Revised December 16, 2025

KANSAS STATE BOARD OF EDUCATION
STATE COMMISSIONER SEARCH
PLANNING MEETING AGENDA

1. Introductions/Topics for Board Individual Interviews
When we interview the Board members, we would like to learn your thoughts on the desired characteristics and qualifications of the next leader, what their priorities will need to be, what short and long term challenges they will be expected to handle, and if there are any individuals you would like us to recruit.

2. HYA search team contact information

HYA Associate	Cell Phone	Email
Dr. Mike Richie (Co-lead)	715-891-1816	mikerichie@hyasearch.com
Dr. Max McGee (Co-lead)	224-234-6129	maxmcgee@hyasearch.com
Frank Henderson	785-220-6024	frankhenderson@hyasearch.com

3. Review search process – Review the four phases outlined in the proposal and discuss any special steps that the Board would like modified, added to or deleted from the search.

- **Engagement (Frank)**
- **Recruitment (Max)**
- **Selection (Max)**
- **Transition (Mike)** Transition Academy

4. Communication with Board Members – Explain the Board Portal and identify expectations for updates – frequency and mode. **(Mike)**
Portal Link: [Kansas State Board of Education Portal]

5. Review search timeline This is the FIRST DRAFT of a timeline that we put in our proposal: **(Max)**

Approximate Dates	Activity/Milestones
On or before the week of December 15, 2025	Planning meeting with Kansas State Board
Week of December 15, 2025	HYA team interviews individual board members
Week of December 15, 2025	Initial posting and advertising (continuing for the next 45 days)
January 5 to 16, 2026	Online survey (optional)
December 20, 2025 to February 17, 2026	Applications (open and closed)
January 5 to January 20, 2026	Stakeholder Engagement: Up to 40 interviews, focus groups, and forums (ideally 1/12 to 1/15)
Week of January 26, 2026 (or feb 10-11)	Present *Leadership Profile Report* to the Board
December 20, 2025 to February 13, 2026	Aggressive Recruiting
December 20, 2025 to February 17, 2026	HYA candidate screening and vetting
Week of March 1, 2025	Slate presented to the Board with review of applicants and determination of semi-finalists for first round interviews
Week of March 8, 2026	Workshop(s) for interview advisory committees (if any)
Week of March 8, 2026 (at boe meeting?)	Board conducts initial interviews and identifies finalists
Week of March 8, 2026	HYA hosts community forums (if desired) and advisory committee/stakeholder “meet and greets” or brief interviews (if desired)
Week of March 15, 2026	Board interviews finalists and selects preferred candidate
Week of March 22, 2026	Negotiations of employment contract, third party deep background check, approval of top candidate
April 14 and 15, 2026 Board Meeting	Formal appointment of Commissioner at State Board meeting
June 30, 2026 or BEFORE	Commissioner assumes responsibility

Kansas State Board of Education Regular Monthly Board Meetings
February 10 and 11, 2026
March 10 and 11, 2026
April 14 and 15, 2026

6. Contents of the Application. (Mike) What do you want to see in an application packet in addition to a resume, letter of interest and three to five references we can contact. We can require brief essay responses, 90 second video introductions, samples of a work product, reference letters, etc.

7. Confidentiality and Community Engagement (Mike) – Discuss the options for confidential versus open searches and the pros and cons of each approach. We are especially interested in learning your thoughts about an Advisory Committee, "meet and greets" or town halls for finalists, and additional opportunities for community input during the interview process as well as sharing our experiences.Link to: Confidentiality Document

8. Focus groups (Frank)– Identify individuals and/or groups to meet with the HYA associates in development of the *Leadership Profile Report*. ***Please come to the meeting with individuals or groups whom you think we should meet with during the Engagement Phase.*** The following are some suggested groups and individuals to consider:

Board members – individually
Current Commissioner
Department Staff
Legislative Leaders
KSSA
KASB
Kansas Chamber of Commerce / Business Roundtable / etc.
Kansas PTA
Service Center Leaders
Advocate groups / Associations

- Special Education Interlocals/Coops
- Early Childhood
- Gifted and Talented
- Higher Education/Board of Regents
- Others

Teachers of the Year
Union Leaders
Private and parochial school representatives

9. Online survey (groups for disaggregation of survey results) – (Max)
HYA Collaborates with Board Liaisons to finalize the online community survey. Decide who will be the Board Liaisons or if we should work with the full Board. Determine timeline for survey development - before or after board interviews. Initial thoughts regarding groups for disaggregated analysis and reporting.

10. Consider how you will communicate information about the search to your stakeholders (Max - Stacey to provide examples) - HYA recommends having a dedicated page on your website devoted to the Commissioner Search Process. The State Board's Communications/IT department creates the website congruent with the style, guidelines and infrastructure of the Department. Content includes:

- Timeline for the search
- Opportunities for stakeholders to participate in focus groups/town halls etc.
- Survey link
- Links to other feedback instruments
- Job Profile/Leadership Profile
- Links to livestream events
- Applicant links

11. Number of slated candidates (Mike)– Most Boards request a slate of approximately six candidates for initial interviews, with flexibility given the strength of the applicants. The choice is up to the Board. This decision can affect the number of days devoted to the interviewing process and may change the timeline of the search.

12. Any other items from Board members