

OFFICE OF EDUCATIONAL ACCOUNTABILITY
Summary of State Board of Education Agenda Items
May 16-17, 2013

OFFICE OF EDUCATIONAL ACCOUNTABILITY

03. Discussion from Ray and Associates, Inc. on the search for the State Superintendent of Education

Back-up material attached

MISSISSIPPI STATE BOARD OF EDUCATION STATE SUPERINTENDENT SEARCH

TOPICS FOR DISCUSSION

Date: May 16, 2013

1. Finalize the timeline for the search.
 2. Determine the input process – who will be involved
 - in developing the profile?
 - in the interview process?
 - will “groups” be involved in the 1st round interviews, 2nd round or neither?
 3. Ray and Associates to create the promotional flyer
 - Approval of the online application form.
 4. Approval of sample ad and all advertisements.
 5. Determine/discuss any additional certification/licensure or other legal requirements.
 6. Consultant’s in-house contact person – Quentin Ransburg
 - The board contact person – Howell “Hal” Gage
 7. Finalize the procedures and services desired by the state board.
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MISSISSIPPI DEPARTMENT OF EDUCATION
STATE SUPERINTENDENT OF EDUCATION SEARCH *SUGGESTED* PROCESS AND TIMELINE

Items highlighted in yellow indicate an in-person meeting with the consultant(s)

DATE

Stage 1 Board Input & Prepar ation	<u>05/2013</u>	Individual state board member interviews.
	<u>05/16/13</u>	Consultant planning meeting with the state board via gotomeetings.com. <i>(Time: 10:00 a.m.)</i>
	<u>05/16/13</u>	Begin preparing informative flyer and online application form with the district liaison representative(s).
	<u>05/17/13</u>	Advertise position and consultant to notify all associates and other professional contacts of vacancy.
	<u>05/17/13</u>	Identify and contact stakeholders for phone interviews (<u>Wk of 05/20/13</u>) .
Stage 2 Profile Developm ent & Process	<u>05/17/13</u>	Online survey link, for input on developing the profile, available on department district website from <u>05/17/13</u> to <u>05/28/13</u> .
	<u>Wk of 05/20/13</u>	Conduct phone interviews with stakeholder group representatives identified by state board of education members.
	<u>05/28/13</u>	8 a.m. deadline for survey/input from constituents, education groups, stakeholders and board members, including online survey.
	<u>05/31/13</u>	Promotional flyer draft due.
	<u>05/31/13</u>	State board to finalize state superintendent profile for the promotional flyer. <i>(Time: TBD)</i> <i>(option to conduct via Skype or gotomeetings.com)</i>
Stage 3 Recruitin g & Screenin g	<u>06/03/13</u>	Print promotional flyer. Forward to consultant.
	<u>06/03/13</u>	E-mail promotional flyer and online application instructions to interested candidates.
	<u>09/03/13</u>	Deadline for all application materials. <i>(*See note below.)</i>
Stage 4 Candidat e Presenta tion	<u>09/12/13</u>	Consultant develops and finalizes interview questions and procedures with the state board. Semi-finalists are presented to the state board and consultant assists in selecting finalists for the interviews. <i>(Time: TBD)</i>
	<u>Wk of 09/16/13</u>	State board to interview semi-finalist candidates (1 st round).
	<u>Wk of 09/16/13</u>	Meeting with consultant following the last interview. <i>(Time: TBD)</i>
	<u>Wk of 09/23/13</u>	State board to interview finalist candidates (2 nd round).
	<u>Wk of 09/23/13</u>	Final meeting with consultant following the last interview. <i>(Time: TBD)</i> <i>(option to conduct via Skype or gotomeetings.com)</i>
Stage 5 Selectio n of Finalist & Future Planning	<u>TBD</u>	Optional on-site visit of leading candidate(s) current place of employment by state board members.
	<u>TBD</u>	Offer the contract.
	<u>TBD</u>	Press release of new state superintendent.

**All applications will be reviewed. Materials received after the closing date may be given full consideration depending upon the number of applications received and other factors.*

(Actual dates to be determined in the first meeting with the State Board of Education.)



Application for State Superintendent Mississippi Department of Education

Name: _____ **Date:** 5/15/2013
Last First Middle

Address: _____ **E-mail:** _____
Street City State Zip

Phone: _____ **Fax:** _____
Home Business Cell

Present Position: _____

Educational Record

Name and Location of Institution Attended:	Year(s):	Degree:	Major(s):	Minors(s):

1. Do you have a master's degree in any field? YES NO
2. Do you have a minimum of five (5) years' experience in administration in the educational field? YES NO

Professional Memberships/Recent Community Activities

Indicate leadership responsibilities relevant to the position.

Employment Experience

List in consecutive order beginning with the most recent position.

Dates	Position/Institution/Location	Supervisor's Name/Title	Supervisor's Phone
To:	Position	Name	(Business)
From:	Institution/Location	Title	(Home)
Reason For Leaving (Please be specific)			
To:	Position	Name	(Business)
From:	Institution/Location	Title	(Home)
Reason For Leaving (Please be specific)			
To:	Position	Name	(Business)
From:	Institution/Location	Title	(Home)
Reason For Leaving (Please be specific)			

References

Provide the names of four persons who can discuss your experience and qualifications in detail.

Name/Official Position	Business Phone	Home Phone	Cell Phone

Background Check and Information

In addition to the following information, a thorough background check may be made at the option of the employer.

If "YES" is selected in response to any question, please provide a detailed explanation.

"YES" answers to the following questions will not necessarily result in denial of an offer of employment. The employer will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the employer in determining your eligibility and suitability for an offer of employment.

1. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations that do not involve any allegations of alcohol, drugs or reckless driving) or have any civil charges previously or pending involving allegations of child abuse or spousal abuse? You must answer "YES" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "YES" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

NO YES, please explain below

2. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges against you or an investigation of your behavior was pending or been refused tenure, reappointment or continuing contract from any employer? You must answer "YES" if true, even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination or resignation and other action concerning tenure reappointment or continuing contract denial and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

NO YES, please explain below

3. Have you ever had any license or certificate of any kind (teaching certificate or other professional license) revoked, suspended, or reprimanded, or have you in any way been sanctioned by or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or status of the charge or complaint.

NO YES, please explain below

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and statement of the accusation against you.

NO YES, please explain below

5. Have you ever been involved, or are you currently involved, or do you anticipate involvement in litigation either as the plaintiff/complainant or defendant/respondent?

NO YES, please explain below

6. Have you ever filed a grievance/complaint of any kind against an employer?

NO YES, please explain below

Verification Statement

(Please read carefully and sign the statement below)

The information in the Application for Employment is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for my rejection from employment or may result in my subsequent dismissal if I am hired.

5/15/2013

Signature

Date

I request that my application file remain confidential pursuant to and in accordance with the State laws. If I am interviewed, I request that it be held in a closed session pursuant to State laws. For your information to be reviewed by the Board in closed session, your signature and date is required.

5/15/2013

Signature

Date

Please Direct All Inquiries,
Applications and Supporting Materials To:

Ray and Associates, Inc.

4403 First Avenue SE, Suite 407
Cedar Rapids, Iowa 52402-3221
319-393-3115 Phone
319-393-4931 Fax
E-mail: glr@rayassoc.com
Website: www.rayassoc.com

DO NOT CONTACT THE STATE BOARD OF EDUCATION MEMBERS DIRECTLY

APPLICATION DEADLINE: TO BE DETERMINED

Neither the client nor any member of Ray and Associates, Inc. discriminate on the basis of disability, race, religion, sex, national origin, or age in access to, employment in, or in the provision of any programs, benefits or activities.

STATE SUPERINTENDENT OF EDUCATION

The Mississippi State Board of Education seeks an individual with proven education reform leadership and previous successful professional experience to administer the Mississippi Department of Education and lead the state's primary and secondary schools. The salary will be in the range of \$300,000, plus an excellent state benefits package. Final salary for the successful candidate will be negotiated and determined based upon proven experience, qualifications and meeting State Board of Education criteria.

Interested candidates may apply online at www.rayassoc.com

Ray and Associates, Inc.

Ph: 319/393-3115 E-mail: glr@rayassoc.com

Application Deadline:

TBD

Please do not contact the Mississippi Department of Education or the State Board of Education directly.

MISSISSIPPI DEPARTMENT OF EDUCATION

SUGGESTED STATE SUPERINTENDENT OF EDUCATION SEARCH ADVERTISING

RECOMMENDED BY RAY & ASSOCIATES

AASA Job Bulletin & Website

\$600 – Job listing would run for 60 days.

\$825 – Job listing would run for 90 days. *(Recommend)*

Advertising with AASA Job Bulletin also includes a listing on their website.

Education Week Newspaper and Website

\$3,590 **estimated** total cost for job listing to run three times, print only, and twice on the website. (**approx.** \$700 per job listing print only, and \$745 website posting for each 30 day run.) The website posting includes the following features - Showcases online job posting by highlighting it on Education Week's home page with a direct link to the listing and highlights the posting on weekly newsletters attracting the attention of an additional 2 million top quality, active and passive, job seeking educators.

Suggest running 6/5/13, 7/10/13, 8/21/13

Executives Only Website (A salary amount is required in order to place ad)

Free job listing. Runs continuous throughout the search.

National Association of School Superintendents (NASS) Website

Free job listing. Runs continuous throughout the search.

LinkedIn Website

\$195.00 to post job listing for 30 days.

Ray and Associates, Inc.

Free job listing. Runs continuous throughout the search.

District Administration Website (website for District Administration Magazine)

Free job listing. Runs continuous throughout the search.

National Association of State Boards of Education

\$350.00 for 30 days.

Inside Higher Education

\$225.00 for 30 days.

Council of Chief State School Officers

Will share information with their deputies list. Do not post position on their website.

Education America Network Website

\$199.00 to post job listing for 30 days.

Mississippi School Board Association

Free job listing for districts that are a part of the state school board associations. District to list.

Mississippi Association of School Administrators

Free job listing for districts that are members. District to list.

OTHER OPTIONAL ADVERTISING

American Association of School Personnel Administrators (AASPA)

\$150.00 to post job listing online for 30 days.

ImDiversity.com Website

\$95 – Job listing would run for 30 days. \$150 – Job listing would run for 60 days

(NABSE) National Alliance of Black School Educators

\$250.00 to post job listing online for 30 days.

Association of Latino Administrators and Superintendents (ALAS)

Free online job listing for 6 weeks.

The Broad Center (Broad Talent Bridge)

Free online job listing.

Hispanic Outlook in Higher Education

\$440 for a 2.375"x2.375" ad ran in one issue plus 6 weeks online. (Issues are bi-monthly.)

or \$195.00 to post job listing online for 30 days

Women in Higher Education

\$558 per issue for 1/6th page, plus 30 days on website

The Chronicle of Higher Education Website

\$260 – Job listing would run for 30 days

Mississippi Stakeholder Contact Information

Mr. Frank Yates, Executive Director
Mississippi Association of Educators
fyates@nea.org
(601) 354-4463

Mrs. Anna Hurt, Executive Director
Mississippi Association of School Administrators
masadirector@aol.com
(228) 760-0241

Dr. Sam Bounds, Executive Director
Mississippi Association of Superintendents
sbounds@superintendents.ms
(601) 352-8868

Mrs. Kelly Riley, Executive Director
Mississippi Professional Educators
Kelly@mpe.org
(601) 573-6169

MISSISSIPPI DEPARTMENT OF EDUCATION
STATE SUPERINTENDENT OF EDUCATION SEARCH SUGGESTED PROCESS
AND TIMELINE

1. Create a Profile through the use of the “33 Qualities” online survey
 - A. Send survey to Stakeholders by **May 17, 2013** and require return by **May 28, 2013**. Surveys will be sent to the following:
 - i. Superintendents at all Mississippi school districts
 - ii. Executive Directors and Board Members at Mississippi Association of Educators
 - iii. Executive Directors and Board Members at Mississippi Professional Educators
 - iv. Executive Directors and Board Members at Mississippi Association of School Administrators
 - v. Executive Directors and Board Members at Mississippi Association of School Superintendents
2. Mississippi Board of Education finalize Profile in special called Board meeting during the week of **June 3-7**
3. Consider length of time for application – Consider two month time frame rather than consultant recommended three months
4. Consultant develops interview questions and procedures with state board one week after deadline for applications (either **August 12** or **September 12** depending on length of time that applications are accepted) at that point, candidates are presented to Mississippi Board of Education to determine who will be interviewed
5. Interviews are conducted on **August 14, 15, or 16** (60-day application process) or **September 16** (90-day application process)
6. Second round of interviews to be conducted on **August 21, 22, or 23** or **September 23**.
7. Optional on-site visit with top candidate(s)
8. Decision and offer