



**FOREST AREA**  
*Community Schools*

## Superintendent of Schools Selection Criteria

The Forest Area Community Schools Board of Education is seeking a responsive, visible, and accessible leader to work with the school board, staff members, and the community to provide a nurturing educational environment, which will help students form positive attitudes toward learning, and help build effective life skills. Through an extensive process to gather stakeholder input, the Board has identified the following selection criteria for selecting its next superintendent:

### **VISION**

- Leads and inspires internal and external stakeholders with a positive shared vision of the future
- Appreciates and understands the strengths and challenges of a rural district
- Understands and appreciates the value of continuity in the superintendent role
- Works with the Board of Education, teachers, staff members and community to identify and provide leadership on both short-term and long-term goals and creates the appropriate processes and environment to inspire all stakeholders to achieve them

### **PREFERRED PROFESSIONAL EXPERIENCE**

- Master's Degree plus Administrative Certification or ability to obtain
- Building-level administrative experience
- K-12 classroom teaching experience
- Previous superintendent experience
- Proven ability to communicate effectively with various stakeholder groups
- Demonstrated success in increasing student achievement levels
- Budget development and management experience
- Experience with curriculum development and evaluation
- Ability to develop and direct an effective management team
- Record of engagement with and involvement in community

### **MANAGEMENT & DECISION MAKING**

- Exceedingly responsive (follows through and follows up)
- Able to develop creative solutions to complex problems
- Recognizes, values, and affirms staff members, students, and families
- Maintains visibility and accessibility to staff members, students, families, and the community
- Collaborative leader: leads by using consensus building to arrive at mutually beneficial decisions
- Student achievement and instructional goals developed through consensus are non-negotiable
- Demonstrated ability to make tough decisions and see them through
- Able to adapt leadership style to meet needs of different situations

### **PERSONAL**

- Honest, ethical, respectful, and transparent in all matters
- Is visible, approachable, and accessible to staff, students, and members of the community
- "Down to earth" and personable
- Outstanding communicator, including good listener



## Superintendent of Schools

The Board of Education for Forest Area Community Schools is in search of a new superintendent. This is the preliminary posting; a detailed profile of the ideal candidate will be added no later than October 20, 2023. Interested applicants are encouraged to apply after reviewing the detailed profile.

Forest Area Community Schools serve the communities of Fife Lake and South Boardman. Located in beautiful northern Michigan, approximately 35 minutes southeast of Traverse City, the Forest Area Community is a year-round scenic and outdoor recreation destination. It offers a variety of rural and village living options. With its proximity to Traverse, and with US-131 running through the district, shopping, entertainment, recreational, cultural, and post-secondary educational opportunities are all convenient and accessible.

Forest Area Community Schools has two campuses located a few minutes apart. We provide full-time bussing for student pickup and drop off each school day. Fife Lake Elementary is located 108 Pierce Street in beautiful Fife Lake, MI. Our elementary school includes preschool through third grade students. Our Middle and High School campus includes fourth through twelfth grade students and is located at 7661 Shippy Road in Fife Lake, MI. The school community is close knit and caring.

Successful approval of bond proposals and a sinking fund in 2019 and 2023, respectively, are evidence of the strong community support for Forest Area Community Schools. School activities and athletics enjoy strong parental support. Teachers and staff members across job categories are deeply committed and caring. A commitment to educating the whole child is evident across the district.

Forest Area's mission is to provide a nurturing educational environment, which will help our students form positive attitudes toward learning and help build effective life skills.

Forest Area Community Schools collaborate and receive support from Northwest Education Services.

### District Data:

- Enrollment :515
- Teachers: 37
- Administrators: 3
- Counselors/social workers: 3
- Paraprofessionals: 10
- Office Staff: 4
- Support Staff/Other Staff: 5
- School buildings: 2
- Foundation grant per pupil: \$9,150
- Annual operating budget (2023-2023)
  - Revenue: \$7,771,425
  - Expense: \$8,196,382

- General Fund Balance (6/30/2023): \$1,328,305
- Tax Base (2022 SEV): \$189,247,428 a portion of this
- taxable value is principal residence exempt properties \$76,632,263
- Non-Homestead Levy: 18 mills
- Debt Retirement: 1.5000 mills

**Board of Education**

Dan Smith, President  
 Chrissy Ingersoll, Vice President  
 Joanna Durfee, Treasurer  
 Krysta Beyer, Secretary

Rich Steffe, Trustee  
 Kevin Thayer, Trustee  
 Travis Tracey, Trustee

**Salary and Contract Information**

The Board will offer a comprehensive, multi-year contract. Compensation will be commensurate with the experience of the successful candidate and the requirements of the position. A preliminary salary range of \$110,000 to \$125,000 has been established.

**Application Procedure**

Interested candidates should complete and submit an online application found at <https://masb.myrevelus.com/>.

**Completed online applications must be submitted no later than 4:00 pm on November 14, 2023.** No “hard copy,” fax or emailed copies accepted. If requested by the candidate, materials will be treated confidentially through the screening process. Candidate names will become public at the time an interview is scheduled.

**Candidates are not to contact board members directly.** All questions regarding the search should be directed to Shawn Lewis-Lakin, Consultant, Michigan Association of School Boards, at 734-717-8947 or lewlakmasb@gmail.com.

**Search Timeline**

Action	Date
Application deadline	November 14, 2023
Selection of candidates to interview	November 20, 2023
First round interviews	November 27, 2023 & November 28, 2023
Second round interviews/First Opportunity for Board Selection of Superintendent	December 5, 2023
Board visitation (if necessary)	TBD
Start date	January 1, 2024



# FOREST AREA Community Schools

Meeting/Workshop/Activity	Date/Time			
Board Workshop: Planning (75 minutes)	September 19, 2023, @ 6:30 p.m.			
Launch online survey	September 20, 2023			
Stakeholder Input Sessions	Wednesday, September 27	2:00 p.m.	Bus Barn	Transportation
		3:25 p.m.	HS/MS Building Commons	HS/MS Teachers and Staff
		4:30 p.m.	HS/MS Building Commons	Parents & Community Members
		6:00 p.m.	HS/MS Building Commons	Parents & Community Members
	Thursday, September 28	3:05 – 3:50	Elementary Building Cafeteria	Elementary Teachers and Staff
Stake holder survey closes	October 8			
Board Workshop: Recruitment (75 minutes) <ul style="list-style-type: none"> <li>Report Stakeholder Input</li> <li>Develop Selection Criteria</li> </ul>	October 16, 6:30 p.m.			
Posting closes	November 14, 4 p.m.			
Board receives access to Candidate Materials	November 17			
Board Workshop: Interview Prep (90 minutes) <ul style="list-style-type: none"> <li>Develop Interview Questions</li> <li>Prepare for Interviews</li> <li>Select Candidates for Interviews</li> </ul>	November 20, 6:30 p.m.			
First Round Interviews (5-7 interviews lasting 50 minutes each with additional time for breaks and debrief)	November 27 and 28 Times TBD			
Finalist Visits to District & Final Interviews (2 finalists interviewing for 75 minutes each) Board Decision Date	December 5 Times TBD			
Superintendent on Site	January 1, 2024, or as negotiated			



**Forest Area Community Schools  
Superintendent Search  
Stakeholder Input Meetings**

<b>Date</b>	<b>Start Time</b> <i>Meetings last approx. 45 minutes</i>	<b>Location</b>	<b>Group</b>
Wednesday, September 27	2:00 p.m.	Bus Barn	Transportation
	3:25-4:10 p.m.	HS/MS Building Commons	HS/MS Teachers and Staff
	4:30 p.m.	HS/MS Building Commons	Parents & Community Members
	6:00 p.m.	HS/MS Building Commons	Parents & Community Members
Thursday, September 28	3:05 – 3:50	Elementary Building Room	Elementary Teachers and Staff

\* Teachers and staff members may attend the teacher and staff meeting which best fits their schedule. Persons who identify with multiple groups should attend just one focus group.

**All focus group participants are encouraged to also complete the online survey available at <https://www.surveymonkey.com/r/forestareasearch>.**