

## **SUPERINTENDENT SEARCH PROCESS AND PROCEDURES**

1. Initial Meeting with Board
  - Explain Services
  - Explain Procedures
  - Explain Time Frame
  - Explain Costs
  - \* Must be held in open session
  
2. Meeting with Board Re District Needs and Search Criteria
  - Review status of District, current condition
  - Discuss District needs
  - Establish criteria for search
  - Establish screening process
  - \* Must be held in open session
  
3. Meeting with Board to Review Initial Screening
  - Review screening process
  - Report screening results
  - Discuss specific applications
  - \* Portion of meeting involving general discussion of process and results must be open
  - \* Portion of meeting involving discussion of specific applications should be closed in accordance with Iowa Code Sections 21.5(1)(a) and 21.5(1)(i)
  
4. Meeting with Board to Review List of Finalists
  - Review results of screening process
  - Identify list of persons to be interviewed
  - Establish interview process
  - Establish interview schedule
  - Discuss interview questions
  - \* Portion of meeting involving identity of persons who were rejected and persons who were selected as finalists should be closed in accordance with Iowa Code Sections 21.5(1)(a) and 21.5(1)(i)
  - \* Portion of meeting involving interview process, schedule (except names), and questions must be in open session
  
5. Interview of Candidates by Board
  - Review candidate's application with candidate
  - Specific discussion of negative or sensitive areas of inquiry (see list to be added to form requesting closed session)
  - Interview candidate including questions pertaining to negative or sensitive areas of inquiry
  - Discussion of candidate's strengths and weaknesses following interview and outside the presence of the candidate

- \* Should be in closed session in accordance with Iowa Code Sections 21.5(1)(a) and 21.5(1)(i)
6. Interview of Candidates by Board - Appointed Committees
    - Review candidate's application with candidate
    - Specific discussion of negative or sensitive areas of inquiry (see list to be added to form requesting closed session)
    - Interview candidate including questions pertaining to negative or sensitive areas of inquiry
    - Discussion of candidate's strengths and weaknesses following interview and outside the presence of the candidate
    - \* Should be in closed session in accordance with Iowa Code Sections 21.5(1)(a) and 21.5(1)(i)
    - \* Report, input, or recommendation may be provided in closed session in accordance with Iowa Code Sections 21.5(1)(a) and 21.5(1)(i)
  7. Interview of Candidates by Groups/Committees Not Appointed by Board
    - Assumes truly independent status (e.g. DMEA)
    - Report, input, or recommendation to be provided to Board
    - \* Interviews not subject to Open Meetings Law
    - \* Report, input, or recommendation may be provided to the Board in closed session in accordance with Iowa Code Sections 21.5(1)(a) and 21.5(1)(i)
  8. Meeting of Board to Select Preferred Candidate
    - Discussion of relative strengths and weaknesses of candidates
    - Development of consensus regarding preferred candidate or candidates in order of preference
    - Discussion of proposed terms and conditions of employment
    - \* Should be in closed session in accordance with Iowa Code Sections 21.5(1)(a), 21.5(1)(i), and 21.9
  9. Meeting of Board to Negotiate with Preferred Candidate
    - Discussion of terms of offer
    - Negotiation of terms of offer
    - Board strategy meeting as part of negotiations
    - \* Discussion of terms of offer and negotiation of terms of offer must be in open session
    - \* Board strategy meeting should be closed in accordance with Iowa Code Section 21.9
  10. Board Action to Enter Into Contract
    - Announcement of offer and response
    - Action to enter into contract
    - \* Must be in open session