

# JCPS SUPERINTENDENT SEARCH PLANNING MEETING AGENDA

## January 28, 2025 - 6:00 pm Virtual

HYA has developed the following agenda. Confirmation will be needed on each item to move forward.

### 1. Review search process timeline

Hard dates for each of the Activities TBD.

Date	Activities Provided by JCPS and modified by HYA
January 2025	<ul style="list-style-type: none"> <li>● Creation of Superintendent Screening Committee</li> <li>● Survey goes live</li> </ul>
By February 1	<ul style="list-style-type: none"> <li>● Posting of application on the JCPS, KDE, and HYA websites – Need <i>Application Deadline</i></li> </ul>
February- March	<ul style="list-style-type: none"> <li>● Community Engagement</li> <li>● Search firm session with Board to determine criteria and qualities desired for the next Superintendent, The Leadership Profile, (utilizing feedback from community sessions and survey)</li> <li>● Advertising and recruitment of candidates by search firm</li> </ul>
April	<ul style="list-style-type: none"> <li>● Presentation of the Slate by HYA</li> <li>● Review of applicants by Superintendent Screening Committee</li> <li>● Board receives recommendation of Screening committee</li> <li>● Interviews Round 1 and Round 2 (detailed information below)</li> <li>● Board determines finalists</li> </ul>

May	<ul style="list-style-type: none"> <li>● Interview of finalists by Board and Advisory Committee (detailed information below)</li> <li>● Community forum for finalists</li> <li>● Review of background information of finalist(s)</li> <li>● Issue offer to finalist</li> <li>● Negotiate contract</li> </ul>
June	<ul style="list-style-type: none"> <li>● Negotiation of contract (continue and if needed)</li> <li>● Approval of contract by Board</li> <li>● Naming of an Acting/Interim Superintendent IF a finalist is not selected or if finalist cannot begin 7/1</li> </ul>
July 1	<ul style="list-style-type: none"> <li>● New Superintendent begins term OR Interim Superintendent begins duties if no selection or if not yet available</li> </ul>

**1. Contacts during search:**

For HYA

Micah Ali

Nanci Perez

Dissemination to HYA team

Jefferson County

Corrie Shull

Dissemination to Board

**2. Interview Process**

We recommend keeping the process as confidential as possible to get the best slate of candidates. HYA recommends the following process for JCPS based on the information received:

- HYA presents a slate of candidates to the Board and Screening Committee that are a best match to the Leadership Profile. Applicants not slated will also be provided.
- The Board decides individuals it wants to include in the process from the slate after receiving input and recommendations from the Screening Committee.
- Interview 1: Performance Interview. This is a presentation by each candidate on the strengths, weaknesses, opportunities, and threats of JCPS and the candidate's skillset/alignment to the Leadership Profile. The Screening Committee and the Board would be present for these presentations.

- The Screening Committee provides feedback to the Board and the Board selects which candidates move on to the second interview.
- Interview 2: Traditional interview with the Board (and Screening Committee, as desired) that builds upon the first interview and feedback from the Screening Committee.
- The Board selects the two finalist(s) with input from the Screening Committee.
- Interview 3 and Community Forum: Separate interview with the Board, Separate interview with the Advisory Committee, Separate interview with the Screening Committee. (Interview 3 can be separate or together with Board and Committees).  
Community Forum for the public to meet top two candidates.
- The Board selects the Superintendent


**3. Transparency - Jefferson County website and upcoming Board meetings.** It is best practice to have one location, on the JCPS website with a dedicated Superintendent Search Page, to communicate all information about the search. Example of items for the webpage include:

- Timeline for the search
- Opportunities for stakeholders to participate in focus groups
- Survey link
- Leadership Profile
- Links to events (board meetings, community forum etc.)
- Pictures and biographies of finalist(s)

**4. Schedule interviews with Board members** – A member of the search team will meet with each Board member for about an hour as part of the development of the *Leadership Profile Report*. These interviews can begin right away.

**5. Online survey** - JCPS has developed its own survey with the Advisory Committee. HYA will receive a report to synthesize with other information received; the survey report will be included in the Leadership Profile. HYA assumes no responsibility relative to the reliability or the validity of this survey. We would suggest adding the following statement before the open ended questions- "Please note your comments will be transcribed verbatim and may be made public". You may also want to add an open ended question such as - If you know someone that would be a good candidate for this position please share





their name and contact information. Since you have included open ended comments in your survey, the Board should consult its attorneys before disseminating any open ended comments as they may contain student or personnel information. We recommend the survey close Sunday February 9<sup>th</sup>, to allow JCPS to provide HYA with the report by February 14<sup>th</sup>.

**6. Focus groups** – Focus groups provide for more in-depth exploration of specific issues that have emerged in a qualitative format. The Superintendent Search Advisory Committee will collaborate with HYA to ensure information received from the community is communicated. HYA will also conduct focus groups/interviews on February 13-15 of the classified staff, educators, business community, civic community, and general community utilizing the following focus group probes:

- *What do stakeholders value regarding your schools? What strengths do they desire to retain and build upon?*
- *What are the issues this District currently faces, and, as importantly, will be facing in the next three to five years? When we recruit, we look for someone who desires an extended tenure in the district so it is important that your new superintendent has the skills necessary to address both current, as well as future issues.*
- *What are the personal and professional characteristics you and your community expect a superintendent to possess?*
- *Anyone to recommend?*

The word cloud provided by JCPS will be included in the Leadership Profile.

**7. Slated candidates and expenses** – HYA recommends the JCPS reimburse candidates for their travel.

**8. Advertising Options** – Advertising on HYA's webpage, newsletters, networks, and social media pages will commence in February. The JCPS Superintendent Position will also be Advertised in Ed Week, AASA, ALAS, and NABSE for a total cost of \$3,920. A job posting is attached for the Board's review.

**9. Background Checks** – HYA will facilitate independent, third party due diligence background checks on all slated candidates at a cost of \$1950 per candidate and a TTI behavior Assessment at a cost of \$250 per candidate.

**10. Salary and fringe benefits** – The Board needs to discuss the compensation range they feel is appropriate. We suggest the Board think in terms of a total

compensation package. Total compensation includes salary, annuities, board pick-up of non-obligatory retirement payments, whole life insurance, auto allowance, residency requirements, 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. This information is needed during the recruitment phase.

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### Job Posting Content:



Jefferson County Public Schools (JCPS) is the largest school district in Kentucky and the 30th largest in the United States. JCPS serves approximately 95,230 students across 168 schools. The district's minority enrollment stands at 60%, with 45.1% of students identified as economically disadvantaged. JCPS encompasses urban, suburban, and rural communities within Louisville and Jefferson County, reflecting a rich tapestry of cultures and backgrounds.


**District Goals and Guardrails:** The Jefferson County Board of Education (JCBE) has established a strategic framework of goals and guardrails to guide the district's progress:

#### Goals:

1. **5th Grade Academic Readiness:** Increase the percentage of 5th-grade students scoring "ready" on JCPS Academic Readiness measures from [baseline]% in June 2025 to [target]% by June 2030.
2. **8th Grade Academic Readiness:** Elevate the percentage of 8th-grade students achieving "ready" status on JCPS Academic Readiness measures from [baseline]% in June 2025 to [target]% by June 2030.
3. **12th Grade Academic Readiness:** Boost the percentage of 12th-grade students attaining "ready" scores on JCPS Academic Readiness measures from [baseline]% in June 2025 to [target]% by June 2030.

#### Guardrails:

1. **Equitable Resource Allocation:** Ensure resources are distributed to provide all students, regardless of background, with access to high-quality educational opportunities.
2. **Safe and Inclusive Environments:** Maintain learning environments that are safe, inclusive, and conducive to student well-being and academic success.
3. **Community and Family Engagement:** Foster strong partnerships with families and the community to support student learning and development.

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4. **Staff Excellence:** Recruit, develop, and retain highly effective and diverse staff committed to the district's mission and goals.
  5. **Fiscal Responsibility:** Manage financial resources prudently to support educational priorities and long-term sustainability.

The next leader will champion educational excellence, equity, and innovation, ensuring that all students are prepared for success in college, career, and life. **The Leadership Profile will be attached to this posting when completed. The application deadline is XXXXXX.**