

*OPSB Special Board Meeting  
Superintendent Search Planning  
October 17, 2013*

**ORLEANS PARISH SCHOOL BOARD  
SPECIAL BOARD MEETING  
3520 General DeGaulle Drive, Suite 4050  
New Orleans, Louisiana 70114  
October 17, 2013  
6:00PM**

**CALL TO ORDER - ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA**

**The Orleans Parish Board will not take any action at this meeting.**

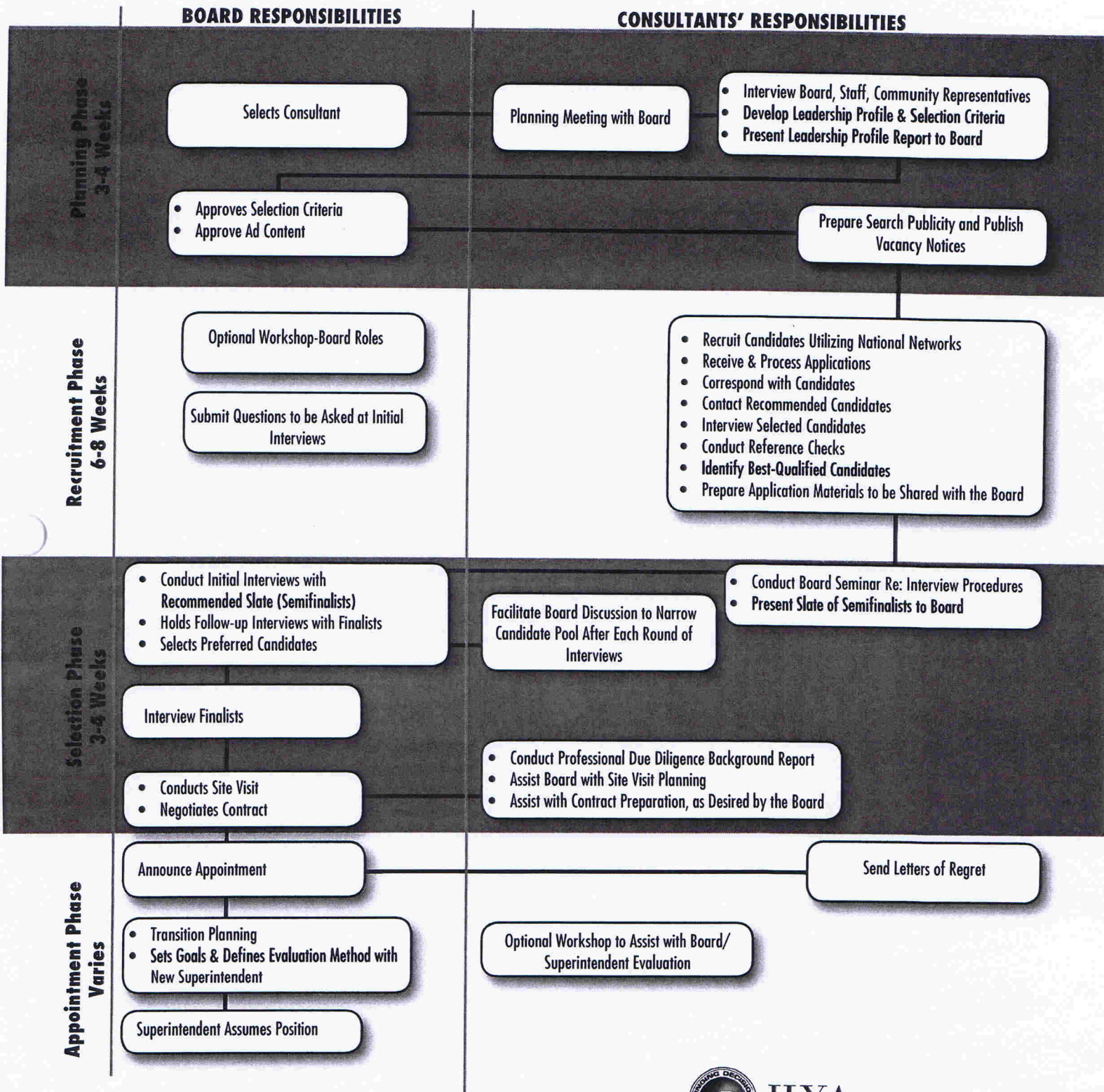
The purpose of this meeting is to plan the superintendent search with Hazard, Young, Attea & Associates, the firm Orleans Parish School Board has selected to conduct the Superintendent search.

**DISCUSSION ITEM(S)**

1. Review Search Process
2. Planning Search Calendar
3. Community Engagement
4. Slate of Candidates Presented to the Board
5. Advertisements
6. Salary and Benefits
7. Liaisons during search:
  - a. Board
  - b. HYA
8. Communications
9. Other - any additional suggestions, topics and/or questions board members may want to discuss.

**ADJOURNMENT**

# Superintendent Search Flow Chart



**HYA** Executive Search  
Hazard, Young, Attea & Associates

847.318.0072 | [www.ecragroup.com](http://www.ecragroup.com) | [hya@ecragroup.com](mailto:hya@ecragroup.com)

© 2012, HYA Executive Search Division, ECRA Group, Inc.





# **HYA** Executive Search

Hazard, Young, Attea & Associates

October 14, 2013

## MEMO

TO: New Orleans Parish School Board

RE: Planning Meeting Agenda – October 17, 2013 at 6:00 p.m.

Thank you again for selecting Hazard, Young, Attea & Associates (HYA) to assist you with your search. We look forward to working with you to make this a worthwhile and successful endeavor.

Following is a revised agenda for the Planning Meeting, which is scheduled to be held at 6:00 pm on Thursday evening, October 17<sup>th</sup>. Please be advised that we are available to arrive at the District Office at around 2:00 pm. If anyone would like to meet with us individually before the meeting, please call (847-910-0384) or email Bill Attea ([billattea@ecragroup.com](mailto:billattea@ecragroup.com)) and we will be happy to accomodate you. We also will be meeting with each of you individually, for about an hour, when we are in New Orleans to meet with the School District's Stakeholders.

On Thursday evening, please feel free to bring up any questions you might have relative to the search. Our goal is to have everyone fully informed regarding the search process and what will be happening over the next several months so that everyone is on the "same page" throughout the process.

1. **Review search process** – We will review the prototypical search as depicted in the flow chart in our proposal (copy provided to you earlier and will be included in Board Handbook you will be given at Planning Session) and discuss any special steps you would like modified, added to or deleted from your search. A typical search includes the following steps which generally require the entire Board to participate (the only item that would not require your participation is the recruitment, which HYA conducts on its own).

- A Planning Meeting (October 17 at 6:00 pm) at which the entire search is planned to meet the unique needs of the School Board and the District.
- Conduct Stakeholder input sessions. HYA consultants meet with each board member individually for about an hour and other stakeholders identified by the Board in interview, focus group or open forum settings. A *Leadership Profile Report* will be prepared from the information gathered from these sessions as well as the on-line survey (copy provided at our presentation and will be included in Board Handbook), if the School Board chooses to use it. This Report will be accompanied with a list of suggested *Criteria to be Sought in the Superintendent*, which will be based on the findings in the *Report* and will be presented to the School Board for its review and modification, as desired. Please Reference Items 5 and 6 on Agenda.

- After the Board determines the criteria, HYA generally spends 6-8 weeks in recruitment, credential reviews, reference checking and telephone interviews which culminates in about 10-12 personal pre-interviews by HYA consultants with candidates that appear to best meet the criteria established by the Board. After HYA pre-interviews these candidates, they will identify who they deem to be the three candidates that best meet the criteria the Board had established and present them to the Board.
  - After the recruitment phase is completed, HYA will conduct a seminar on interview techniques for the Board. Generally, at the conclusion of this seminar, HYA will present the slate of candidates to the Board.
  - The Board conducts initial interviews with the candidates and determines which candidates it wishes to bring back for a second interview.
  - The Board conducts a second set of interviews with the preferred candidates. The candidate generally is invited to bring his/her spouse/partner to participate in the activities usually associated with a second interview – tour of the District, dinner with the Board, participation in a public forum, etc.
  - The Board identifies a preferred candidate.
  - After the candidate is identified, HYA will facilitate a thorough background check, negotiations on contract with the District's legal counsel and other end of search details. If all of these prove to be positive, the Board will appoint a Superintendent to start as soon as available, but no later than July 1, 2014.
2. **Confidentiality** – It is our understanding that the laws in Louisiana do not permit a confidential search. We will discuss the implications of this with the Board.
3. **Background Checks** – As part of the search fee, an independent background review firm, Bakers-Eubanks, will confirm the academic credentials of the preferred candidate, check for data relative to the candidate in criminal and domestic courts, and review the candidate's driving record and credit history. The search calendar, which we will be developing at the meeting, should provide 7-10 days to provide time for this review.
4. **Calendar for search** – The Board will develop the search calendar. The calendar you develop needs to take into consideration the personal and professional commitments each of the board members may have. **PLEASE BRING YOUR PERSONAL AND PROFESSIONAL CALENDARS TO THE MEETING TO FACILITATE THE DEVELOPMENT OF THE SEARCH CALENDAR.**

The dates on the following calendar are suggested dates. The actual dates will be determined by the Board to make sure that all members are available to participate at all key meetings, interviews, etc. If unanticipated circumstances come up that will prevent a board member from participating in one of the important aspects of the search, we will work with the Board to revise the calendar or accommodate the situation in another manner.



## SEARCH PLANNING CALENDAR

Activity	Possible Date(s) During Week of:
Interviews and focus group meetings to gather input from stakeholders	October 28 or November 4, 11
Online survey on District website	From October 21 (?) to November ?
<i>Leadership Profile Report</i> presented to Board	One to two weeks after focus groups, etc.
Seminar for interviews & final stages of search	December <sup>1</sup> or mid-January
Slate presented to Board	December or mid-January
Board initial interviews	Mid-January
Board meets to identify individuals for follow-up second interviews	After the final initial interview
Follow-up interviews	Mid to late January
Board meets to identify preferred candidate	Within a few days after second interviews
Board conducts due diligence, contract negotiations, etc.	Mid to late January
Target for public announcement	Late January – early February
Superintendent assumes responsibilities	As soon as available, but by July 1

**5. Community Engagement - Online Survey (Groups for disaggregation of survey results)** – Please reference the survey which was included in the portfolio given to you during the presentation of HYA's services (copy will be included in the Board Handbook):

- If the Board chooses to use this survey, you will be asked to identify the six groups by which you would like the data disaggregated. Usually the Board selects: board members, administrators, students, support staff, teachers and parents/community
- Determine the District liaison who will assist in placing the survey on the District website. This usually is the person in charge of technology for the District.
- Determine dates when the survey will be available for stakeholder response via the District website.

---

<sup>1</sup> HYA recommends that the Board receive the slate in mid-January unless the Criteria can be developed in early November. If the Criteria is developed in early January, HYA can provide a slate by mid-December, in time to coincide with your December Meeting, if the Board is willing to conduct its interviews just before Christmas. Generally, board members find it difficult to give the time to the interviews during major holiday seasons. The alternative is to conduct the interviews in late January.

6. **Community Engagement - Identification of individuals and/or groups to meet with HYA consultants in development of the *Leadership Profile Report*** – Two or three HYA consultants (depending on dates selected) will be in New Orleans for two days to meet with the stakeholders you identify and seek their input as to the perceived needs of the District as well as the characteristics they would like to see in their next superintendent. Following are some of the groups and individuals you may want to consider as you identify with whom you would like us to meet:

- Board members – individually
- Interim Superintendent
- Administrators – District level
- Principals/Assistant Principals
- Support staff leadership
- Support staff - open meeting for all interested members
- Teacher leadership
- Teachers - open meeting for any interested teacher
- Students
- Recovery District Representatives
- Charter School Representatives
- Former board members
- PTA/PTO/Parent Council
- College/University personnel
- Private school representatives
- Business leadership
- Clergy Association
- Governmental leadership
- Other parent, school, business, service or community groups
- Community Forum(s), generally in evening and open to everyone

The details for setting up these meetings will be handled by the DBE working with Board/District staff. The responsibilities would be to identify facilities (preferably school owned facilities) for the interviews, focus groups and forums, schedule these meetings with the respective invitees, send confirmation letters to all invitees, and follow up with thank you notes on behalf of the Board.

For the Board's information, a letter was sent to each of the eight DBE's suggested by the District, inviting them to submit their respective interest in assisting with the search. To date, two DBE's have responded in the affirmative, and three have declined the invitation. We will contact the three we have not heard from on Monday. We plan to meet with the DBEs that express an interest in working with the School Board and HYA on Friday morning, September 18, after the search is planned and we know what tasks will need to be provided by the DBE. After meeting with the respective DBEs and reviewing their proposals, HYA will select one to assist it by handling the logistics for the community engagement sessions. At the meeting, we will need to know who in the District will be responsible for approval of our selection, entering into a contract with the DBE, etc.?

7. **Schedule times for interviews with board members.** We would like 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.



8. **Number of candidates** - Most boards request us to present a slate of three to five candidates pre-scheduled for interviews. A few desire more or less. It is our understanding that the School Board is inclined to lean toward three candidates. The choice is up to you, and generally is based on the time you feel you are able to devote to the interviewing process.
9. **Inside candidates** - If you should have any inside candidates, how do you want us to proceed with them? Some boards express a preference to look outside the district; others insist it sees any inside candidate as a finalist. We recommend that we treat an inside candidate just as we would any other candidate, and present him/her to the Board only if s/he is competitive with the other candidates. HYA will provide personal interviews to all qualified internal candidates unless the Board suggests otherwise.
10. **Advertisements** - The Board needs to consider their approach to advertisements. HYA has created three advertisement options for the Board to consider (copy sent to you earlier and will be in Board Handbook). The Board may choose one of these options for advertising the vacancy or create a customized plan.
11. **Salary and fringe benefits** - The Board needs to let us know the compensation parameters with which it has a comfort zone for this search. We suggest the Board think in terms of a total compensation package on this item. Total compensation includes salary, annuities, board pick-up of non-obligatory retirement payments, whole life insurance, auto allowance and any other fringe benefit that has a monetary value attached to it except for the insurance package and other benefits that generally are provided to all other administrators. We recommend that this information is a guide for the consultants only, and that it not be included in advertisements related to the position. If a potential candidate that would require a compensation package that is higher than the amount identified by the Board, HYA will discuss this with the Board Liaison before rejecting the candidate.
12. **Moving Expenses/Residency Expectations** - Boards generally pay the moving expenses for a superintendent and his immediate family. Even if the preferred candidate lives in relative close proximity to a district, a number of boards have offered to pay the moving expenses of the candidate if it prefers to have the superintendent live within the District.
13. **Board Liaison during search** - Generally the Board President is the liaison for the search. However, this task can be delegated to whomever the Board desires. Generally we communicate with the entire Board via email. When we need to discuss special circumstances that may arise, we will call the liaison, who generally is asked to discuss the matter with the entire Board.

14. **HYA liaisons and consultants** – The representatives from HYA who will have responsibility for the search, as well as their contact information are found below. Additional associates will assist as needed.

<b>Name</b>	<b>Role</b>	<b>Email</b>	<b>Telephone</b>
William Attea	Lead Consultant	billattea@ecragroup.com	847-910-0384
Louise Coleman	Consultant	drlouisec@sbcglobal.net	815-383-2076
Ben Martindale	Consultant	benmartindale56@hotmail.com	847-815-6308
Therese Meyer	Office Manager	theresemeyer@ecragroup.com	847-724-8465

Therese will be able to answer most questions during the search and is very adept at locating any one of us when needed.

15. **Other.** Anything else you might like to discuss.

Once again, we look forward to working with you.

Sincerely,

Bill Attea

Louise Coleman

Ben Martindale

Hazard, Young, Attea & Associates