**SUPERINTENDENT SEARCH PROCESS AND BOARD PROCEDURES**

1. Initial Meeting with Board (Must be held in open session)

* Explain Services
* Explain Procedures
* Explain Time Frame
* Explain Costs

2. Meeting with Board Re District Needs and Search Criteria (Must be held in open session)

* Review status of District, current condition
* Discuss District needs
* Establish criteria for search
* Establish screening process

3. Meeting with Board to Review Initial Screening (Portion of meeting involving discussion of specific applications should be closed in accordance with Iowa Code Sections 21.5(l)(a) and 21.5(l)(i) AND Portion of meeting involving general discussion of process and results must be open)

* Review screening process
* Report screening results
* Discuss specific applications

4. Meeting with Board to Review List of Finalists (Portion of meeting involving identity of persons who were rejected and persons who were selected as finalists should be closed in accordance with Iowa Code Sections 21.5(l)(a) and 21.5(l)(i) AND Portion of meeting involving interview process, schedule (except names), and questions must be in open session)

* Review results of screening process
* Identify list of persons to be interviewed
* Establish interview process
* Establish interview schedule
* Discuss interview questions

5. Interview of Candidates by Board (Should be in closed session in accordance with Iowa Code Sections 21.5(l)(a) and 21.5(1)(i))

* Review candidate's application with candidate
* Specific discussion of negative or sensitive areas of inquiry (see list to be added to form requesting closed session)
* Interview candidate including questions pertaining to negative or sensitive areas of inquiry
* Discussion of candidate's strengths and weaknesses following interview and outside the presence of the candidate

6. Interview of Candidates by Board - Appointed Committees (Should be in closed session in accordance with Iowa Code Sections 21.5(l)(a) and 21.5(l)(i) AND Report, input, or recommendation may be provided in closed session in accordance with Iowa Code Sections 21.5(l)(a) and 21.5(l)(i))

* Review candidate's application
* Specific discussion of negative or sensitive areas of inquiry (see list to be added to form requesting closed session)
* Interview candidate including questions pertaining to negative or sensitive areas of inquiry
* Discussion of candidate's strengths and weaknesses following interview and outside the presence of the candidate

7. Interview of Candidates by Groups/Committees Not Appointed by Board (Interviews not subject to Open Meetings Law AND Report, input, or recommendation may be provided in closed session in accordance with Iowa Code Sections 21.5(l)(a) and 21.5(l)(i))

* Assumes truly independent status (e.g. ISEA local)
* Report, input, or recommendation to be provided to Board

8. Meeting of Board to Select Preferred Candidate (Should be in closed session in accordance with Iowa Code Sections 21.5(l)(a), 21.5(l)(i), and 21.9)

* Discussion of relative strengths and weaknesses of candidates
* Development of consensus regarding preferred candidate or candidates in order of preference
* Discussion of proposed terms and conditions of employment

9. Meeting of Board to Negotiate with Preferred Candidate (Discussion of terms of offer and negotiation of terms of offer must be in open session AND Board strategy meeting should be closed in accordance with Iowa Code Section 21.9)

* Discussion of terms of offer
* Negotiation of terms of offer
* Board strategy meeting as part of negotiations

10. Board Action to Enter Into Contract (Must be in open session)

* Announcement of offer and response
* Action to enter into contract