

## **State Board of Education Resolution**

### **Superintendent Search Process**

With gratitude for and acknowledgement of the continuing hard work, dedication and stellar service of Superintendent Michael Flanagan, the State Board of Education commences the search for Michigan's next Superintendent of Public Instruction.

- The search process begins today, with a target date of identifying and contractually engaging the next Superintendent in March, 2015.
- The Search Committee shall be the State Board of Education.
- The search process will include significant opportunity for stakeholder input into the desired skills and experience of Michigan's next Superintendent.
- The State Board of Education will use the attached search process as a guide, adapted and modified as necessary through Board discussion, to best meet the goal of attracting the highest caliber candidates and the most effective future Superintendent.

Adopted May 13, 2014

**State Board of Education  
Search Process for  
Superintendent of Public Instruction**

|        | <b>Tasks to Execute</b>   | <b>Time Targets</b>                                  |
|--------|---|--|
| Step 1 | SBE Approves Search Process Timeline. Creates search committee of the full Board charged with 1) developing beginning criteria and job description, 2) process for soliciting public and stakeholder input, 3) process for outreach and search, and 4) identifying potential search firm or organization to assist (if desired) | May 13, 2014 SBE Meeting                             |
| Step 2 | SBE discusses desired criteria and job description, outreach and search process   | June 3, 2014 SBE Retreat                             |
| Step 3 | SBE invites stakeholder and public comment on criteria and qualifications for candidates in writing and in person   | June including<br>June 17, 2014 SBE Board meeting    |
| Step 4 | SBE continues to invite public and stakeholder input on candidate expectations and criteria; perhaps hold public work session to solicit input and discuss criteria   | July and SBE Work Session                            |
| Step 5 | SBE reviews draft criteria, job description and search process outline; reviews potential search firms or organizations to solicit to assist (if desired)   | August including<br>August 12, 2014 SBE Meeting      |
| Step 6 | Full SBE adopts criteria, job description and search and outreach process, including potential search firms or organizations to assist (if desired and available)   | September including<br>September 9, 2014 SBE Meeting |
| Step 7 | Search officially begins and is publicly announced (with assistance of search firm or organization if desired)  | October  |
| Step 8 | Receive update on process and candidate pool and review whether pool contains many high quality applicants. Decision taken to continue/expand search, or close search and begin to identify leading candidates.   | November including<br>November 18, 2014 SBE Meeting  |

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|---------|---|---|
| Step 9  | Review leading public and private candidates (if search closed) and work towards identification of finalists, including reference check and key informant consultation. (If search still open, then this meeting is an update and decision to close or continue search.)  | December including<br>December 16, 2014 SBE meeting |
| Step 10 | Public and/or closed session to rank order candidates and identify potential leading candidates. Identify additional issues that need investigation for leading candidates, including professional record, effectiveness, credibility, salary requirements, etc.<br>(or lagged activity if search process was extended) | January including<br>January 2015 SBE Meeting       |
| Step 11 | Identify candidates to invite for public interviews and conduct public interviews (or finalist identification if time frame has lagged)   | February including<br>February 2015 SBE Meeting     |
| Step 12 | Meeting to review and formally approve first offer. SBE begins negotiations with first choice to finalize hiring. If unable to finalize, negotiations continue with second candidate to finalize hiring, etc.   | February 2015                                       |
| Step 13 | SBE vote to hire new Superintendent. New Superintendent publicly announced (or finalists identified, interviews conducted if process has lagged)  | March 2015 SBE Meeting                              |
| Step 14 | New Superintendent begins transitional/overlap period   | June 2015   |
| Step 15 | Michael Flanagan's last day   | June 30, 2015                                       |

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