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Woodford County Schools

3,994 +/- students – (PS-12)

4 elementary schools

1 middle schools

1 high schools

www.woodford.kyschools.us

Vacancy for Superintendent

The Woodford County Board of Education is seeking an outstanding educator with leadership skills capable to extend the momentum of excellence in Woodford County Schools. The Woodford County school district has long been considered one of Kentucky's best in providing opportunities for success for all students. It is a district that sets high expectations and provides a supportive atmosphere that produces outstanding achievement for both students and staff.

The successful candidate should have a reputation as an open, approachable, ethical, and enthusiastic leader who is actively involved and visible throughout the district. Candidates should possess a passion for enhancing student achievement, strategic financial management, as well as a commitment to high expectations and performance. The successful candidate should have the ability to relate to all constituents.

Woodford County is located in the heart of the desirable Bluegrass region of central Kentucky—only 15 miles from Lexington, 50 miles from Louisville, and 90 miles from Cincinnati. Versailles, the county seat has a reputation as a "quaint community" with a community vision of thoughtful planning and participation. Midway has a rich history of thoroughbred horses being the epicenter of the thoroughbred industry with nationally renowned Airdrie Stud, Three Chimneys and Lane's End Farm calling Midway their home. Midway is also a dining destination and is home to some of the best restaurants in Central Kentucky.

Kentucky superintendent certification is required. A competitive salary will be offered for a July 1, 2021 contract start.

To apply, please go to KSBA's website - www.ksba.org. Click on the Superintendent Search tab (current searches). Under the ad, you will find the link to apply for this position.

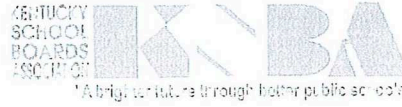
Application deadline is March 12, 2021

Consultant Service

The Woodford County Board of Education is using the Superintendent Search Services of the Kentucky School Boards Association.

Any questions or additional correspondence regarding the position should be addressed to the Board consultant:

Don Martin
Woodford County Superintendent Search
Kentucky School Boards Association
260 Democrat Drive
Frankfort, Kentucky 40601
859/991-4932



Ronnie Holmes,
President






Kerri Schelling,
Executive Director

Draft timeline of Woodford Superintendent Search

February 2	School Board Planning Meeting
February 3	Position posted on KDE and KSBA sites
February 28	Search committee membership finalized
March 12	Application process closed
March 22	Joint meeting of the Board and Screening Committee
	First Screening Committee meeting
April 5	Second Screening Committee meeting
	Applicants chosen for interviews and reference checks
April 12	Third Committee meeting-First round of video interviews
April 13	Fourth Committee meeting-Second round of video interviews
April 19	Joint meeting between Board and Screening Committee to receive Committee recommendations
	Board planning meeting following joint meeting
April 26 +/-	Board begins candidate interviews
May 24 +/-	New Superintendent named

Don Martin
Superintendent Search Consultant
Kentucky School Boards Association
Mobile: 859.991.4932
260 Democrat Drive | Frankfort, KY 40601

5 attachments

-  **Board charge to the Search Committee 2.docx**
14K
-  **Shelby criteria.pdf**
1038K
-  **Pendleton Schools Superintendent Search Survey (3).docx**
15K
-  **Boone forum.docx**
14K
-  **Search FAQ.docx**
17K

MEMORANDUM

TO: Superintendent Search Screening Committee

FROM: _____, Board Chair
Members, _____ County Board of Education

DATE: January 28, 2020

RE: Criteria for Superintendent Screening Process

Thank you for agreeing to serve on this important committee. We acknowledge that the work of analyzing applications, checking references, and identifying the strengths of the candidates will take many hours and want to express our deep appreciation for your willingness to serve us and the local community in this important task. After collecting and analyzing survey data from the staff and community, we established the following criteria to assist you.

The Members of the _____ County Board of Education seek a superintendent who:

- Provides evidence of a student-centered career.
- Is a trusted educational leader with demonstrated management and human resource experience.
- Demonstrates practical experience in competency-based education.
- Is a charismatic visionary with philosophical openness to student-centered curriculum solutions.
- Is committed to the local community while ensuring our graduates are ready for the global marketplace.
- Is a highly energetic communicator with evidence of multicultural and multimodal approaches.
- Demonstrates transparent communication skills, an open-door policy, and listens to parents.
- Provides evidence of fiscally responsible, strategic, trusted and innovative leadership.
- Is forward thinking - future focused.

We look forward to hearing your recommendations as we prepare to interview candidates.

County Board of Education

Charge to the Superintendent Selection Committee 2020

- I. Maintain strict confidentiality of applicants, except as necessary for references, and the discussions within committee meetings.
- II. Recommend 5-7 applicants to the Board.
- III. Recommended applicants are to be listed in alphabetical order.

The next Superintendent of _____ County Schools should exhibit or reasonably be expected to grow into the following characteristics:

- Demonstrated instructional acumen and leadership.
- Be student centered for ALL students.
- Record of improving student achievement.
- Be a leader in our community at the local, state, and national levels including working with the business community and elected officials across the state to advance key initiatives of _____ County Schools and public education in the Commonwealth.
- Exceptional leadership and energy.
- School finance experience.
- Relate well to all stakeholders embracing the cultural diversity within the community.

Our next Superintendent will be charged with executing a rigorous student-centered vision for achievement within _____ County Schools.

County Schools Superintendent Search Survey

1. Do you live in _____ County?
Yes No
2. Do you think the new superintendent should live in the county after being hired? Yes No
3. How often should the school superintendent be present at school and community events?
Constantly
Often
Sometimes
Rarely
4. How important is it that the superintendent have previous experience as a superintendent?
Very important
Somewhat important
Little importance
Not important
5. How important is it that the superintendent have previous central office experience?
Very important
Somewhat important
Little importance
Not important
6. How important is it that the superintendent have previous experience as a building principal?
Very important
Somewhat important
Little importance
Not important
7. Which of the following programs should the _____ County School District develop further? (Rank in order of importance)
Fine/Performing Arts (visual, arts, music, drama)
STEM (Science, Technology, Engineering, Math)
Life Skills (personal finance, family & consumer science)
Business Skills (computer literacy, finance & accounting, job search/interviewing)
Agriscience

Career Pathways (trades, skilled healthcare sciences)
Foreign Language/Global Cultural Awareness

8. How much influence should the needs of local and regional employers have on focus of what _____ County School District students learn?
- A lot of influence
 - Some influence
 - Little influence
 - No influence
9. What is a priority need or challenge facing our school district under new leadership?
- Orderly and safe climate
 - Reading and literacy
 - Availability of technology
 - Challenging academic culture
 - Attracting & keeping effective teachers
 - Building maintenance
 - Funding
 - Poverty & Family Concerns
 - Classroom size
 - Other (specify): _____

Call to Order – I

Purpose of the Meeting—The intent of this public forum is to gather input from the community concerning qualities and attributes of Boone County Schools' superintendent candidates. In this very important quest for the Boone County Board of Education, the members would like to hear from various stakeholders concerning the candidate criteria to be considered. At no time should participants from tonight's audience refer to specific people as being good or weak candidates. The input will focus and remain on qualities and attributes only. The Board members in tonight's attendance are here to listen and will probably not respond. The information they will receive will be taken into consideration along with other information from a variety of sources. The moderator for tonight's session will be Mr. Brad Hughes, retired journalist and former Director of Communications for the Kentucky School Boards Association.

Explanation of the Superintendent Screening Committee – Brad Hughes

Kentucky law dictates that before the local Board of Education can employ a new superintendent, a search committee chosen by various local stakeholders according to Kentucky Revised Statutes procedures shall review the applications. The search committee will review a variety of information in closed session and will conduct interviews of some of the candidates. Ultimately, the committee will make a recommendation of a slate of candidates that they would like for the Board of Education to consider for the next Superintendent of Boone County schools. The Board may, after lengthy evaluation and interviews, employ a candidate from the recommended list. However, the Board of Education is not required to hire from the committee list. The Board can employ any candidate that has the proper certification to be a school superintendent in Kentucky. The goal is to hire a new superintendent sometime in May, with a starting date of July 1.

Forum procedures to be followed — Brad Hughes

- Anyone wishing to speak must sign the "request to speak" sheet.
- Speakers will be called to the podium at the appropriate time.
- A limit of 5 minutes for presentation will be in effect.
- Respect for each and every speaker should be provided.
- No extraneous talk or comments shall be offered at any time.
- Please refrain from asking questions to the Board of Education members.

**County School District
Board of Education
2020 Superintendent Search Survey Questions**

1. Do you live in _____ County?

- ☐ Yes
☐ No

2. Which best describes your role / interaction with _____ County Schools:

- ☐ Student
☐ Parent/Guardian
☐ Grandparent
☐ Employee
☐ Local Business or Industry
☐ University
☐ Community member / leader

3. The new Superintendent should focus on encouraging growth and achievement for all students equally, regardless of their class or socio-economic standings:

- ☐ Strongly Agree
☐ Agree
☐ Neither agree nor disagree
☐ Disagree
☐ Strongly disagree

4. Progressive ideas and new programs are vitally important for the new Superintendent to bring and embrace from others.

- ☐ Strongly Agree
☐ Agree
☐ Neither agree nor disagree
☐ Disagree
☐ Strongly disagree

5. Listed below are specific areas of expertise superintendent candidates may possess. From your perspective, how much weight should the Board place on each area? Rate the importance of each area using the scale to the right. (please use a "check mark" in the below table to indicate each areas importance)

AREA	CRITICAL	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	N/A
Budget Development/ Management					
Facilities Management					
Human Resources Management					
Contract Administration					
Public Relations					
Curriculum Development					
Contract/Labor Negotiations					

6. How often should the school superintendent be present at school and community events?

- ☐ Constantly
- ☐ Often
- ☐ Sometimes
- ☐ Rarely

7. What type of prior experience is important to be considered for Superintendent?

(Rank in order of importance, beginning with number (1) being the highest of importance to 8)

- ____ Previous Superintendent experience
- ____ Previous Deputy/Assistant Superintendent Experience
- ____ Previous District Office Experience-Finance/Operations/Director level
- ____ Previous Principal
- ____ Teacher
- ____ Leadership outside a school setting
- ____ Experience inside Boone County Schools
- ____ Experience outside Boone County Schools

8. Our new superintendent should focus on college/career readiness (including focus on STEM, the Arts, and Athletics to create well rounded students):

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

9. Which of the following programs should the _____ County Schools develop further?

(Rank in order of importance, beginning with number (1) being the highest of importance to 8)

- ____ Fine/Performing Arts (visual, arts, music, drama)
- ____ STEM (Science, Technology, Engineering, Math)
- ____ Life Skills (personal finance, family & consumer science)
- ____ Athletics (School / varsity teams and intramurals)
- ____ Business Skills (computer literacy, finance & accounting, job search/interviewing)
- ____ Agriscience
- ____ Career Pathways (trades, skilled healthcare sciences)
- ____ Foreign Language/Global Cultural Awareness

10. What is a priority need or challenge facing our school district under new leadership?

- ☐ Orderly and safe climate
- ☐ Reading and literacy
- ☐ Availability of technology
- ☐ Challenging academic culture
- ☐ Attracting & keeping effective teachers
- ☐ Building maintenance
- ☐ Funding
- ☐ Poverty & Family Concerns
- ☐ Classroom size
- ☐ Social/Emotional Awareness for students and staff
- ☐ Family/School/Community Engagement
- ☐ Other (specify): _____

11. Should the new Superintendent be required to live in Boone County within 12 months from hiring?

☐ YES

☐ NO

12. Listed below are specific areas of expertise superintendent candidates may possess. From your perspective, which area should the board consider most in evaluating prospective candidates?

Area

☐ Budget Development/ Management

☐ Facilities Management

☐ Human Resources Management

☐ Contract Administration

☐ Public Relations

☐ Curriculum Development

☐ Contract/Labor Negotiations

SUPERINTENDENT SEARCH FREQUENTLY ASKED QUESTIONS

Q. Our superintendent has announced his/her retirement. Is there anything we need to do at this point?

Yes. Upon the Board of Education's acceptance of the resignation/retirement, a superintendent search committee shall be formed within the first 30 days of the announcement.

The vacancy shall also be posted on the Kentucky Department of Education jobs website.

Q. Can the Board employ an Acting Superintendent on a limited basis until the new superintendent takes office?

Yes. For example, if the current superintendent leaves office on June 30, and the district has not had the time to conduct a thorough and proper search, an acting superintendent can be appointed to begin the duties on July 1. The acting superintendent must be properly certified for the position of Superintendent.

Q. Does it matter who is on the search committee?

Yes. The composition of the committee is stated in Kentucky statutes and is very specific. The committee is composed of:

- One Board of Education member, selected by the Board chair;
- One Principal, selected by the district principals;
- Two Teachers, selected by the district teachers;
- One Classified Employee, selected by the classified employees;
- One Parent, selected by the PTA/PTO presidents.

Q. Is there a mandate for minority representation?

It depends. If the district has at least an 8% minority student population, the minority representation on the committee is required. If one of the people selected by the various stakeholders in the original selection process is of minority status, no special election is required. However, if the district has at least 8% minority student population and no minority members were chosen in the initial selection process, a special parent election shall occur to add a seventh member to the committee.

Q. Can additional people be added to the Superintendent Search Committee?

No. The composition of the committee cannot be altered.

Q. What is the function of the superintendent search committee?

The search committee reviews the applications and uses whatever methods they deem appropriate to make a recommendation to the Board of Education of a preferred slate of candidates.

Q. Are there requirements that the search committee must abide by, such as the Open Meetings Act?

Yes. The search committee must abide by the same regulations as the Board of Education special meetings. All meetings must be posted with at least 24 hours notice, agendas posted, minutes recorded and approved, and must be open to the public unless specific candidates are discussed or interviewed.

Q. Is the Board of Education required to hire the superintendent from the search committee recommended list?

No. The Board of Education must consider the recommendation of the search committee but is not bound by it.

Q. Can the Board of Education or the Superintendent Search Committee go into closed session?

It depends. If the Board or committee is discussing items such as timeline, superintendent criteria, advertising, number of finalists, etc., the answer is no.

However, if the Board or committee is discussing or interviewing specific candidates for the position, the answer is yes if they adhere to the proper procedure of making a motion and voting to enter executive session, stating the reason for the action (KRS 61.810 (1)(f)), and making the motion and voting to return to open session.

Q. Can the Board of Education meet with the Superintendent Search Committee in executive session to discuss candidates?

Yes, as long as the the proper procedures listed above are followed.

Q. Is the Board of Education required to publicize the list of superintendent finalists?

No. It is the discretion of the Board of Education to make that decision.

Q. Is the Board of Education required to be in open session when the superintendent is hired?

Yes. The motion and voting for the new superintendent, as well as the contract details, must be open to the public.

Q. Can the Board of Education use the services of a consultant to guide them through the superintendent search process?

Yes. The Kentucky School Boards Association has the experience and expertise to guide the district through this very important decision.

Board charge to the Search Committee:

First and foremost we must put the children of _____ County Schools first. We have a Distinguished District and we must insure that students entering our district have that same rating or higher until they graduate. In order to do this, we need to keep these items in the forefront:

- An Instructional Leader who bears the ultimate responsibility for improving student achievement
- Student Centered – all decisions begin and end with what is best for current students and incoming students
- Honest/Trustworthy and high level of integrity
- Not only a leader in the school system but also the community, willingness to work with local businesses, colleges etc.
- Excellent communication skills and embraces technology
- The person must demonstrate futuristic leadership, be an innovative thinker, determine what is working, what can be improved on and what can be introduced
- Understand the goals and directives of the District
- Insure all children learn at their maximum capacity, based on their learning style
- Experience in motivating students, staff and certified personnel to strive for continued individual growth
- Open to discussing and implementing new school initiatives with bold goals for The _____ County School District
- Work with the board in a seamless manner to create a world class education environment
- Interpret financial obligations while meeting the needs of the students and of the District. Understand the communities' tax base and communicate the District's needs to taxpayers.
- Interact with the diverse communities meeting the area needs for education diversity