



# Superintendent SEARCH

led by **Thompson  
& Horton** LLP  
ATTORNEYS | COUNSELORS

# OUR TEAM



David Thompson  
**Attorney**



Mike Moses  
**Former School  
Administrator**



# THE SEARCH

- The most important undertaking of trustees during their term of service
- Approximately 1,200 school districts and charters in Texas
- Average turnover is 15% a year – Near 200 in the last twelve months – 70 current vacancies
- Average tenure is five to six years
- Representation of the district to outstanding qualified professionals can be critical

# WHY THOMPSON & HORTON?

- Our goal is to conduct a small group of **selected districts** each year.
- We **customize** our searches and provide the appropriate attention to each client district.
- Our work in legal services as well as school administration at the state and local level allow us to enjoy a **robust network** of successful school executives.



# WHY THOMPSON & HORTON?

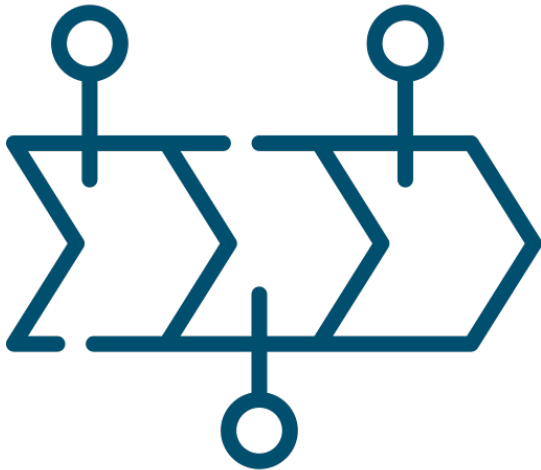
- We have never worked with a district in which a superintendent was not **successfully** employed.
- Our search references are among **top districts** in Texas.
- We represent the **Board**, not candidates.
- We ensure that the search belongs to the Board – it is **your search**.





# SEARCH STEPS

## DEVELOP A TIMELINE



- Guides the Board and search team to a desired date for action
- Is a tool, not a “master”
- Gives discipline to the search activities to be conducted

# Cypress-Fairbanks Independent School District

## Superintendent Search

### Suggested Timeline

**This preliminary timeline is based on the assumption that a new superintendent for the Cypress-Fairbanks Independent School District will be on duty by November 1, 2023 and may be modified according to the Board approved begin date.**

#### **July 6, 2023 (Proposed)**

Meet with the Board of Trustees to discuss superintendent search process and organization

#### **July 10, 2023**

Begin posting of advertisements with the Texas Association of School Administrators, TexasISD.com and other appropriate national educational publications (Education Week and American Association of School Administrators)

#### **July 12, 2023**

Mail letters to over 100 school leaders across the United States inviting nominations of outstanding candidates. These school leaders will be members of the American Association of School Administrators, Western States Benchmarking Consortium and the Chiefs of change.

Mail letters of invitations to outstanding individuals known to have the prerequisite skills for the superintendency in the Cypress-Fairbanks Independent School District.

Contact and recruit outstanding professionals for nominations and application for the position of superintendent of schools in the Cypress-Fairbanks Independent School District.

#### **August 3, 2023**

5:00 PM – Meet with the Board of Trustees if desired

#### **August 14, 2023**

4:00 PM – 5:30 PM – Meet with senior staff

5:30 PM – 7:00 PM – Meet with Focus Group 1

# Cypress-Fairbanks Independent School District Superintendent Search, cont.....

## **August 15, 2023**

Community Input – Focus Groups

8:30 AM – 10:00 AM – Focus Group 2

10:30 AM – 12:00 PM – Focus Group 3

12:00 PM – 1:30 PM – Lunch and Media Availability

1:30 PM – 3:00 PM – Focus Group 4

3:30 PM – 5:00 PM – Focus Group 5

5:30 PM – 6:30 PM – Meet with Board of Trustees

## **August 25, 2023**

Application Deadline

## **August 31, 2023**

Search consultants meet with Board of Trustees to identify candidates to interview.

## **September 11-16, 2023**

1<sup>st</sup> Round of Interviews

## **September 18-23, 2023**

2<sup>nd</sup> Round of Interviews

## **September 23-29, 2023**

Final background checks

District visits

Final agreements



# Cypress-Fairbanks Independent School District Superintendent Search, cont.....

## **October 2, 2023**

Identification of finalist(s) for position of superintendent of schools

Begin twenty-one-day period for official employment and contract execution

## **October 2-23, 2023**

Twenty-one-day period to finalize the details of contract (required by state law)

Candidate visits to the district

## **October 23, 2023**

Approve employment contract

## **November 1, 2023**

New superintendent assumes position



# SEARCH STEPS

## ADVERTISING

### State

- TexasISD.com
- Texas Association of School Administrators

### National (if desired)

- American Association of School Administrators
- Education Week – TopSchoolJobs





# SEARCH STEPS

## RECRUITING



- We encourage the Board to allow the firm to handle all communications with candidates.
- We only recruit individuals who are successful in their current position and who are widely respected.
- We welcome all candidates.



# SEARCH STEPS

## RECRUITING



- We do not discourage non-traditional candidates.
- We typically invite 30-50 candidates.
- We typically ask for nominations from up to 100 sitting superintendents, school board members, education service center directors, foundations and university representatives.



# SEARCH STEPS

## COMMUNITY ENGAGEMENT

- Focus Groups
- Members selected by trustees
- We ask trustees to nominate the following: parent, teacher, student, administrator, auxiliary staff, non parent taxpayer, elected official, faith leader, and opinion leader.





# SEARCH STEPS

## COMMUNITY ENGAGEMENT

- We propose to meet with these individuals in groups of 15-20 for 1½ hours each.
- We provide verbal and written feedback to the Board.
- Community input via district website if desired.





# SEARCH STEPS

## SELECTION PROCESS

- We conduct confidential searches.
- We ask for a letter of interest and current resume.
- Upon the conclusion of the deadline for establishing candidacy, we meet with the Board and review applicants.





# SEARCH STEPS

## SELECTION PROCESS

- We share the name of every individual that submits credentials with the Board of Trustees.
- We collaborate with the Board to narrow the applicants to be interviewed-usually 5-7 candidates
- We will speak with candidate references, those familiar with their work or service, and others in the profession who may not be on the candidate reference list.







# SEARCH STEPS

## INTERVIEWS



- We anticipate 2 rounds of interviews.
- We will schedule interviews at times designated by the Board.
- We urge confidentiality and we work with the Board to ensure.
- We will handle all communications with interviewed candidates until a lone finalist is named.



# SEARCH STEPS

**ADDITIONAL**

## **BACKGROUND CHECKS**

Reference  
checks

- Criminal
- Credit score
- Social media

## **SIGHT VISIT**

We will facilitate  
if desired.

## **CONTRACT DEVELOPMENT**



# FINANCIAL PROPOSAL

**CONSULTING SERVICES**

**ONE INVOICE**

**GUARANTEE**

**\$30,000 plus expenses**





**STRONG SCHOOL BOARDS WANT STRONG SUPERINTENDENTS.**



**STRONG SUPERINTENDENTS WANT TO  
WORK FOR STRONG SCHOOL BOARDS.**