



## **Stakeholder Engagement in the Superintendent Selection Process Suggestions, Strategies and Possible Blueprint for Consideration**

### **Overview:**

Engaging various stakeholders in the selection process of a new superintendent is a priority of the Jefferson Parish Public School Board, as the board firmly believes that active and transparent community engagement is vital to selecting and supporting the best-qualified candidate. While the board will make the final decision, the public will be granted various opportunities for input, including:

- Two to three *Saturday One-on-One With the Candidates* interviews with the candidates. Interviews held on Saturday to allow for as many parents and members of the community to attend. Each candidate would be interviewed separately, and the other candidates are held in isolation so they are not privy to the questions or answers of the candidate being interviewed.
- *Superintendent Candidates Forums* that will include the six candidates vying for the position. The forums will be streamed and aired on the district's channel JPS-TV and AT&T U-verse Channel 99.
- *Open Forums* that will allow the public to share the attributes that they would like to see in the next district leader.
- Participation in facilitated small group *Listening Sessions* with various stakeholders. Board members can make recommendation as to who to invite to the sessions.

Additionally, an electronic survey for teachers, staff and the community will be developed and posted on the district's website, and will also be available in hard copy version at the Administration Building and the main office of each school. Copies of the survey will also be made available to any community or faith-based organization wishing to distribute the surveys. A summary of the stakeholder input opportunities will be presented to the board and posted on the district's website.

The district website, [www.jpschools.org](http://www.jpschools.org) will feature a *Superintendent Selection Process* section, providing:

- An overview of the process
- Calendar/timeline
- Up-to-the-minute updates
- Messages and updates from the board president
- Schedule of forums and listening sessions
- Link to electronic survey
- Request form for hard copy of survey

- An online form that allows stakeholders to send their thoughts on selecting the best candidate.

### Development of Timeline and Calendar

Input Opportunity	Date
Saturday One-on-One With the Candidates Interviews	
Saturday One-on-One With the Candidates Interviews	
Candidate Forum #1	
Candidate Forum #2	
Open Forum #1 (West Bank)	
Open Forum #2 (East Bank)	
Listening Sessions	
Board Interviews of Candidates	
Finalist List/or Selection	
Announcement of Superintendent selection	

### Superintendent Candidates Forums

Two public forums held with the six candidates, each forum lasting 2 ½ to 3 hours. Held at a West Bank and East Bank locations (possible venues: Higgins and Grace King)

Format: Board president welcomes audience, introduces fellow board members, and discusses the Superintendent Selection Process.

Moderator – (works with Board President to develop list of questions.) Gives guidelines for forum; each candidate given allotted time for opening remarks on the main focus of the forum; questions from the moderator; written questions submitted from audience; closing remarks on main focus; Community Input Form.

**Candidate Forum #1:** Focus on leadership, vision, district management, financial management, strategic planning, stakeholder engagement.

**Candidate Forum #2:** Focus on academics, curriculum, student achievement, special education, ELL, college and workforce readiness, bullying.

At the conclusion of the each forum, the audience will be asked to share their observations through a Community Input Form that they can leave in a box as they exit.

**Sample Community Input Form**

Thank you for taking time to attend the Superintendent Candidates Forum. Please take a few minutes to complete the Community Input Form and share with us your observations and leave this form in the box as you exit.

From your observations and responses to questions, please tell us which candidate would best contribute to the success and vision of the Jefferson Parish Public School System and why.

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

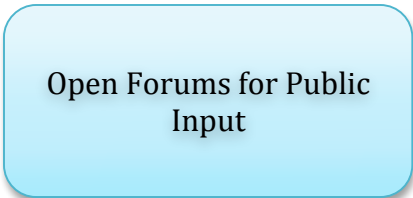
What makes this candidate the best person to lead Jefferson Parish Public School System?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you.



At least two public meetings, held in the evenings at the Administration Building board room, and the board room at Bonnabel High School.

Designed for anyone who wants to share his/her thoughts on the superintendent’s selection process and direction of the district.



Designed to give as many stakeholders an opportunity to discuss the leadership qualities of the next superintendent, as well as provide overall feedback on the district.  
Each session runs 45-50 minutes, with 15-20 participants; 3-4 days of sessions –possible 200-300 total participants. Board members to make recommendations for participation.  
Facilitators will lead discussion.

Listening Sessions will be held at Administration Building in rooms on the first floor.

### Stakeholders List:

- Parents
- JPPSS teachers, principals, support staff, administrators
- PTA/PTO
- School volunteers
- Elected officials – Jefferson Parish Council; Kenner City Hall; Gretna City; Westwego City Hall, Town of Lafitte, Grand Isle
- Jefferson Delegation
- JP Sheriff
- Kenner PD
- Gretna PD
- Parish Assessor
- District Attorney
- Jefferson Federation of Teachers
- Retired teachers and administrators
- Community leaders
- Faith-based leaders/clergy
- Civic associations
- Business leaders
- Community partners
- JPPSS vendors
- Student Leaders
- Hispanic Apostolate Community Service Program
- Representatives from KGLA (Spanish language radio station) and Telumuno and Spanish language newspapers.

Letters from Board President to various participants or groups inviting them to participate.  
Development of Listening Sessions schedule and reminders calls/emails

### Sample of Listening Session Schedule

Date: \_\_\_\_\_ Room Number: \_\_\_\_\_

Session #1 Facilitator: \_\_\_\_\_ Session #2 Facilitator: \_\_\_\_\_

Participants/Time

Name/Stakeholder Category

8:00 a.m. \_\_\_\_\_

9:00 a.m. \_\_\_\_\_

10:00 a.m. \_\_\_\_\_

11:00 a.m. \_\_\_\_\_

Noon – break

1:00 p.m. \_\_\_\_\_

2: 00 p.m. \_\_\_\_\_

3:00 p.m. \_\_\_\_\_

## **Sample Invitation Letter to Participate in Listening Sessions**

February \_\_\_\_\_, 2015

To: Jefferson Federation of Teachers/JFT

As you are aware, the Jefferson Parish School Board will select the next Superintendent. Engaging our various stakeholders in the selection process is a priority. While the board will make the final decision, the public will be granted various opportunities for input.

The board is seeking your participation in a Listening Session with stakeholders. You are invited to attend a session on \_\_\_\_\_ at \_\_\_\_\_ at the Administration Building, 501 Manhattan Blvd. in Harvey.

When you participate in the Listening Session, lasting approximately 45-50 minutes, you will be asked to share your thoughts about the strengths and the challenges of our school district, as well as what attributes the next superintendent should have in terms of expertise, experience and leadership style.

Thank you in advance for your assistance with this most important task.

Sincerely,

Cedric Floyd  
Jefferson Parish School Board President

## **Sample Invitation Letter to Participate in Listening Sessions**

February \_\_\_\_\_, 2015

To: Elected Officials

As you are aware, the Jefferson Parish School Board will select the next Superintendent. Engaging our various stakeholders in the selection process is a priority. While the board will make the final decision, the public will be granted various opportunities for input.

The board is seeking your participation in a Listening Session with stakeholders. You are invited to attend a session on \_\_\_\_\_ at \_\_\_\_\_ at the Administration Building, 501 Manhattan Blvd. in Harvey.

When you participate in the Listening Session, lasting approximately 45-50 minutes, you will be asked to share your thoughts about the strengths and the challenges of our school district, as well as what attributes the next superintendent should have in terms of expertise, experience and leadership style.

Thank you in advance for your assistance with this most important task.

Sincerely,

Cedric Floyd  
Jefferson Parish School Board President

## Surveys

Electronic survey posted on district's website at [www.jpschools.org](http://www.jpschools.org).

Surveys in English, Spanish and Vietnamese

Hard copies of the survey will be made available at the front desk at Administration Building and main office of each school in the district. Completed forms may be drop off at location where they were picked up or mailed to:

Jefferson Parish Public School Board  
**c/o SUPERINTENDENT SEARCH**  
 501 Manhattan Boulevard  
 Harvey, LA 70058

Hard copies will also be a made available to any civic, community or faith-based organization requesting copies.

A summary of the results will be posted on the website.

**Sample Survey** (online/hard copy)  
 (Work with Board to develop questions)

### **The Next JPPSS Superintendent: A Community, Stakeholder and Employee Survey**

<b>Should the next superintendent have...</b>				
<b>Earned a doctorate...</b>	Required	Preferred	Not Important	Response Count
<b>Experience as a...</b> Superintendent Assoc./Assist Supt. Central Office Administrator Principal				
<b>Should come from inside the district...</b>				
<b>Rank you top three priorities for a superintendent.</b>				
	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	Rating Average
Decisive leader				
Risk taker				
Visionary, creative thinker				
Independent				
Organized, efficient				
Team player, comfortable with shared decision making				
Reformer, innovator				
High community profile				



Works behind the scenes				
Analytical, relies on data				
<b>Name your top three areas of expertise that you prefer in a new superintendent.</b>				
	1 <sup>st</sup> priority	2 <sup>nd</sup> priority	3 <sup>rd</sup> Priority	
Budget and finances				
Curriculum and instruction				
School safety				
School facility, planning and instruction				
Teacher retention				
Technology				
Special education				
ELL				
Professional/staff development and evaluation				
Community engagement/media relations				
Business and community partnerships				
<b>I completed this survey as a...</b>				
Parent				
Teacher				
Administrator				
School support worker				
Community organization/leader				
Clergy				
Jefferson Parish resident				
Non-resident				
Elected officials				
<b>What questions would you like the board to ask the superintendent candidates?</b>				