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# **Brookings School District**

## *Superintendent of Schools Search*



**Proposal for Search - Superintendent of Schools**

**Brookings School District #05-1**

School Board President, Keli Books

*Presented by Dakota Education Consulting*  
<http://dakotaedconsulting.org/>

Name and Position	Contact Information
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# Table of Contents

<b>Document</b>	<b>Page(s)</b>
Letter to the School Board	4
References and Client List	6
Search Service and Process	8
The Application Profile	10
The School District	11
The Community	15
Example – Interview Schedule	16
Orientation Guidelines	17
Interview Question Examples	18
Inadvisable Question List	22
Candidate Interview Report Card	23
Contract Worksheet	25
Cost Summary and Service Fee	26
Dakota Education Consulting Contract	27

Dear School Board Members,

Thank you for the opportunity to assist the Brookings School District with the selection of its next Superintendent of Schools. Dakota Education Consulting (DEC) is a professional organization that specializes in educational executive leadership searches, partnering with the Associated School Boards of South Dakota (ASBSD) to provide quality, expert, and extensive assistance in recruiting outstanding candidates that match your expectations.

Typically, our work includes services from the beginning of the search process through the negotiation and signing of a contract. We will customize the search to the criteria and qualifications determined by our clients to find the best candidate for their position and maintain the excellence of the school district.

Our DEC/ASBSD team has developed professional relationships at the highest levels of education, both state and nationally, that assists with attracting outstanding candidates, contacting key individuals, and recruiting efforts to fill a solid slate of applicants. We are eager to work with you and bring the Brookings School District the Superintendent that will lead the district forward.

The *Mission* of Dakota Education Consulting is to provide our customers with the highest professional standards in search and leadership consulting.

Our *Purpose* is to help our clients secure the best candidate for every available position.

Our *Values* include:

- *Integrity* ~ We are leaders who possess the dedication to maintain the principles of fairness, honesty, ethical conduct, and common sense which are the heart of DEC's philosophy and standards.
- *Credibility* ~ We deliver on our promises and maintain full accountability for the accomplishment of all objectives.
- *Service* ~ We meet the requirements outlined in our work plan and exceed expectations when providing responsive counsel and services.

### ***How does the process work?***

DEC/ASBSD uses a screening process to ensure our clients that the candidates recommended for consideration are legitimate and prepared to lead. We provide our clients with detailed information on each applicant – i.e., application form, cover letter, resume, reference checks, and phone interviews. The information is organized into a binder to share and discuss with the Board in determining the best Superintendent candidates to invite for an interview.

**Why should you select DEC?**

DEC is committed to spending the time and organized persistence necessary to perform a proper and successful search. We have developed highly effective procedures to assist schools, step by step, to select a superintendent whose qualifications meet or exceed those set by the board. Our reputation is built upon attracting outstanding applicants and offering a comprehensive pool that will match the expectations of the board and satisfies not only the board, but the community, staff, and students as well.

DEC has been successful in helping many organizations fill positions. We know and understand the requirements needed for a strong administrative leader along with the qualifications needed to maintain the excellence of your School District. We have relationships in schools across South Dakota and the surrounding regions and borders and are confident we can recruit a quality list of candidates interested in your school district.

We know and understand South Dakota education as well as most and are confident that we have the expertise you need to complete a successful search.

Thank you again for the opportunity to submit this proposal, we welcome the next conversation.



*Supporting Excellence in Educational Leadership*

## Dakota Education Consulting Clients (partial list-conducted over 150 searches)

- **Aberdeen Catholic Schools – President**
- Alcester-Hudson School District – Facilities Review
- **Arlington School District - Superintendent**
- Associated School Boards of South Dakota – CFO / Insurance Director
- Britton-Hecla School District – Superintendent
- Brookings School District – Strategic Planning
- Chamberlain School District - Superintendent
- Chester School District – Superintendent
- **Colman-Egan School District – Superintendent**
- Corsica – Stickney School District – Superintendent
- Dakota State University – College Restructure Task Force
- **Dakota Valley School District - Superintendent**
- **Douglas School District – Superintendent**
- Dupree School District – Superintendent
- **Elk Point – Jefferson School District – Superintendent**
- Emergent Policy & Systems, Inc. - State of Wyoming School Facilities Evaluation
- **Estelline School District – Superintendent**
- Garretson School District – Superintendent
- **Hoven School District – Superintendent**
- **Huron – Superintendent / Strategic Planning**
- Lead-Deadwood School District – Superintendent
- **Lennox School District – Superintendent / Strategic Planning**
- Marshall, MN School District – Superintendent
- Brookings School District – Strategic Planning
- National Geographic of South Dakota – Strategic Planning
- ND State Department of Education – Statewide Assessment Review
- NESC Coop – Director
- **Northwestern School District – Superintendent**
- **Parker School District – Superintendent, HS Principal**
- **Platte-Geddes School District – Superintendent /Mentoring Services/ Principal**
- Parkston School District – Superintendent
- Rutland School District – Strategic Planning
- School Administrators of South Dakota (SASD) – Executive Director
- Sioux Valley – Superintendent
- **South Dakota Department of Education – Two Program Directors**
- Spearfish School District – Superintendent
- **Stanley County School District – Superintendent**
- Viborg-Hurley School District – Strategic Planning
- **Wagner School District – Superintendent**
- Warner School District – Superintendent
- West Central School District – Superintendent
- Wyoming Department of Education – Chief Academic Officer
- Yankton School District - Superintendent

*\*Repeat services in BOLD*

## SEARCH SERVICE & PROCESS

### SEARCH SERVICES

1. Establish the search process, timeline, and marketing strategies
2. **Recruit prospective candidates for the position**
3. Receive and process applications
4. Screen and conduct confidential reference checks on the applicants
5. **Conduct preliminary phone interviews of all candidates**
6. Present a slate of applicants to the board grouped
7. Assist the board in narrowing the applicant list to the desired number of candidates for interviewing

### SEARCH PROCESS DETAILS

#### Phase I

1. Determine and establish the search process with the School Board
  - Timeline for search, from advertising to interviews
  - Marketing strategies
  - Advertising venues
    - Provided: ASBSD, DEC Websites
    - All other advertising: at the discretion and expense of the School Board
2. Approve School District Profile
  - School officials will provide additional data to complete the profile
  - DEC will post profile and position opening on the DEC/ASBSD websites
3. Conduct recruitment phase of the application process
  - DEC will contact professional colleagues for suggested potential candidates
  - DEC will use its database for list of potential candidates
  - DEC will contact and recruit potential candidates (in state and out of state)

#### Phase II

1. DEC will conduct applicant screenings
  - Review and evaluate qualifications of all applicants
  - Conduct phone interviews with candidates
  - Complete reference checks
  - Contact others with knowledge of the candidates
2. Help the Board identify team members to participate in candidate interviews
  - Example > Administrators, Faculty/Staff, Parents/Community
  - Review suggested question lists for each group

### Phase III

1. DEC will compile, print, organize all application materials in binders and mail to the School District
2. School District will deliver the materials to the School Board members for review
3. Schedule the School Board Candidate Selection Meeting
  - DEC will present and review the slate of applicants to the School Board
  - DEC will assist the board in narrowing the applicant list to the desired number of candidates for interviewing-**Names to remain confidential**
  - DEC and the board will develop the interview schedule
  - DEC and the board will establish the structure and protocol for the interview day
4. Schedule and coordinate interviews
  - DEC will confirm with candidate finalists, their acceptance of an interview
  - DEC will work with Business Manager and Board President to organize interview day details

### Phase IV (Day of Interviews)

1. DEC will conduct an Orientation Meeting to review the interview process for interview teams and School Board Members
2. DEC will facilitate the interview process with the candidates
3. DEC will tabulate, organize, and present the evaluation/feedback of each of the candidates from the interview teams to the School Board
4. DEC will facilitate the discussion and process to assist the Board with the selection
  - DEC will assist with the offer to the new Superintendent
  - DEC will assist in the negotiation of a contract between the School District and the new Superintendent
  - DEC will work with the Business Manager to develop the contract and with the candidate on returning the signed contract
5. DEC will inform non-offered applicants that the position has been filled

### Interview Schedules

We use different interview schedules and will work with the board to determine the best model to use based on district needs. For interview committees, we recommend **no more than 12 participants**.

### ***Additional recommendations for the interview day:***

1. Each candidate should have an assigned 'home room' to return to following interviews and throughout the process.
2. Provide a couple bottles of water for the candidates, and if possible, a welcome package with information about the community.
3. Provide a supply of water and/or other beverages, and snacks or food selection for the interviewing teams.
4. Identify a work room for the DEC team that provides access to a printer.



## THE APPLICATION

An Invitation to apply for the position of:

# Superintendent of Schools Brookings School District 05-1 Brookings, South Dakota

## Application Guidelines

### Timelines: (suggested)

- Advertisement for the position: March 14
- Application deadline: April 4
- Candidate selection: April 10
- Interviews: April 13
- Starting date: July 1, 2023

### Application Process

To be considered for this position, the application and required documents *must be submitted and received **no later than 12:00 p.m. CDT on April 4th*** via the online application system at [www.dakotaedconsulting.com](http://www.dakotaedconsulting.com).

### Requirements include:

- Online application providing details of personal qualifications, experiences, reasons for interest in the position, and demographic information about current district
- Letter of interest
- Current resume
- References with phone and email contact information

### For questions contact:

Tom Oster, 605-202-0172 or [tom.oster@osterconsulting.com](mailto:tom.oster@osterconsulting.com)

*Applicants, and/or their designees, are asked not to contact members of the board of education during this search process.*

*Anyone representing Dakota Education Consulting will not discriminate based on gender, race, national origin, religion, creed, age, marital status, sexual orientation, or disability.*

*DEC is an independent/objective firm that does not accept placement fees from any candidate.*

*The Brookings School District is an equal opportunity employer.*

## THE DISTRICT PROFILE

### **The Position**

School district Superintendent with other duties as assigned by the school board based on district needs and the expertise of the selected candidate. Salary range is \$175,000 to \$195,000, dependent upon education and experience.

### **Qualifications**

The candidate must have the background, skills, and abilities essential for providing excellence in educational leadership for the Brookings School District.

The school board has identified the following characteristics for the candidate of choice:

- Provide a strategic vision for the school district.
- Hold self and others accountable to high standards of performance.
- Accessibility and open-mindedness.
- Consideration of all points of view before making decisions.
- Effective communication skills at all levels.
- Ability to deal directly and fairly with faculty, staff, students, parents, and community.
- High visibility and engagement with the school and community.
- Strong fiscal management.
- Understanding of diversity and its impact on the educational environment.
- Exhibit self-confidence, model integrity, and inspire trust.

### **School Board Members**

- Keli Books, President
- Wesley Tschetter, Vice President
- Debra Debates
- Teresa Binkley
- Teri Johnson

### **District Website**

[Brookings School District 05-1 / Homepage \(k12.sd.us\)](http://k12.sd.us)

For more information regarding the school district, please go to the DOE Statistical Digest at <http://doe.sd.gov/ofm/statdigest.aspx>

## THE SCHOOL DISTRICT

### Brookings School District

**Working Together... Educating with Excellence... Inspiring Learners for Life**

The Brookings School District serves almost \_\_\_\_\_ students in the Brookings community and surrounding area. The school district provides quality programs for all ranges of academic learners in a positive, productive learning institution with a history of high expectations and student success.

The staff is experienced, talented, and dedicated to the success of the students. The school system and community place high value on the education of youth, and that expectation serves as a catalyst for student success in a rigorous learning environment. Through collaboration, communication, and an unwavering commitment to excellence, the staff, the board of education, the community, and the students are sharing in the Brookings School's commitment of excellence.

Brookings is the \_\_\_\_ largest school district in South Dakota. The whole district employs \_\_\_\_\_ staff which includes \_\_\_\_\_ teaching staff, \_\_\_\_\_ classified staff, and \_\_\_\_\_ administrators.

## *Examples*

### **District Strengths:**

- Strong commitment to improving instruction
- Fiscally sound school district
- Increasing enrollment
- Experienced administrative staff
- 2012-2013 High School Principal of the year
- Full-time Director of Student Services
- Highly competent teaching staff
- Structured professional development plans with 4 days scheduled during the school year
- Common planning time for teacher collaboration
- Charlotte Danielson's classroom observation tool for teaching and learning
- New staff induction training prior to the start of school
- Mentoring program for 1<sup>st</sup> and 2<sup>nd</sup> year teachers
- Dedicated to early learning (preschools and Junior Kindergarten)
- AdvancED accredited district
- Technology rich teaching and learning environments:
  - 1:1 laptop initiative at the high school
  - iPad/iPod mobile labs
  - SMARTboards
- AP English Comp/Literature and Calculus are offered at the high school
- Utilization of on-line classes for AP, dual credit, and credit recovery courses
- K-5 Rtl and district-wide PBIS
- Performance Plus – after school learning at the middle school
- Modern, well-maintained facilities including:
  - Totally Kids - before & after school child care program
  - Strong athletic tradition
  - Successful fine arts and co-curricular programs
- Strong community pride in school facilities and educational programs

## SCHOOL DISTRICT FACILITIES

### STUDENT ENROLLMENT

The Brookings School District - K-12 enrollment is nearly \_\_\_\_\_ students (September 2022)

### ELEMENTARY ENROLLMENT

The current elementary enrollment is \_\_\_\_ students distributed between

Medary - 718 5th Street South, Brookings, SD

Hillcrest - 304 15th Avenue, Brookings, SD

Dakota Prairie - 111 26th Street South, Brookings, SD

### MIDDLE SCHOOL ENROLLMENT

The current Mikkelsen Middle School (1801 12th Street South, Brookings, SD) enrollment is \_\_\_\_\_ students.

The current Camelot Intermediate School (1401 15th Street South, Brookings, SD) enrollment is \_\_\_\_\_ students.

### HIGH SCHOOL ENROLLMENT

Brookings High School (530 Elm Avenue, Brookings, SD) has a current enrollment of over \_\_\_\_\_ students in grades 9, 10, 11, and 12.



## THE COMMUNITY:

The Brookings School District has enjoyed extensive support from supportive and engaging community. Through an array of community partnerships with business, higher education, non-profit, and service organizations, the District provides students with world-class educational opportunities while still enjoying the many small-town benefits of a community connected to the schools and the students.

Our recent successful bond elections have demonstrated the strong support of our community for children and schools of the Brookings area. We welcome the benefits that come from strong parental engagement and community advocates who continue to support our schools and the quality teaching and learning both today and into the future.

Brookings is a city in Brookings County, South Dakota. The population was \_\_\_\_\_ at the last census. It is home to South Dakota State University.

Located in eastern South Dakota, near the Minnesota border, and 60 minutes from Sioux Falls.

Add more info and pictures of Brookings

**Example**

## Brookings School District Superintendent Interviews

Thursday April 13, 2023

Time	Administrators	Faculty/Staff	Parent/Community	School Board
Candidate Homeroom	Candidate A Room	Candidate B Room	Candidate C Room	Candidate D Room
9:00 am	Orientation Meeting-All interview team members and School Board Executive Session-No Candidates			
9:45 am - 10:40 am	Candidate A	Candidate D	Candidate C	Candidate B
10:45 am - 11:40 am	Candidate B	Candidate A	Candidate D	Candidate C
Break/Lunch				
12:00 pm - 12:55 pm	Candidate C	Candidate B	Candidate A	Candidate D
1:00 pm - 1:55 pm	Candidate D	Candidate C	Candidate B	Candidate A
1:55 pm - 2:00 pm	<i>Interview team members are excused. Candidates exit discussions with DEC. Final tabulation of feedback results from interview teams</i>			
2:00 pm	<b>School Board Deliberations and Contract Negotiation</b>			

## Orientation Guidelines for Superintendent Interview

1. Thank you for coming. The School Board appreciates your input into this process.
2. The interview teams are ADVISORY in nature. The School Board will make the final decision, but the Board members value your input.
3. Review of the packet:
  - a. Interview Schedule – Review schedule and candidates that will be interviewed
  - b. Inadvisable questions – List of questions/topics that you should not ask during the interviews
  - c. Information on each candidate – resume' for each candidate
    - i. Briefly review each candidate – current position, background information
  - d. Interview questions – One set of questions for each candidate. Questions are suggestions – questions can be substituted for the candidates. Encourage all interviewers that they should ask the **same questions of each candidate**. Take a few minutes before the first interview to determine which questions will be asked and by whom. Each team member should select 2 – 3 questions and the questions should be rotated among team members. Try to avoid providing non-verbal feedback on whether you agree or disagree with an answer provided by the candidates. Allow about 5 – 10 minutes at the end of each interview for the candidate to ask the team any questions he/she may have to ask.
  - e. Each team should have a **“captain”** who will help the candidate get settled in and ask the first question. *Captain also makes sure the candidate gets to the next interview station if someone from DEC is unable to escort the candidate.*
  - f. Feedback forms – one form for each candidate. This form should be filled out at the end of each interview. They are designed to get your INDIVIDUAL thoughts about each candidate. Forms will be collected after each interview and tabulated for the Board.
  - g. Reminder – the candidates are interviewing you and your District as much as you are interviewing them.
4. At the conclusion of the interviews, the School Board will deliberate and select a candidate. The feedback from interview teams will be considered.
5. The School Board will communicate the results of the selection as soon as they receive an affirmative response from the selected candidate.
6. Thanks for your involvement.



## School Board Questions for Superintendent Finalists

- Tell us about yourself - your interests and professional experiences.
- It is important for a Superintendent to be visible within the school district. What strategies would you employ to be visible in our school buildings?
- We would want our Superintendent to be visible in our community. What does community visibility mean to you?
- How would you work to build consensus among the Board members on issues that face us each month?
- What do you think have been your major contributions to the school system you are currently serving?
- What major problems have you faced in your administrative positions, and how did you provide leadership to these challenges?
- What has been your experience with personnel matters? (i.e., hiring and termination of employees, plan of assistance)
- What experience do you have with strategic planning? Would you be comfortable initiating a plan or continuing to work on a plan that has been started?
- How would you communicate with the school board? What are the various ways that you would keep us informed?
- Explain the factors that you feel are important in maintaining a successful and effective school board/superintendent relationship.
- What experience have you had in the legislative process such as lobbying, introduction of legislation, etc.?
- Please share one or two examples of what you have done regarding parental involvement in schools.
- How can you prevent a challenging personnel matter from becoming divisive in the school and community?
- As Superintendent, how would you delegate authority while maintaining accountability? To what extent do you believe responsibilities should be delegated?
- What experience do you have with school or district budgets?
- Given the changing dynamics of public education, what do you see as the critical issues in the next five years?
- What would you consider the most important quality of a Superintendent?
- What would an average day as a Superintendent of the district look like to you?
- How would you ensure that our district is able to recruit the best personnel available for our schools/students?
- How important is a district website and how would you help our district's website be a good resource for our community?
- What advice would you give your principals to help them get the most out of the staff in educating our students?
- How comfortable are you with the use of technology? Give us an example of how you use technology in your personal or professional life.

## List of Questions for Faculty and Staff to ask Candidate

- Tell us about yourself - your interests and professional experiences.
- We would want our Superintendent to be visible in our community. What does community visibility mean to you?
- Why are you interested in this position in our school district?
- What do you consider to be your strengths as a school administrator?
- Are you an organized person? Give us an example of your organizational skills.
- What role do you feel extra-curricular activities play in the school experience?
- Tell us about a time that you led an initiative to a successful conclusion.
- Earlier we asked you about your strengths as an administrator. What would be an area of growth that you would have as an administrator?
- How would you communicate with the faculty and classified staff? What are the various ways that you would keep us informed?
- How would you develop and maintain contact with our students?
- What are the keys to operating and maintaining a school district budget?
- How would you determine if the classrooms teachers are meeting the needs of their students?
- What would you do to maintain and improve the district's technology program?
- What are some of the challenges that face you if you accept the position as our Superintendent?
- How would you work with Principals to ensure that district goals and objectives are being met?
- Do you believe in setting district goals and objectives? If so, how would you handle the process to set future goals for our school district?
- How do you seek balance in your life?
- Have you had a mentor in your professional life? If so, what have you learned from that mentor?
- How would you ensure that support staff would feel valued by the school?
- How do you handle opinions that are different than yours?
- How would you design professional development for our teachers and classified staff members?

## List of Questions for Community Members to ask Candidate

- Tell us about yourself, your interests and professional background.
- Can you give us some examples of how you have or would support the parent organizations and other community/parent groups that help enrich the school system?
- What are some ways that you would interact with the students?
- What plans would you have to keep the school community informed about district information?
- How important is the extra-curricular program within a school district? How would you support this program in our district?
- How important is the co-curricular program (art, music, theater) within a school district? How would you support these programs in our district?
- What do you know about the academic performance of our school district and how would you try to improve that performance?
- How would you motivate experienced faculty members so that they will continue to perform at high levels?
- Tell us about a time that you had a serious discipline issue with a student. How did you handle that situation?
- Have you had any experience in partnerships with the community? If so, describe one or two of those partnerships.
- In what ways will you be visible in the schools?
- In what ways will you be visible in the community?
- How would you describe your leadership style?
- If budget cuts are necessary, what process would you lead to make those cuts and how would the community be involved in that process?
- What role does technology play in the school program? How would you promote technology with the students and faculty?
- What innovations have you been involved in that you would consider visionary?
- What character traits do you think your current and former colleagues see in you?
- How would you ensure that our website is current and usable for community outreach?
- Why are you interested in this position?
- What experience do you have in the management of a school budget?
- Do you have any questions for us?

## List of Question for Administrators to ask Candidate

- How will the administrative team communicate? Weekly meetings, memos, etc.?
- How will you as superintendent include the administrators and staff in determining budget needs/cuts and long-term goals?
- How will you organize the budget and inform staff with information regarding the budget year?
- How would you communicate with students?
- How would you handle a staff member complaint in the school district?
- How would you handle a difference in opinion between two staff members that led to a conflict?
- How would you determine budget cuts if we needed to reduce our expenditures?
- How would you establish your visibility in the schools and community?
- What process would you use to hire teachers for our school district?
- What is your opinion regarding the value of extra-curricular activities?
- What do you anticipate in your role in teacher negotiations? How would you handle the negotiation of administrator salaries?
- How do you think professional development days should be organized?
- What are the first three things that you will do if you are hired?
- How do you know that the students in our district are learning?
- Are you familiar with the Charlotte Danielson Framework for Teaching? If so, describe your knowledge of the Framework.

## **Inadvisable Questions (All Groups) for Candidates**

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- Any inquiry about religion observance: applicant's religious affiliation, church, parish, or holidays observed. This would include the name of applicant's pastor or religious leader.
- Birthplace, national origin, ancestry, or lineage of applicant, their parents, or spouse, or inquiry about applicant's race, gender identity, sex, etc.
- Any inquiry about conviction unrelated to job requirements. Any question dealing with the number and/or kinds of arrests.
- Inquiries about charge /bank accounts, home ownership, where they'd live, etc.
- To ask applicant if he/she is disabled and/or to list a disability.
- Marital status, number and age of children, spouse's job, etc.
- Any inquiry unrelated to job requirements.
- Language used by applicant or family members at home, or how applicant acquired the ability to read, write, or speak a foreign language.
- Whether applicant is married, single, divorced, separated, engaged, or widowed.
- The original name of an applicant whose name has been legally changed or the national origin of an applicant's name.
- Any inquiry into pregnancy, medical history of pregnancy, family plans or past Workers' Compensation claims.
- Clubs, social fraternities, societies, lodges, or any organization memberships.

## Superintendent Interview

### Candidate Report Card - Interviews

Indicate (✓) your group: \_\_\_ Parent/Community \_\_\_ Faculty \_\_\_ Staff \_\_\_ Administrators

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Please mark (X) to rate this candidate:

STRENGTHS AND SKILLS RATING SCALE	Excellent			Average				Below Average		
	10	9	8	7	6	5	4	3	2	1
Offered evidence of vision for academic excellence and school improvement										
Communication skills										
Work ethic and passion for education										
Professionalism and presentation										
Provided examples of community involvement										

This candidate is (check one):

- An excellent choice
- Acceptable
- Acceptable, but with reservations (if checking this, please offer reasoning)

- Not a good fit for our district

## CANDIDATE SCORING FORM – FINAL COMPILATION

This form is a compilation of the feedback from the other interview groups at the conclusion of the interviews. It is only seen by the board, to review and use as needed to determine the next school superintendent.

### Candidate Report Card Results

SUPERINTENDENT CANDIDATES					
(Candidates →)					
		Scoring Guide: Excellent 8-10; Average 4-7 Below Average 1-3 (average score of all reviewers)			
Strengths & Skills Rating	Offered evidence of vision for academic excellence and school improvement				
	Communication skills				
	Work ethic and passion for education				
	Professionalism and presentation				
	Provided examples of community involvement				
Administrators Faculty / Staff Parents / Community		— Excellent- — Acceptable- — *Acceptable with reservations- — Not a good fit-	— Excellent- — Acceptable- — *Acceptable with reservations- — Not a good fit-	— Excellent- — Acceptable- — *Acceptable with reservations- — Not a good fit-	— Excellent- — Acceptable- — *Acceptable with reservations- — Not a good fit-
*Acceptable with Reservations Comments					
Other Comments					

## Contract Worksheet

ITEM	Current	Proposed
Starting date.	July 1, 2022	July 1, 2023
Base salary.	\$	\$
Annuity.	\$	\$
Length of contract (# years).		
Travel allotment/car allowance.		
Mileage amount when using personal car		
Number of annual vacation days.		
Number of annual sick leave days.		
Number of sick days that can be accumulated.		
Number of sick days that can be brought into the district.		
Number of annual personal leave days.		
Number of paid holidays.		
State dues paid.		
National dues paid.		
Attend state conventions.		
Attend national conventions.		
Moving expenses.		
Annual physical exam.		
Insurance:		
▪ Family health		
▪ Single health		
▪ Dental		
▪ Vision		
▪ Prescription drug plan		
▪ Long term disability		
▪ Life insurance		
▪ Other : (disability, etc.)		



## **SUMMARY OF SEARCH COSTS/SERVICES**

**SUPERINTENDENT SEARCH FEE - \$9,995.00**

### **ADDITIONAL COSTS**

#### **Mileage**

Travel for consultants at \$.65.5 per mile (2023 federal rate)

#### **Advertising**

DEC will assist the district in advertising with ASBSD and SASD. If the district chooses additional advertising, they will be responsible for any incurred costs.

#### **Miscellaneous**

- Cost of printing application materials
- Cost of printing candidate interview materials
- Cost of shipping applicant and interview materials to the school district
- Costs for the interview sessions, travel costs for candidates (if any)

### **PAYMENT SCHEDULE**

The first half is payable at the first board meeting following the signing of this agreement. Final payment (and expenses) will be invoiced to the School District following the offering and signing of a contract by the new superintendent.

### **SEARCH GUARANTEE**

In the event the school board chooses not to hire any of the interviewed candidates, DEC will resume the search process at no additional charge.

If the board is dissatisfied with the new superintendent within one year from the date of employment of the superintendent and if either party dissolves that relationship by resignation or termination within this period of initial employment, DEC/ASBSD will conduct a new superintendent search at no cost to the district, except for printing and mileage.

### **CONFIDENTIALITY**

DEC will preserve the confidential nature of any information which becomes available to the firm during the search process, related to all aspects of the search, applicants, and the school district. As our client, we also ask that you maintain the confidentiality of information provided by DEC.

# Brookings School District Superintendent Interviews

April 13, 2023

Hotel Convention Center- TBD

<u>Time</u>	<u>Committee A</u> Parent/Community Room #	<u>Committee B</u> Admin/Directors Room #	<u>Committee C</u> Teachers/Classified Room #	<u>School Board/BM</u> Room #
Candidate Homeroom	Candidate A Room #	Candidate B Room #	Candidate C Room #	Candidate D Room #
9:00 am	<b>Orientation Meeting-All interview team members and School Board</b>			
9:45 am - 10:40 am	Candidate A	Candidate B	Candidate C	Candidate D
10:45 am - 11:40 am	Candidate D	Candidate A	Candidate B	Candidate C
<b>BREAK/LUNCH</b>				
12:00 pm - 12:55 pm	Candidate C	Candidate D	Candidate A	Candidate B
1:00 pm - 1:55 pm	Candidate B	Candidate C	Candidate D	Candidate A
1:55 pm - 2:00 pm	Interview team members are excused. Candidates exit discussions with DEC.			
2:00 pm	Final tabulation of feedback results from interview teams <i>School Board Deliberations and Contract Negotiation</i>			

**CONTRACT FOR SERVICES**

**Contract with:**

Brookings School District  
2130 8<sup>th</sup> Street South  
Brookings, South Dakota 57006

**Search Service Fee ~ \$9,995.00**

**Includes:** Complete search process. The flat fee is inclusive of all services, except mileage for consultants (\$.65.5 per mile) and copying/ printing expenses. Those costs will be submitted for reimbursement (receipts included) with the final invoice for services.

**Payment Schedule:** 50% of fees (\$5,000) will be payable at the first board meeting following the signing of this agreement. Final payment (and expenses) will be invoiced to the School District following the offering and signing of a contract by the new superintendent.

Keri Booky 4/3/2023  
School Board Representative Date

[Signature] 4-3-2023  
Business Manager Date

Tom Oster 4-3-2023  
Dakota Education Consulting Date

**\*\* Return this signed contract page to Tom Oster at [tom.oster@Osterconsulting.com](mailto:tom.oster@Osterconsulting.com) or postal mail Tom Oster, 6008 E Quartzite Dr, Sioux Falls, SD 57110**

*Thank you for the opportunity to work with the Brookings School District.*

**Note: Dakota Education Consulting Services is an educational consulting firm. We do not provide legal advice. When issues/ questions arise that are of a legal nature, the Board is expected to consult with its own counsel.**

