

**Agenda  
Special Board Meeting  
May 4, 2020, Via Zoom  
5:30 p.m.**

[https://us02web.zoom.us/j/84425519230?pwd=K3p4QmFKQWtYV3Fjd2c5TlhWbGx  
FUT09](https://us02web.zoom.us/j/84425519230?pwd=K3p4QmFKQWtYV3Fjd2c5TlhWbGx<br/>FUT09)

Meeting ID: 844 2551 9230 Password: 287141

- |            |                                                     |            |
|------------|-----------------------------------------------------|------------|
| <b>1.0</b> | <b>Welcome</b>                                      |            |
| <b>2.0</b> | <b>Approval of the Agenda</b>                       |            |
| <b>3.0</b> | <b>Superintendent Search Planning – Hank Harris</b> | <b>808</b> |
| <b>4.0</b> | <b>Adjourn</b>                                      |            |

*Andy Bellando  
Interim Superintendent*

*2019-20  
Board of Directors*

*Michael Blanchard*

*Michael Bollman*

*Dave Hunt*

*Matt Posey*

*Jon Woods*

*Board Secretary  
Juli Lichtenberger*

**Please join us at our  
school board meetings.**

**Unless otherwise  
scheduled the board  
meets the second and  
fourth Mondays  
of the month.**

**District Office  
Board Room  
6:30 p.m.**

**Mission Statement**

*We will provide the  
highest quality  
education, ensuring  
every student develops  
the academic,  
functional,  
professional-technical,  
and social-emotional  
skills necessary to  
succeed in life.*

**Dallas School District  
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Dallas School District  
Superintendent Search, 2020-21  
Planning Meeting, May 4, 2020

1. Introductions
2. Review and Confirm Search Calendar  
*(Addendum A)*
3. Planning for Focus Groups and 1:1 Interviews  
*(Addendum B)*
4. Communication Norms/Board Liaison
5. Internal Candidates
6. Candidate Reimbursements for Travel
7. Confidentiality Options  
*(Addendum C)*
8. Advertising
9. Salary Range for the new Superintendent
10. Residency Expectation
11. Background Checks/Due Diligence  
*(Addendum D)*
12. Other things you should know; other things I should know!

# Dallas School District

## SUPERINTENDENT SEARCH 2020-21



	Activity	Date(s)
Phase I: Engagement	Board Planning Meeting	May 4, 2020
	1:1 Interviews with School Board and Interim Superintendent	May 11-15, 2020
	Stakeholder focus group meetings and Community survey	May 18-22, 2020
	Presentation of Ideal Profile	June 1 (SB) or June 8 (B)
Phase II: Recruiting	Recruitment Window	October 2 through November 16, 2020
	Preliminary Interviews <i>(virtual, with consultants)</i>	November 18 through November 25, 2020
Phase III: Selection	Presentation of Slate	November 30, 2020 (SE)
	Board initial interviews	December 10 <i>or</i> 11 <i>or</i> 12, 2020 (SE)
	Finalist interviews	January 6-8, 2021 (SE)
	Board meets to identify preferred candidate	January 9, 2021
	Board members conduct site visit (optional)	TBD
	Target for public announcement	Late January, 2021
	Superintendent assumes responsibilities	July 1, 2020

Updated: April 29, 2020

(B) = Regularly Scheduled Board Meeting  
 (SB) = Special Board Meeting  
 (SE) = Special Meeting, Executive Session



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**Consider the following list of groups you might decide to select for Focus Groups:**

*Highly Recommended*

- Board Members (individually) - 45 minutes followed by 15 minute down time
- Interim Superintendent - 45 minutes followed by 15 minute down time
- Cabinet (District Level) – 30-45 minutes
- Principals (individually or divided into two groups) – 30-45 minutes
- Union Leadership – 30 minutes
- Executive Assistant to the Superintendent – 30 minutes

*Considerations (30 minutes unless otherwise stated)*

- Assistant Principals
- Teacher leaders
- District Office Staff (could be divided into two groups)
- Students
- PTA/PTO/Site Councils
- Minority Parent Advocacy Groups
- Former Board Members
- Private School Representatives
- Home School Representatives
- Business Leadership
- Clergy Associations
- Civic Leaders
- Other parent, community, school, business, service, groups
- Forum for all licensed employees, divided into groups of <10
- Forum for all classified employees, divided into groups of <10
- Forum for all community/parents of <10

*District-assigned “point-person” should be available on the Focus Group days to orchestrate comings and goings and to field calls and inquires.*

## Confidential vs. Open Searches

	FINALIST NAMES ANNOUNCED PUBLICLY	FINALIST NAMES CONFIDENTIAL
Description	School District announces the names of finalists publicly prior to final interviews. A press release informs the public of the names/bios of the candidates. Often times a district will also allow public community engagement options for the public to meet each candidate.	School District does not make public the name of any candidates/finalists until a single finalist is announced.
Advantage	Allows for higher level of community interaction and engagement. Often times community members expect this model to be used.	Allows for richer pool of candidates because many educational leaders will only participate in a confidential process.
Disadvantage	Stakeholders will form an opinion on their preference and may feel the Board did not listen to them if a different candidate is chosen.	Some community members will assume that a public announcement of multiple finalists is the only option, and will be surprised and potentially disheartened with this decision. Thus, proactive Board and district communication is key to success.

## Executive Due Diligence / Background Checks

The school district has the option to employ a third-party background firm, Baker-Eubanks, to investigate candidates for Superintendent of Schools.

We highly recommend the district make use of this, given the public-facing nature of the role of Superintendent of Schools.

There are two report options: *Basic* and *Comprehensive*, which are outlined below.

The District should also determine whether to investigate candidates prior to the second-round interview (thus, multiple candidates) or after the second-round interview (likely one or at most two candidates).

	Comprehensive \$1800	Basic \$1350
Personal Profile Summary	X	X
Social Security Trace	X	X
County Criminal Record History	X	X
Federal Criminal Record History	X	X
County Civil Record History	X	X
Department of Motor Vehicles License Information	X	X
Education (Degree) Verification	X	X
Transunion Credit Report	X	X
Investigation of all Aliases Identified within Past 7 Years	X	X
University and Academic Program Accreditation	X	X
National Criminal Record History	X	X
National Sex Offender Search	X	X
Executive Summary	X	X
News Media Review (5-year timeframe and up to 20 relevant articles)	X	
Social Media Review	X	