

LINCOLN PARISH SCHOOL BOARD

410 South Farmerville Street
Ruston, Louisiana 71270-4699
Phone: 318-255-1430 - Fax: 318-251-8100

Joe Mitcham
President

Mike Milstead
Superintendent

MEMO

TO: Lincoln Parish School Board

FROM: Executive Committee (Lynda Henderson, Chairperson, Otha Anders, and Danny Hancock), President Joe Mitcham, and Superintendent Mike Milstead

DATE: July 27, 2020

SUBJECT: Superintendent Search Procedures and Timeline

Background

After consultation with the Executive Committee of the Lincoln Parish School Board, President Joe Mitcham, Executive Committee Chairperson, Lynda Henderson, and I recommend the following timeline and procedures for your consideration and/or modification and action.

Timeline

- | | |
|---|------------------------|
| 1. Application period | September 3 - 28, 2020 |
| 2. Application review, selection of candidates to be interviewed | October 6, 2020 |
| 3. Interviews of applicants, selection of candidates for second interviews, or vote to hire | October 19 - 21, 2020 |
| 4. Second interviews and selection of candidate for negotiations (if needed) | October 26, 2020 |
| 5. Negotiations | October 27, 2020 |
| 6. Formal approval of superintendent contract | November 10, 2020 |

Procedures, etc.

The legal requirements pertaining to the advertising and length of term of the superintendent contract, etc. are as follows.

B. (1) (a) Notwithstanding the provisions of R.S. 42:3, each city and parish school board shall elect a superintendent of schools, having such qualifications as may be fixed by the State Board of Elementary and Secondary Education, for a period not to exceed four years, which period, however, may extend no longer than two years after the expiration of the term of office of the membership of the board electing the superintendent. The election of a superintendent of schools by a city, parish, or other local public school board shall require the favorable vote of a majority of the entire membership of the school board. A superintendent of schools shall not be required to be a qualified elector or a resident of the political subdivision comprising the school system in which he is to serve as superintendent. He shall be required to devote his entire time to the office of superintendent of schools.

(b)(i)(a) The superintendent of schools shall be employed by a city, parish, or other local public school board pursuant to a written contract. Such contract shall contain but not be limited to specific performance objectives. However, for the board of a local public school system that received any variation of a school performance letter grade of "C," "D," or "F," such contract shall establish

performance targets at the school and district level as follows: (1) student achievement; (2) student achievement for schools that have received any variation of a school performance letter grade designation of "C," "D," or "F;" (3) graduation rates; (4) graduation rates for schools that have received any variation of a school performance letter grade designation of "C," "D," or "F;" and (5) the percentage of teachers with an "effective" or "highly effective" performance rating. Not less than thirty days prior to the termination of such a contract, the school board shall notify the superintendent of termination of employment under such contract, or in lieu thereof the board and the superintendent may negotiate and enter into a contract for subsequent employment.

(bb) Each local public school board shall submit a copy of its current employment contract with the superintendent of schools to the state superintendent of education.

(cc) A local public school board shall notify the state superintendent of education any time it terminates or fails to renew its employment contract with the local school superintendent, along with the reasons therefor.

(dd) Any employment contract executed, negotiated, or renegotiated after July 1, 2012, between a local school board and a superintendent that does not meet the requirements established in this Subsection shall be null and void.

(ii)(aa) The superintendent may choose not to enter into a subsequent contract and may either terminate his employment or, if he has acquired permanent status as a teacher, resume employment as a teacher.

(bb) The school board, in accordance with the provisions of this Subparagraph, may choose not to offer a subsequent contract to the superintendent.

(iii) The superintendent shall be retained during the term of a contract; however, if the superintendent is found incompetent, unworthy, or inefficient or is found to have failed to fulfill the terms and performance objectives of his contract or to comply with school board policy, then the superintendent shall be removed from office as provided by Subsection C of this Section. Before the superintendent can be removed during the contract period, he shall have the right to written charges and a fair hearing before the board after reasonable written notice.

(iv) Subject to the approval of a majority of its entire membership, the board shall negotiate and offer the superintendent a new contract at the expiration of each existing contract unless a majority of the membership of the board votes at least ninety days prior to the termination of the existing contract against offering a new contract.

(2) Prior to filling a vacancy in the position of permanent superintendent of schools, each city and parish school board shall advertise the vacancy and solicit applications for the position. At a minimum, the school board shall publish a notice of the vacancy together with a request for the submission of applications to fill the position in accordance with all of the following:

(a) On two separate days at least one week apart in the official journal of the school board.

(b) Once in a daily newspaper published in the metropolitan area in the state having a population in excess of one hundred thousand persons that is nearest to the school board offices, if such newspaper is not the official journal of the school board.

(3) All publication requirements provided in this Subsection shall be completed at least thirty days prior to action by the school board to fill the position.

C. A city, parish, or other local public school system superintendent may be removed from office for cause prior to the expiration of his contract by the concurring vote of at least two-thirds of the membership of the entire school board at any regular meeting or at any special meeting after due notice.

We propose the following:

1. The job advertisement for the position of superintendent will be sent to all Louisiana school districts for posting and will be placed on the district's website. It will be published in the

- official journal, the *Ruston Daily Leader*, the *Shreveport Times*, and in the *Monroe News-Star*.
2. A preference for a certain degree or experience can be specified in the advertisement.
 3. The length of the new superintendent's contract will be two years and will start January 1, 2021.
 4. The proposed, beginning salary will be \$120,000 (negotiable).
 5. All applications meeting the minimum requirements will be screened by the Board and then the candidates selected for interviews will be notified. This screening and selection of candidates to be scheduled for interviews will be done in Executive Session at the Regular Meeting of the Board on the revised date of October 6, 2020, in Executive Session.
 6. The interviews of selected candidates will be conducted by the full Board in Open Session on the advice of Board attorney, Jon Guice, during the period of October 19-21, 2020, and succeeding days if needed at a time to be determined. Following such initial interviews, the Board may vote either to hire a superintendent or select finalists for 2nd interviews.
 7. Each candidate selected for interviewing will be scheduled for two hours.
 8. All applicants will be asked the same formal questions with informal or follow up questions as needed.
 9. In the voting procedure, the candidate receiving the majority vote of the total membership of the Board will be the candidate selected for negotiations with the Executive Committee and formal recommendation to the Board.
 10. Although the interviews will be conducted in Executive Session, all voting will be done in Open Session.
 11. We have allotted time (specific times TBD) Monday, October 26, 2020, for second interviews if needed, followed by vote to select superintendent. Seven (7) votes are required to elect a superintendent per La.R.S. 17:54, which requires a majority, vote of the "membership of the Board."
 12. The formal approval of the new superintendent's contract will take place in Open Session at the November 10, 2020, regular meeting of the Board barring unforeseen extenuating circumstances.
 13. Superintendent Mike Milstead will be available for consultation as needed during the superintendent search and interview process.

Recommendation

Approve the superintendent search procedures and timeline as explained above.

Contact Persons

Lynda Henderson
Mike Milstead

OUTLINE OF PROCEDURE/TIMELINE TO ELECT SUPERINTENDENT

Tuesday	August 4, 2020	Regular Session of LPSB to accept notice of retirement. Retain Jon Guice to guide the Supt selection process.
Friday	August 21, 2020	Executive Committee meeting (2:00) to formulate superintendent selection process, revised job application, and review advertisement
Tuesday	September 1, 2020	Regular Session of LPSB to approve procedure, timeline, revised application form and advertisement for Superintendent (Appl Period: 9/3/20-9/28/20)
Monday	September 7, 2020	<p>Fax/mail/email Job Advertisement to:</p> <ol style="list-style-type: none"> 1) <i>Ruston Daily Leader</i> for publication on Wednesday, September 9, and Wednesday, September 16, 2020; 2) <i>Shreveport Times & Monroe News-Star</i> for publication on Sunday, September 13, 2020; 3) All Louisiana school districts for posting; 4) All 12 schools, special education, Family Resource, Title I, ACHIEVE; 5) Our website for posting through Monday, September 28, 2020; 6) LSBA website; and 7) LASS website.
Tuesday – Thursday	September 29-October 1, 2020	Third Party review and report on applicants' certification status.
Tuesday	October 6, 2020	Regular Session of LPSB to discuss applicants (in Executive Session). Selection of candidates for interviews (in Open Session) and fix dates/times for interviews.
Monday-Wednesday	October 19-21, 2020	Conduct Interviews at times TBA and schedule a time for the public to meet the candidates. Exact dates and times will be determined based upon the number of applicants being interviewed. Following such initial interviews, the Board may vote either to hire a superintendent or select finalists for 2 nd interviews.
Monday	October 26, 2020	Second interviews applicants, if needed, followed by vote to select superintendent. Seven (7) votes are required to elect a superintendent, per La.R.S. 17:54 which requires a majority vote of the "membership of the Board."
Tuesday	October 27, 2020	President and Vice-President will meet with the superintendent-elect to negotiate details, i.e., length of contract, salary, etc. prior to submission of contract to the Board.
Tuesday	November 10, 2020	Regular Session of LPSB to approve superintendent contract.
Wednesday	November 11, 2020	Superintendent to sign contract

**Lincoln Parish School Board
Superintendent Application Form**

The Lincoln Parish School Board ("Board") thanks you for your interest in this position. By providing as much information as possible, you will allow us to assess your qualifications in a timely and efficient manner. Please allow us to provide you with important information. We ask that you read the application form and all attachments carefully and that you provide complete and accurate information. Your signature certifies that you have done so and that all information provided is true, complete, and correct.

Notice, Conditions and Directions:

1. Completed applications, with all attachments, should be forwarded to Lincoln Parish Superintendent Search, Lincoln Parish School Board, P.O. Box 1422, Ruston, Louisiana 71273.
2. In addition, you should include your resume and a copy of your Louisiana teaching credentials/certificate evidencing certification for the position. If you are not certified in Louisiana, your application must be accompanied by written confirmation from the Louisiana Department of Education that you are eligible for immediate certification as a school superintendent upon employment by the Lincoln Parish School Board. Information regarding the requirements for Louisiana certification may be obtained by contacting the Louisiana Department of Education at 1-877-453-2721.
3. Applicants are asked not to contact Lincoln Parish School Board members. You may contact Kim McCormack at (318) 255-1430 with any questions regarding your application or the completion of same.
4. Please type all the information and fill in all blanks.
5. **To be considered, applications must be received no later than September 28, 2020.** Delivery and proof of receipt is the obligation of the applicant. Only those applications postmarked on or before the application deadline will be considered.
6. Please note that Louisiana law provides that all applications for superintendents are public records subject to release to the media, press or to any person requesting a copy. **Accordingly, the fact that you have applied, and the content of your application may become public knowledge.**
7. Louisiana law requires the Board to request certain information relative to your current or prior employment, and you must authorize such persons or entities to release such information to the Board. Any offer of employment, vote to employ or actual employment is conditioned upon the results of this review and the negotiation of a contract. Any adverse information, conviction or plea which impacts your eligibility or fitness for the position shall vitiate the Board's offer of employment, vote to employ or contract. See attached forms and releases.

PROFESSIONAL PREPARATION

	Institution & Location	Major/ Minor	Degree	GPA (optional)
Undergraduate				
Graduate				

ADMINISTRATIVE EXPERIENCE

School System	City	State	Position	Dates From-To

TEACHING EXPERIENCE

Name of School	City	State	Grade or Subject	Dates From-To

Total Years Administrative Experience _____ Total Years Teaching Experience _____

Louisiana Teaching Certificate Type and Number _____

List Area of Certification _____



Do you hold a teaching certificate from another state? _____ If so, please list State(s) and areas of certification. _____

Has your certificate ever been suspended, revoked or subject to other adverse action? _____ If so, please state the date, agency taking such action and reason for same: _____

Are you presently certified for the position of Superintendent of Schools by the Louisiana Department of Education? _____ If not, do you currently possess the educational requirements, experience and other qualifications necessary to obtain immediate certification at this time? _____ Have you attached written confirmation of eligibility for immediate certification from the LDOE? _____. Please note that you must do so.

Have you ever been terminated by a school system or asked to resign? _____ If so, please attach an explanation identifying the employer, basis for termination or resignation and the date of same. Have you ever had your contract non-renewed or been informed that your contract would not be renewed? _____. If so, please identify the school district: _____

Have you ever been convicted of a felony or other serious offense? _____ If so, please attach an explanation identifying the charge, jurisdiction and court involved, date of conviction or plea, and factual basis of charge(s).

Have you ever engaged in or been accused of engaging in sexual misconduct with a minor/student or the abuse or neglect of a minor? _____ If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the dates(s), your employer at the time, criminal charges, jurisdiction and court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

Have you been the subject of any investigation of alleged sexual misconduct involving a minor or student, abuse of a minor or student or neglect of a minor or student? _____ If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the dates(s), your employer at the time, the results of the investigation, criminal charges, jurisdiction, court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

State the earliest possible date you could begin work as a certified superintendent in Lincoln Parish. _____

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND OFFICES AND DATES HELD:

Organization	Dates From - To

--	--

COMMUNITY ORGANIZATIONS AND SERVICES:

Organization	Dates From-To



AUTHORIZATION AND RELEASE
IMPORTANT: READ CAREFULLY BEFORE SIGNING

Louisiana Revised Statutes 17:3884 provides that a school board considering the employment application of a person who has been evaluated in another school system shall request such person's evaluation results as part of the application process and shall inform the applicant that his/her evaluation results will be requested. The applicant shall be given the opportunity to review any information received by the prospective employer as a result of such request and afforded the opportunity to provide any response or information the applicant deems appropriate. Please be advised, therefore, that the Lincoln Parish School Board will request evaluation results on you from each of the school districts you have listed in your application. You will be given an opportunity to review the evaluation results received and to provide a response or information if you would like to do so. Any written response or information you might provide will be retained with your application.

Louisiana Revised Statutes 17:15 also requires all applicants for employment to be fingerprinted in order to assist in background checks of those individuals. Should it be determined that any applicant (or employee) has been convicted of one or more of the criminal offenses set forth in Louisiana Revised Statutes 17:587.1(C), then that applicant (or employee) is generally precluded from further employment with the school system. The conviction of other offenses that call into question the applicant's fitness for the position may also preclude employment or continued employment.

Louisiana Revised Statutes 17:81.9 further requires a school board receiving an application to request that all current and prior school board employers of the applicant provide it with all information in their records relative to instances of sexual misconduct, if any, with students committed by the applicant. This law further provides that the applicant must release all such employers from liability arising from the release of such information to the prospective employer.

Louisiana Revised Statutes 44:1 et al. provides that public records are subject to production to persons requesting such information, including members of the press. Accordingly, I understand that the fact that I am seeking employment with the Board and my application may become public knowledge.

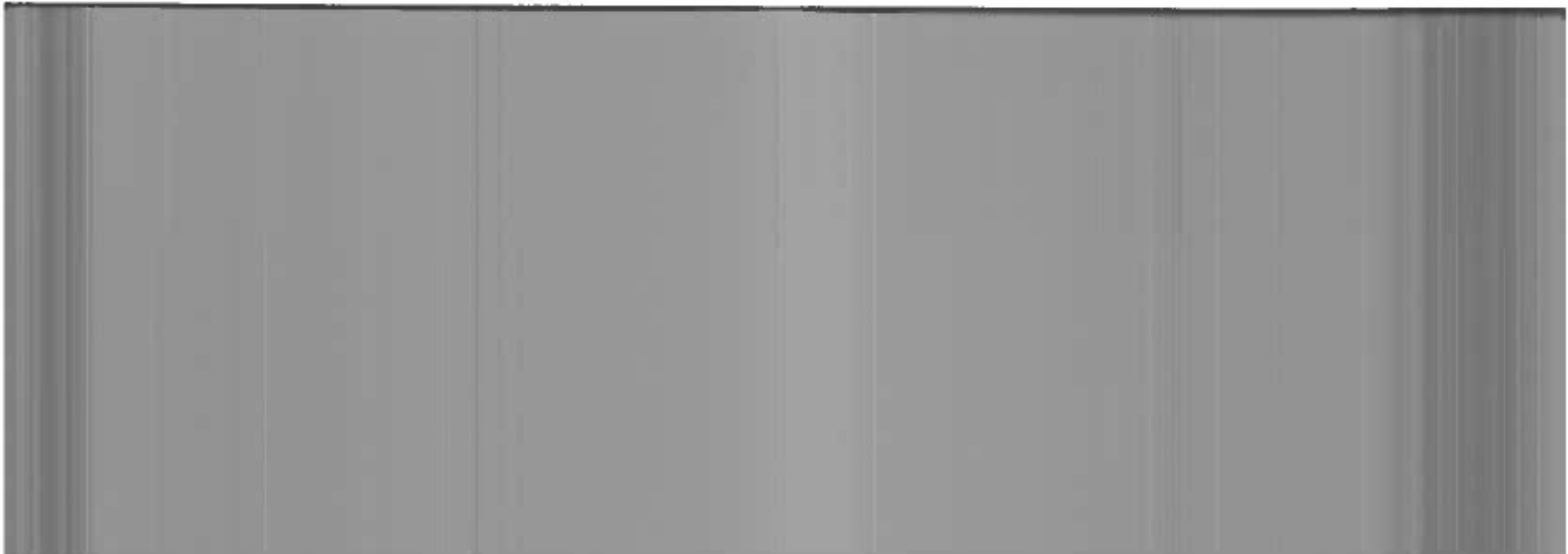
AUTHORIZATION AND RELEASE

I certify that the information which I have provided in the attached application is true, correct and complete. I understand that furnishing false information or omitting material information on this application could disqualify me from consideration for employment or could lead to my discharge from employment. I have read and agree to the above provisions and hereby authorize the Lincoln Parish School Board to request, receive, review and consider my prior evaluations and information relative to sexual misconduct or physical abuse, if any, with students from all of my current or previous school system employers. I further release the Lincoln Parish School Board, its employees, agents and insurers and all current and former employers, their agents, employees and insurers from

any liability connected with such disclosures and do hereby specifically authorize such employer(s) to release to the Lincoln Parish School Board my complete personnel file, including such information and documentation as may be requested in connection with my application for employment with it, including any documentation which had been previously sealed.

APPLICANT _____

DATE: _____





**Notice of Vacancy
and Request for Applications
Lincoln Parish Superintendent Search**

Deadline for applying is September 28, 2020

Interested persons may obtain applications and instructions
by visiting our website at
www.lincolnschools.org

Completed applications must be received by the application
deadline and should be mailed to:

P.O. Box 1422, Ruston, LA 71273

Minimum Requirements:

**Certified (or eligible for immediate certification as confirmed by LDOE)
as Superintendent of Schools in the State of Louisiana**

Salary: Negotiated by the Board

Equal Employment Opportunity Employer- Lincoln Parish School System does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of service.

Dr. Doris Lewis
Director of Human Resources
Lincoln Parish Schools