

Board of Education Special Meeting

Monday, February 27, 2023 6:00 PM

Room 810, Elm Creek High School  
230 Calkins Avenue  
Elm Creek, NE 68836-0490

1. Call to Order
2. Flag Salute
3. Open Meeting Act

This meeting was advertised in three public places, (school, library, and post office) 72 hours prior to start of the meeting.

4. Roll Call
  - 4.1. - Excuse Absent Board Members
5. Approval of Agenda
6. Information Items
  - 6.1. Discussion of Superintendents Resignation
  - 6.2. Discussion on NASB Superintendent Search Service
7. Action Items
  - 7.1. Accept Dr. Schroder's resignation as Superintendent of Elm Creek Schools to take effect on June 30, 2023.
  - 7.2. Contract with NASB Superintendent Search Service.
8. Next Regular Board Meeting

March 6, 2023 at 6:00 p.m. in room 810 of the high school.

9. Adjournment

February 27, 2023

Dear Elm Creek Board of Education,

It is with mixed emotions that I resign my position as Superintendent of Elm Creek Schools at the end of my 2022-2023 contract. This was a very hard decision because I do so love this school district and the amazing work that you are all doing for our kids. My reason for leaving has nothing to do with this amazing place and is driven by my own personal goals. This is a special place and I will dearly miss it. Please know that I am on duty and will stay focused on Elm Creek until my contract finishes this summer.

Thank you to everyone on the Elm Creek team for making my time here so rewarding and enjoyable.

Bret Schroder

**Nebraska Association of  
School Boards  
Superintendent Search  
Information**

**Prepared For**

**Elm Creek Public Schools**

Elm Creek Board of Education,

We appreciate the opportunity to share information on the NASB Superintendent Search Service with the Board of Education. The team at NASB would value the opportunity to work with the school district through the search process.

For those of you who I have not met yet, my name is Shari Becker, and I am the Director of the Nebraska Association of School Boards Education Leadership Search Service. I have been the Director of the Search Service since April of 2013 and worked for the Service for six years prior to becoming the Director.

Hiring a superintendent is one of the most important decisions a school board will make. The NASB Search Service looks at the process through the eyes of a board member. We ensure a highly professional search process that will attract quality applicants but will also bring credit to the board for the manner in which the search is conducted.

Because of the time of year, I would suggest the board consider an Option II search process which will allow for a more aggressive timeline. Please contact me at the number below if you have any questions.

Respectfully submitted,

*Shari L. Becker*

Shari L. Becker  
Director of NASB Education Leadership Search Services  
402.416.4483 Cell

## **Search Service Protocol**

In the following section, you will see a detailed outline of the NASB Search Protocol. We typically meet with the full board two or three times during the search.

## **Preliminary Work**

- Distribute board survey
- Begin creation of marketing flyer
- Advertise vacancy on NASB and other applicable sites

## **Board Work Session I**

- Collaborate with the board to design a timeline to guide the search process
- Review and discuss board survey results and Leadership Profile document

NOTE: Leadership Profile is developed from input directly from board members. The Board will review the Profile and NASB will alter, as necessary. The Profile is then used to guide the Board in selecting interview questions, selecting interview candidates, and assessing the interview process. The Profile will ultimately guide a board retreat once the permanent superintendent begins.

- Discuss search process details, interview questions and schedule structure
- Discuss NASB Statewide Superintendent Salary Survey and compensation package
- Discuss interview questions and procedures with the board
- Discuss participants and logistics of the interview process with the board

## **NASB Duties**

- Recruit to identify quality applicants
- Receive, process, and screen all completed online applications and supporting documentation
- Conduct comprehensive professional and personal reference checks including internet search, criminal background search, adult/child abuse check and credit check
- Distribute an electronic survey to stakeholders of the district to elicit feedback (in the absence of a visit to the district to engage stakeholders in the process, we could distribute an electronic survey at no extra cost to the district)

## **Board Special Meeting**

- NASB presents all applicant names and screening results to the Board of Education for review and consideration (unless board requests otherwise)
- NASB provides a Candidate Assessment document for the board's use during the interview and deliberation process to compare candidate materials and candidate interview
- Finalize interview schedule and questions
- Discussion of final details and protocol

## **Final Duties - Board**

- Interview candidates for the position
- Negotiate with the candidate of choice (NASB will assist at the board's request)
- Ratify the contract at an advertised meeting of the board

## **Final Interview Details - NASB**

- Handle communications with all applicants and interview candidates
- Coordinate travel arrangements for candidates
- Conduct post-interview conference with interview candidates and communicate information to the board

## **Applicant Screening Process**

It is essential the board understands the experience and qualities each applicant brings to the position. NASB will process and screen all completed applications and supporting documentation. The protocol for applicant reference checks and background screenings are qualities that set us apart from competing search consultants.

Our typical screening processes involves contacting numerous individuals who have worked with the applicant in their current and past positions. This would be in addition to the references provided on the application materials. Our screeners will personally contact these individuals.

The board will be provided a verbal summary of these calls including programs implemented and strengths of the applicant as well as any concerns or areas of growth for the applicant. We also complete an internet search for each applicant, a check of their certificate with NDE and a One Source background check including adult/child abuse, criminal and credit history for each individual the board selects to interview.

NASB will take their direction from the board regarding what manner the board would like applicants presented. Consultants will lead the board through the strengths of candidates and any areas of growth. We will utilize both open and closed session for this process.

## **Sample Timeline**

**Board Votes to hire NASB to facilitate Search – Week of February 27, 2023**

**Board Work Session – End of February/first week of March 2023**

**Application Deadline/Screening - March 19, 2023**

## **Special Meeting with board - March 22, 2023—Board Selects Interview Candidates**

## **Superintendent Candidate Interviews - March 27, 2023**

### **Consultant Details**

The search for a Superintendent for Elm Creek Public Schools will be conducted by Director of Search Services, Shari Becker and staff members that specialize in searches and open meetings law.



Shari started with the Association Search Service in 2007 as a field consultant and has served as the Director of the Search Service since April 2013. Shari handles recruiting quality educators, facilitating district stakeholder engagement and board work sessions, and screening applicants. Shari is knowledgeable in Open Meetings Law and tracks all superintendent openings in Nebraska. Shari is active with the National Affiliation of Superintendent Searches. She is currently serving as chair elect on the leadership team.

Shari brings a wide range of background experience to her role with the Association. Prior to her employment with NASB she provided recruitment, hiring and training services to a local financial/management company for 13 years. She has her Bachelor's degree in Administrative Resource Management as well as a Post-Baccalaureate in Education. Shari is also a Gallup Certified Strengths Coach and an ODR Approved Mediator.

### **Board Member References**

Ainsworth Community Schools, Jim Arens, Board President, (402) 387-2381

HTRS Public Schools, Neal Kanel, Board President, (402) 239-7164

Pleasanton Public Schools, Matt Pawloski, Board President, (308) 627-2050

Springfield Platteview Community Schools, Cori Swanson, Search Committee Chair, (402) 740-7675

Wakefield Community Schools, Bree Brown, Board President, (402) 369-0401

Wood River Rural Public Schools, Joyce Willoughby, Board President, (308) 379-3511

## **NASB Fees Associated with the Search**

### **Option II Search Fee**

**\$3,600**

#### **Includes:**

- All details listed under Meeting I and III on Search Service Protocol
- Application handling and screening of all applications, presentation of all applicants to the board

#### **Does not include:**

- Two-year Guarantee
- Board Retreat (can include this with Option II for an additional \$500)
- Travel expenses – mileage and meals

**Nebraska Association of  
School Boards  
Superintendent Search  
Information**

**Prepared For**

**Elm Creek Public Schools**

Elm Creek Board of Education,

We appreciate the opportunity to share information on the NASB Superintendent Search Service with the Board of Education. The team at NASB would value the opportunity to work with the school district through the search process.

For those of you who I have not met yet, my name is Shari Becker, and I am the Director of the Nebraska Association of School Boards Education Leadership Search Service. I have been the Director of the Search Service since April of 2013 and worked for the Service for six years prior to becoming the Director.

Hiring a superintendent is one of the most important decisions a school board will make. The NASB Search Service looks at the process through the eyes of a board member. We ensure a highly professional search process that will attract quality applicants but will also bring credit to the board for the manner in which the search is conducted.

Because of the time of year, I would suggest the board consider an Option II search process which will allow for a more aggressive timeline. Please contact me at the number below if you have any questions.

Respectfully submitted,

*Shari L. Becker*

Shari L. Becker  
Director of NASB Education Leadership Search Services  
402.416.4483 Cell

## **Search Service Protocol**

In the following section, you will see a detailed outline of the NASB Search Protocol. We typically meet with the full board two or three times during the search.

## **Preliminary Work**

- Distribute board survey
- Begin creation of marketing flyer
- Advertise vacancy on NASB and other applicable sites

## **Board Work Session I**

- Collaborate with the board to design a timeline to guide the search process
- Review and discuss board survey results and Leadership Profile document

NOTE: Leadership Profile is developed from input directly from board members. The Board will review the Profile and NASB will alter, as necessary. The Profile is then used to guide the Board in selecting interview questions, selecting interview candidates, and assessing the interview process. The Profile will ultimately guide a board retreat once the permanent superintendent begins.

- Discuss search process details, interview questions and schedule structure
- Discuss NASB Statewide Superintendent Salary Survey and compensation package
- Discuss interview questions and procedures with the board
- Discuss participants and logistics of the interview process with the board

## **NASB Duties**

- Recruit to identify quality applicants
- Receive, process, and screen all completed online applications and supporting documentation
- Conduct comprehensive professional and personal reference checks including internet search, criminal background search, adult/child abuse check and credit check
- Distribute an electronic survey to stakeholders of the district to elicit feedback (in the absence of a visit to the district to engage stakeholders in the process, we could distribute an electronic survey at no extra cost to the district)

## **Board Special Meeting**

- NASB presents all applicant names and screening results to the Board of Education for review and consideration (unless board requests otherwise)
- NASB provides a Candidate Assessment document for the board's use during the interview and deliberation process to compare candidate materials and candidate interview
- Finalize interview schedule and questions
- Discussion of final details and protocol

## **Final Duties - Board**

- Interview candidates for the position
- Negotiate with the candidate of choice (NASB will assist at the board's request)
- Ratify the contract at an advertised meeting of the board

## **Final Interview Details - NASB**

- Handle communications with all applicants and interview candidates
- Coordinate travel arrangements for candidates
- Conduct post-interview conference with interview candidates and communicate information to the board

## **Applicant Screening Process**

It is essential the board understands the experience and qualities each applicant brings to the position. NASB will process and screen all completed applications and supporting documentation. The protocol for applicant reference checks and background screenings are qualities that set us apart from competing search consultants.

Our typical screening processes involves contacting numerous individuals who have worked with the applicant in their current and past positions. This would be in addition to the references provided on the application materials. Our screeners will personally contact these individuals.

The board will be provided a verbal summary of these calls including programs implemented and strengths of the applicant as well as any concerns or areas of growth for the applicant. We also complete an internet search for each applicant, a check of their certificate with NDE and a One Source background check including adult/child abuse, criminal and credit history for each individual the board selects to interview.

NASB will take their direction from the board regarding what manner the board would like applicants presented. Consultants will lead the board through the strengths of candidates and any areas of growth. We will utilize both open and closed session for this process.

## **Sample Timeline**

**Board Votes to hire NASB to facilitate Search – Week of February 27, 2023**

**Board Work Session – End of February/first week of March 2023**

**Application Deadline/Screening - March 19, 2023**

## **Special Meeting with board - March 22, 2023—Board Selects Interview Candidates**

## **Superintendent Candidate Interviews - March 27, 2023**

### **Consultant Details**

The search for a Superintendent for Elm Creek Public Schools will be conducted by Director of Search Services, Shari Becker and staff members that specialize in searches and open meetings law.



Shari started with the Association Search Service in 2007 as a field consultant and has served as the Director of the Search Service since April 2013. Shari handles recruiting quality educators, facilitating district stakeholder engagement and board work sessions, and screening applicants. Shari is knowledgeable in Open Meetings Law and tracks all superintendent openings in Nebraska. Shari is active with the National Affiliation of Superintendent Searches. She is currently serving as chair elect on the leadership team.

Shari brings a wide range of background experience to her role with the Association. Prior to her employment with NASB she provided recruitment, hiring and training services to a local financial/management company for 13 years. She has her Bachelor's degree in Administrative Resource Management as well as a Post-Baccalaureate in Education. Shari is also a Gallup Certified Strengths Coach and an ODR Approved Mediator.

### **Board Member References**

Ainsworth Community Schools, Jim Arens, Board President, (402) 387-2381

HTRS Public Schools, Neal Kanel, Board President, (402) 239-7164

Pleasanton Public Schools, Matt Pawloski, Board President, (308) 627-2050

Springfield Platteview Community Schools, Cori Swanson, Search Committee Chair, (402) 740-7675

Wakefield Community Schools, Bree Brown, Board President, (402) 369-0401

Wood River Rural Public Schools, Joyce Willoughby, Board President, (308) 379-3511

## **NASB Fees Associated with the Search**

### **Option II Search Fee**

**\$3,600**

#### **Includes:**

- All details listed under Meeting I and III on Search Service Protocol
- Application handling and screening of all applications, presentation of all applicants to the board

#### **Does not include:**

- Two-year Guarantee
- Board Retreat (can include this with Option II for an additional \$500)
- Travel expenses – mileage and meals