



South Central Service Cooperative  
New Prague Public Schools Superintendent Search  
Superintendent Profile  
February 25, 2013

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## New Prague Public Schools Superintendent Search

### Superintendent Profile

The New Prague School Board requested as part of the search process for a new Superintendent of Schools that the South Central Service Cooperative search consultants seek staff, parent, and community input into the creation of a profile of the attributes that a new superintendent should possess to be successful in the New Prague School District. To receive this input, the search consultants met with many different groups to receive comment on the attributes that a new superintendent should possess as well as feedback on the strengths and challenges currently facing the school district.

This document is a summary prepared by the consultants based on the statements which were made to them during these meetings and from feedback forms returned to them electronically. The report only is representative of those individuals who participated in this process and may or may not reflect the opinions of everyone in the New Prague School District. This information will be used to help the School Board and search consultants to recruit, screen, and interview candidates.

The attributes identified will also be used by the School Board to assist them in selecting the new superintendent. The feedback on strengths and challenges facing school district will assist both the School Board and the new superintendent as they strategically plan for the future of the New Prague School District.

**Note: Items in this report are numbered for identification purposes only and are not in priority order.**

## **School Board Feedback**

### **A. Strengths of the District**

1. Strong community support for school district
2. Location and size of community
3. District is financially sound
4. Good elementary and high school facilities
5. Growing communities and school
6. Great staff that care about the students
7. Good staff working relationships
8. Family friendly communities

### **B. Challenges Facing the District**

1. Technology upgrades and maintenance
2. Communications that keeps all communities informed and engaged
3. Athletic facilities need upgrading
4. Upgrades to Middle School
5. Maintaining sound financial position
6. Follow up with strategic planning
7. Turnover in top leadership position in recent years
8. Competing with large adjacent school districts for students

### **C. What Needs to Be Done**

1. Increase course offerings at the high school to ensure students are well prepared for 21<sup>st</sup> century
2. More college in the schools and AP courses
3. Higher focus on students as customers
4. Greater involvement from all communities in the district
5. Technology infrastructure improvements and availability
6. Ensure well articulated curriculum throughout the district
7. Staff development for teachers
8. Focus on whole child

## **School Board Feedback - Continued**

### **D. New Superintendent Skills & Abilities**

1. Possess strong educational leadership skills
2. Professional and strong work ethics
3. Integrity and trustworthy, honest and ethical
4. Understands Minnesota school finance and the budget processes
5. Visible in school and community, community involvement
6. Strong interpersonal skills
7. Collaborative but decisive when appropriate
8. Effective communications skills, good listener
9. Ability to effectively manage day to day operations
10. Experience in employee negotiations
11. Experience working with strategic planning
12. Good working knowledge of curriculum and instruction

## **Certified and Support Staff Feedback**

### **A. Strengths of the District**

1. Strong student outcomes as result of excellent instruction
2. Great staff committed to the students
3. Community support
4. Parent involvement
5. Financially sound
6. Use of technology in instruction
7. Great kids and parents
8. Staff development opportunities
9. Extra curricular offerings
10. Strong community and school pride
11. Facilities

### **B. Challenges Facing the School District**

1. Long term superintendent leadership
2. Availability and use of technology
3. Consistent curriculum and instruction
4. Class sizes
5. Focus and funding for Early Childhood programs
6. Changing demographics and growth of district
7. Communications to all communities
8. Middle School upgrades
9. Strategic planning for vision and direction
10. Competition with larger adjacent districts

### **C. What Needs to Be Done**

1. Staff training and fully implementing Professional Learning Communities
2. Increase Early Childhood programming
3. All day, every day kindergarten
4. Smaller class sizes

## **Certified and Support Staff - Continued**

### **C. What Needs to Be Done - Continued**

5. Increase availability and use of technology
6. Continue to hire and retain capable, competent staff
7. Greater course offerings at high school
8. Celebrate and communicate successes
9. Continually strive to improve student achievement
10. Meeting the needs of all students

### **D. New Superintendent Skills & Abilities**

1. Excellent communication skills
2. Knowledge and background on educational issues
3. Visible in community, buildings, and events
4. Collaborative but decisive when needed
5. Experienced as principal and superintendent
6. Interpersonal and leadership skills
7. Integrity and trustworthy
8. Lead district in strategic planning for student success
9. Innovator
10. Transparent
11. Responsible, reliable, and strong character
12. Good listener and supportive

## **Administrative Feedback**

### **A. Strengths of the School District**

1. Financially stable
2. Family friendly communities
3. Size of district
4. Strong community support
5. Collaborative working relationship among staff
6. Growing district but holding traditional values
7. Comprehensive academic offerings
8. Great students
9. Dedicated, outstanding staff
10. Good student academic achievement
11. Keeping up with educational changes

### **B. Challenges Facing the School District**

1. Long term superintendent leadership
2. Strategic planning focused on student achievement
3. Middle School facility upgrades
4. Technology upgrades and on-going maintenance
5. Proactive and progress leadership
6. Alignment of curriculum and instruction
7. District systems such as staff evaluation
8. Cohesiveness between buildings
9. Rising costs/long term financial stability

### **C. What Needs to Be Done**

1. Maintain consistent top leadership
2. Technology upgrades
3. Tighter curriculum alignment for scope and sequence
4. Staff development to implement Professional Learning Communities
5. Strategic planning
6. Strengthen community relations with school district

## **Administrative Feedback – Continued**

### **D. New Superintendent Skills and Abilities**

1. Visionary and adaptable to change
2. Demonstrated ability to lead
3. Good communicator with staff and community
4. Direct and motivate staff
5. Integrity, honest, and trustworthy
6. Working knowledge of school finances
7. Visible in school and community
8. Experience with strategic planning to lead change
9. Collaborative leader
10. Strong interpersonal skills
11. Understands curriculum and instruction



## **Community Feedback**

### **A. Strengths of the School District**

1. Location and size of school district
2. Community support and involvement
3. High educational standards, expectations & results
4. Curriculum offerings
5. Extra-curricular activities for students
6. Growing district
7. Great staff committed to students
8. Facilities
9. Well prepared graduates
10. Educational foundation supporting the schools
11. School choice
12. Financially stable

### **B. Challenges Facing the School District**

1. Middle School and sports facility issues
2. Enhancing and embracing technology
3. Long term financial stability
4. Prioritizing use of school funds
5. Hiring and retaining a good superintendent
6. Curriculum consistency and enhancements
7. Consistent student performance at all levels
8. Meeting the needs of all students
9. Communicating effectively to all district residents
10. Higher emphasis and focus on pre-school programming
11. School safety

### **C. What Needs to Be Done**

1. Technology upgrades and integration
2. Smaller class sizes
3. Provide curriculum and instruction for all students
4. Ensure programs compete with larger metro districts
5. Team approach to problem solving

## **Community Feedback - Continued**

### **C. What Needs to Be Done - Continued**

6. Growth of New Prague Educational Foundation
7. Staff evaluation systems
8. Increase focus on Early Childhood programming
9. Communicating about school financial issues

### **D. New Superintendent Strengths and Abilities**

1. Good communicator and listener
2. Experienced as a superintendent
3. Confident decision maker
4. Team leader
5. Management and leadership skills
6. Visible and involved in the community
7. Accessible
8. Knowledge of school finances and budget process
9. High morale standards/integrity
10. Strategic thinker
11. Ability to inspire staff
12. Positive role model
13. Strong interpersonal skills
14. Understand the importance of technology

## **New Prague Public Schools New Superintendent Attributes**

- Has excellent written and oral communications skills
- Is an experienced administrator with proven record as an educational leader with a focus on student achievement
- Honest, ethical, and leads with transparency
- Thinks and plans strategically with demonstrated ability to lead the district utilizing a strategic plan
- Has a good working knowledge and understanding of school finance and the budgeting process
- Experienced in curriculum and instruction leadership
- Human resource management and working experience with staff evaluation systems
- Collaborative leadership style but with the confidence to make decisions when appropriate
- Is visible in the schools and involved with the communities
- Strong interpersonal skills with the ability to inspire and lead staff
- Understanding the importance of utilizing technology in education

**New Prague Superintendent Search**  
**Supporting Information**





Superintendent Search Program

**Candidate Feedback Form**

**Candidate Name:** \_\_\_\_\_

**Date** \_\_\_\_\_

A. List Candidate Strengths

B. List Candidate Areas of Concern

C. Other Comments

Should the candidate receive further consideration? \_\_\_\_\_ Yes \_\_\_\_\_ No

**New Prague Public Schools  
Superintendent Search Process  
Meeting Dates**

Date	Time	Location	Activity
01/28/13	5:15 pm	Board Room	Consultants meet with board to review and set dates
02/12/13	8:00 am	Various	Individual School Board members and various groups profile meetings
02/25/13	6:30 pm	Board Room	Consultants present profile report to School Board
03/11/13	6:30 pm	Board Room	Semi-finalists presented to board and Interview process reviewed
03/19/13	3:30 pm	Central Admin Office	Semi-finalists interviews
03/20/13	3:45 pm	Central Admin Office	Semi-finalist interviews
03/20/13	7:30 pm	Board Room	School board discusses candidates and selects finalists
03/25/13	4:00 pm	MS Auditorium	Finalist public forum & final interview
03/26/13	4:00 pm	MS Auditorium	Finalist public forum & final interview
03/27/13	4:00 pm	MS Auditorium	Finalist public forum, final interview & determination of candidate offer
Week of April 1 <sup>st</sup>			Site visit for final candidate
04/08/13	6:30 pm	Board Room	New Superintendent contract approved

All meetings involving the full school board are posted as public meetings, except the individual school board members profile interviews.

**New Prague School District  
Semi-Finalist Interview Schedule  
March 19, 2013 and March 20, 2013**

Tuesday, March 19, 2013

- 4:00 pm      Candidate A: Interviews with School Board  
Candidate B: Interviews with Community Committee
- 5:15 pm      Candidate B: Interviews with School Board  
Candidate A: Interviews with Community Committee
- 6:15 pm      Supper for Board and Community Interview Committee
- 6:45 pm      Candidate C: Interviews with School Board  
Candidate D: Interviews with Community Committee
- 8:00 pm      Candidate D: Interviews with School Board  
Candidate C: Interviews with Community Committee

Wednesday, March 20, 2013

- 4:00 pm      Candidate E: Interviews with School Board  
Candidate F: Interviews with Community Committee
- 5:15 pm      Candidate F: Interviews with School Board  
Candidate E: Interviews with Community Committee
- 6:30 pm      Community Committee completes Candidate Feedback Forms
- 7:00 pm      Supper for Board and Community Interview Committee
- 7:30 pm      School Board begins deliberation to select finalist candidates



**New Prague Public Schools  
2013 Superintendent Search  
Finalist Interview Schedule**

Monday, March 25, 2013	Finalist A
Tuesday, March 26, 2013	Finalist B
Wednesday, March 27, 2013	Finalist C

Daily Schedule

12:30 pm to 2:30 pm	Candidate tour of the buildings by the superintendent
2:45 pm to 3:45 pm	Candidate meeting with administrative team at the District Board Room
4:00 pm to 5:00 pm	Candidate public forum MS Auditorium
5:15 pm to 6:00 pm	Candidate dinner with the School Board
6:30 pm to 7:30 pm	Candidate interview with the School Board in District Board Room

Wednesday, March 27, 2013 in Board Room

7:45 pm	School Board evaluate finalists and determines which candidate to offer a contract.
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<u>Week of April 1<sup>st</sup></u>	Board site visit, if desired
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