prototypical search and discuss any special steps you would like modified, added to, or deleted from your search.
  
2. **Calendar for search** – Develop a search calendar. **Please bring your personal calendar.** The calendar we develop needs to take into consideration the personal and professional commitments of each Board Member.

| Event  | Possible Dates         |
|--|------------------------|
| Planning Meeting   | May 14, 2021           |
| Advertising  | May 2021 until filled  |
| Application deadline   | Open until filled      |
| Leadership Profile interviews/focus groups<br>Individual Board Interviews                    | June/July              |
| Online survey dates  | May                    |
| Leadership Profile publicly presented to Board   | June                   |
| Seminar on interviewing, question determination, and slate presented to Board                | August                 |
| Board first round of interviews (6)  | Late August            |
| Board deliberates and chooses 3 finalists  | Late August            |
| Community Involvement with finalists (What role?)  | TBD                    |
| Board interviews finalists (3)   | Early September        |
| Board identifies finalist; initiate background check on finalist(S)                          | Early September        |
| Several Board Members conduct site visit of finalist, if necessary, and Board final decision | optional               |
| Announcement of appointment  | Mid-September          |
| New Superintendent begins  | October 1, 2021 or TBD |
| Board-Supt. Retreat Workshop   | If Requested           |

3. **Identification of individuals to meet with HYA consultants in development of Leadership Profile Report** – Decide whom to include. Consider the following:

Board Members (individually)  
Superintendent (individually)  
Superintendents Cabinet  
Central office administrators  
Elementary Principals  
Secondary Principals  
Assistant Principals  
Students  
Labor Association Leadership  
Teachers—open meetings  
PTA District Council  
Special Education Parents  
City Administration  
Elected officials  
Public Safety (Police and Fire)  
Open meetings in the afternoon and evening for parents and any citizens (2-4 meetings)  
Any other groups/individuals identified by the Board

4. **Online Leadership Profile Survey** - Review on-line survey instrument and decide on reporting demography of subgroups—up to six:

Administrators  
Teachers  
Support Staff  
Students  
Parents  
Community Members (non-parents)

5. **Times for interviews with board members regarding Leadership Profile** - Schedule to meet with each of you for about an hour as part of the development of the *Leadership Profile Report*. We usually schedule these meetings when we are in the District to meet with the various stakeholder groups, but they could be done by phone if necessary.
6. **Board Liaison during search** – Designate the Board President (or another Board member) as the liaison for the search. Generally we communicate with the entire Board via email. However, on occasion, we need to discuss special circumstances that may come up during the search. In these cases, we will call the liaison.
7. **HYA liaison and consultant** – Confirm your HYA consultant team will be:

|              |  |                   |
|--------------|--|-------------------|
| Brad Draeger | <a href="mailto:braddraeger@hyasearch.com">braddraeger@hyasearch.com</a> | 201.452.2099 Cell |
| Ann Monday   | <a href="mailto:annmonday@hyasearch.com">annmonday@hyasearch.com</a>     | 703.424.6251 Cell |

8. **Number of candidates** – Confirm that generally we present a slate of five or six candidates pre-scheduled for interviews. A few boards desire more or less. The choice is up to you, but we caution board members unfamiliar with interviewing that you may have difficulty discriminating among candidates if you see more than five or six.
9. **Inside candidates** – Decide how to proceed with any inside candidates with relation to interviewing by you and HYA. We will provide screening personal interviews to all inside candidates that we consider a possibility, unless the Board wishes otherwise.
10. **Salary and fringe benefits** – Discussion with Board about parameters of a total compensation package.
11. **National postings** – Review advertising plan and timelines.
12. **LCPS contract with HYA** – Review if needed but the contract is finalized and signed
13. **Communication with press & community** – Confirm whom we will work with on your staff for public communication. We suggest that you place information on your website for the Superintendent Search. We can assist in providing periodic community updates and reminders. With regard to the press, the Board needs to decide which individual will speak for the Board. That person will also have the option to ask us to respond to a press question on the Board's behalf.
14. **Candidate interview process** – if not already reviewed as part of the calendar.
15. **Additional workshops** – Determine if you want any of the other workshops discussed in the proposal such as roles of Board and Superintendent, evaluation of Superintendent, Strategic Planning, etc.
16. **Other** – Discuss anything else?