



Red Oak Community School District
1901 N. Broadway Street, Suite A
Red Oak, Iowa 51566
712.623.6600
www.redoakschooldistrict.com

Special Board of Directors Meeting
Meeting Location: Red Oak Inman Elementary
Red Oak Inman Elementary School Campus

March 3, 2020 – 7:00 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications – None
- 6.0 Consent Agenda – None
- 7.0 General Business for the Board of Directors
 - 7.1 Old Business
 - 7.1.1 Discussion/Approval of Interview Process for Superintendent hiring including but not limited to: Pg 1-14
 - *Timeline
 - *Process (groups and steps)
 - *Stakeholder Survey
 - *Interview Schedule
 - *All Contract Terms-including Salary Range
 - 7.2 New Business
 - 7.2.1 Discussion/Approval Future Special Board Meetings for Superintendents Search Process
- 8.0 Reports – None
- 9.0 Next Regular Board of Directors Meeting: Monday, March 9, 2020 – 7:00 pm
Red Oak Inman Elementary
Red Oak Inman Elementary Campus
- 10.0 Adjournment

Red Oak Superintendent Search

The Red Oak School Board has hired Grundmeyer Leader Search to support the search for a new district superintendent after Tom Messinger announced his resignation. The search will begin immediately and conclude with the hire of a new successful leader in April.

Your feedback regarding what desired qualifications are most important for this position will ensure the hire is a good fit for your school district. The survey is anonymous unless you voluntarily provide your name or email on the survey. Thank you for taking the time to complete this survey and provide direction for this important leadership position.

Superintendent hiring timeline:

March 5-15	Stakeholder survey open
Feb. 28-March 22	Application period
Week of March 30	Board reviews candidate pool (closed session)
Week of April 6	Board screens candidates (closed session)
Week of April 13	Formal interviews with finalists

* Required

Please identify which group best fits your affiliation with the school district. *

- Student
- Support Staff
- Teacher
- Administrator
- Parent
- School Board Member
- Community Member
- Other:

What are the strength areas or points of pride for Red Oak Community Schools?

Your answer

What are challenges or areas for improvement for Red Oak Community Schools?

Your answer



Please check the 3-5 most important professional skills and qualifications you hope to have in a new superintendent. (Options aligned to the Iowa Standards for School Leaders)

- Strong instructional leader (curriculum development, assessment, instruction)
- Uses data to guide decisions
- Develops and models a vision for the district
- Ability to lead school improvement efforts
- Effectively manages district resources
- Recruits, hires, supports, develops, and retains effective staff members
- Builds community and school relations
- Conveys and models clear expectations
- Effectively works with the school board
- Ability to evaluate programs
- Effectively works with the school administrators
- Models the districts vision, mission and core values
- Promotes a community of care and support for students
- Fosters community for teachers and staff
- Builds professional capacity of school personnel
- Meaningfully engages with families and the community
- Understands equity and cultural responsiveness
- Develop and maintain clear district policies
- Provides the school as a resource for families and the community
- Advocates publicly for school needs
- Uses methods of continuous improvement
- Other:



Please check the 3-5 most important personal traits or qualities you hope to have in a new superintendent.

- Demonstrates collaborative leadership
- Is approachable, accessible, and welcoming
- Has high expectations for themselves and others
- Committed to life-long learning
- Brings out success in others
- Follows through on tasks and responsibilities
- Possess strong communications skills
- Demonstrates ethics and integrity
- Is calm during difficult situations
- Models and maintains work/life balance
- Strong decision-maker
- Models effective use of technology
- Models reflection and growth
- Other:

Why do you believe these qualifications and traits are most important for the new superintendent?

Your answer

What advice would you give to the new superintendent?

Your answer



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Initial Set-up Questions



1. Is the recommended process ok with the board? Are there any specific requests in the process you want to present? (candidate presentation, screen and formal interviews recommended)

2. What is the desired timeline to hire your new superintendent? When are your next school board meetings?
Stakeholder survey: _____
Application period: _____
Candidate presentation: _____ (closed session)
Initial interviews: _____ (closed session)
Formal interviews: _____

3. Do you want to use a stakeholder survey to get feedback from district and community patrons in what they would like in a new superintendent? (proof survey)

4. What salary and benefits package are you considering for the new superintendent? (share 10 smaller and larger schools as fair comparison)
Salary: _____
Term: _____
Insurance: _____
TSA: _____
Cell Phone: _____
Memberships/Dues: _____
Relocation: _____

5. Is your current contract language similar to what you would offer the new hire? If not, what do you want to consider changing?

6. Is the board ok with receiving application materials routinely from the consultant by email? Yes No

7. Are there any leaders in the field you would like us to specifically recruit for the position? Do you anticipate any internal candidates applying for the position?

8. Besides Teach Iowa, social media, GLS website, Indeed, and K12 Job Spots would you want the job posted anywhere else? (there could be extra costs)

9. Who should I be working with in the district to prepare interview materials and invite stakeholders to interviews?

FORMAL INTERVIEW SCHEDULE

Date, 2020

	Candidate 1	Candidate 2	Candidate 3
12:30 PM	District Tour	Community Tour	Board Interview
1:30 PM	Interview (A)	District Tour	Community Tour
2:30 PM	Interview (B)	Interview (A)	District Tour
3:30 PM	Board Interview	Interview (B)	Interview (A)
4:30 PM	Community Tour	Board Interview	Interview (B)
6:00 PM	School Board Meeting (Closed Session)		

Interview Locations:

District Tour-

Community Tour-

Interview Group (A) -

Interview Group (B) -

Board Interview –

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FORMAL INTERVIEW SCHEDULE

Date, 2020

	Candidate 1	Candidate 2	Candidate 3
12:00	Community & District	Interview Team A	Administrators/Directors
1:00		Interview Team B	Interview Team A
2:00	Interview Team A	Community & District Tour	Interview Team B
3:00	Interview Team B		Board Interview
4:00	Board Interview	Administrators/Directors	Community & District Tour
5:00	Administrators/Directors	Board Interview	
6:30-School Board Meeting (Closed Session)			



FORMAL INTERVIEW SCHEDULE

Date, 2020

	Candidate 1	Candidate 2	Candidate 3
12:00	Building/Community Tour		
1:15	Interview Team (A)	Building/Community Tour	
2:30	Interview Team (B)	Interview Team (A)	Building/Community Tour
3:45	School Board Interview	Interview Team (B)	Interview Team (A)
5:00		School Board Interview	Interview Team (B)
6:15			School Board Interview
7:30-School Board Meeting (Closed Session)			

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Red Oak Community School District

Due to advancement, the Red Oak Community School District is seeking a dynamic, strong, committed leader for the 2020-2021 school year as its next SUPERINTENDENT OF SCHOOLS.

- Apply at: <https://tinyurl.com/RedOakSuptJob>
- Application Period: _____
- District Website: <https://www.redoakschooldistrict.com/>
- Grundmeyer Leader Services Website: <https://www.grundmeyerleadersearch.com/>

Superintendent Hiring Timeline

- DATES Stakeholder Survey period
- DATES Application period
- DATE School Board reviews candidate pool (closed session)
- DATE School Board interviews semifinalists (closed session)
- DATE Formal interviews with finalists

Red Oak Community School District is located in beautiful southwest Iowa. The school district is comprised of three buildings, all located in Red Oak:

- Early Childhood Center (Preschool)
- Inman Elementary (grades PK-6)
- Junior/Senior High School (grades 7-12)

The elementary school was listed as Commendable on the 2019 Iowa Performance Profile. Total enrollment of the district is approximately 1000 students.

Red Oak Community School District offers a comprehensive academic program committed to educating all students.

Belief Statement: *"The Red Oak Community School District enables itself to provide the best opportunities for all students to academically, socially, and ethically prepare themselves for global citizenship"*

Vision Statement: *"Excellence for All ... Whatever it Takes!"*

The district is also well known and respected for its outstanding extra/co-curricular programs, including athletics, music, drama, and various other clubs and organizations for the students. (ADD ANY PROGRAMS OF DISTINCTION OR PRIDE)

The community of Red Oak has a population of approximately 5,500, nestled along the beautiful East Nishnabotna River. It also is the County Seat for Montgomery County and is the home to US Senator Joni Ernst. The community houses the Montgomery County Memorial Hospital, Montgomery County YMCA, the Wilson Performing Arts Center, as well as multiple local businesses and services. Outdoor recreational opportunities abound at Viking Lake State Park and multiple city and county parks. Red Oak is approximately a 50 minute drive to Omaha, 70 minutes to Maryville, and 90 minutes to West Des Moines. Below are a number of links that can provide additional information about the school, community of Red Oak, and the area.

- <http://www.redoakschooldistrict.com/>
- <https://www.redoakiowa.com/>
- <https://www.chamber.redoakiowa.com/>
- <https://www.facebook.com/redoakjunctiondays/>
- <http://www.mcmh.org/>
- <http://www.mcyymca.com/>
- <https://www.iowadnr.gov/Places-to-Go/State-Parks/Iowa-State-Parks/ParkDetails/ParkID/610135>
- <https://wilsonartscenter.weebly.com/>

This position is a wonderful opportunity for the right person, as the district is in great shape and has a desire to continuously improve in meeting the needs of their students. The district is looking for a leader to not only maintain the current excellence, but help the district do even more in moving forward into the future. The district is strongly supported by its patrons and community.

For additional information or to ask questions, please visit the Grundmeyer Leader Services website at <https://www.grundmeyerleadersearch.com/> or call or email Dr. Trent Grundmeyer at 515-205-9987 and tgrundmeyer@gmail.com or Dr. Kevin Fiene at 515-468-5761 and kevin.fiene@outlook.com.

Formal Interview Planning

When establishing formal interview teams the following should be taken into consideration:

- How many people comfortably fit in the established interview rooms?
- What district and community members do you want feedback from to select the new leader?
- Are various constituencies within the community included, e.g., business, government, parents, farmers, etc.?
- What district and community members can best answer questions from the candidates in an honest, yet tactful manner?

Students

- Is there a representative sample of students on the committee, e.g., National Honor Society, student council, fine arts, etc.?
- Is there a balance of male and female representatives?
- Will the students be able to ask questions, answer questions of the candidates, and present both themselves and the district in a positive manner?

Support Staff

- Is there representation from various support staff constituencies, e.g., associates, custodians, maintenance, secretaries, cooks, and transportation?
- Is there a balance of male and female representatives?
- Will the support staff representatives be able to ask questions, answer questions of the candidates, and present both themselves and the district in a positive manner?

Teaching Staff/Coaches

- Are the elementary, middle, and high school teaching staffs represented?
- Is there a balance of male and female representatives?
- If using coaches, is there representation of both male and female activities?
- Will the teaching staff/coaches representatives be able to ask questions, answer questions of the candidates, and present both themselves and the district in a positive manner?

Administrators/Directors

- Are all levels of administration represented?
- Are directors included on the interview team? If so, which areas are represented?
- Is there a balance of male and female representatives?
- Will the administrators/directors representatives be able to ask questions, answer questions of the candidates, and present both themselves and the district in a positive manner?

Community Members

- What various constituencies are represented on the committee, e.g., parents, business, civic leaders, farmers, etc.?
- Is there a balance of male and female representatives?
- Are people on this committee the same ones the new superintendent would/should include in his/her transition plan?
- Will the community representatives be able to ask questions, answer questions of the candidates, and present both themselves and the district in a positive manner?

Brainstorm district and community members for the formal interview teams – generally each team consists of 18-22 members – recommended proportions are in yellow.

Interview Team A

Students	Support Staff	Teaching Staff/Coaches	Administrators/Directors	Community Members
Board Members:				

