



Ketchikan Gateway School District

May 14, 2025

Superintendent Search Meeting #2:
Superintendent Finalist Selection

Provided by:



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A. PURPOSE OF THE INTERVIEW

To go beyond the paper candidate:

- Design questions to probe deeper into candidates' professional experience.
- Stick to gathering information about the candidate's previous experience and accomplishments directly related to the criteria you seek in a superintendent.
- Avoid asking questions for which you already have answers.

To distinguish among several candidates:

- Develop a set of questions that will be asked of all candidates to provide the Board with an objective final evaluation. Decide in advance which board member will ask a particular question in each interview. Follow-up questions can be used to clarify or expand responses.

To determine the best leader for the district at this period in time:

- Board needs to have a clear sense of its priorities, goals, expectations, and role, as well as the strengths and limitations of the district. Questions should be based on your concerns about and priorities for the district.
- Allow time for candidates to ask questions. The questions they choose to ask often give valuable additional insights about the candidates.

B. ARRANGING THE INTERVIEW

- Make sure all members can see and hear one another during the interviews
- Use Board member names tags/placards
- Board members should be fully prepared and comfortable with the interview format.
- Agree on the method of interviewing:
 - ☐ Board members ask questions in rotation, OR
 - ☐ Board President or designee asks the questions

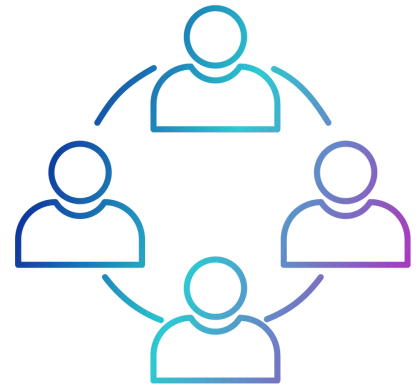


- Ensure all questions are job-related (avoid violating Equal Employment regulations and Alaska Human Rights Law).
- Treat all candidates the same.
- Identify a timekeeper (usually a facilitator) who will sit within the candidate's line of sight.

C. DURING THE INTERVIEW

The Board President will:

- Welcome the candidate.
- Introduce candidates to the board, or invite and facilitate introductions.
- Explain to the candidate the process and format to be used during the interview.
- Make sure each candidate knows the time allotted for their interview. Leave time for the candidate to ask questions of the board and provide a closing statement.
 - We recommend 60 minutes for questions with up to 10 minutes for candidate questions for the Board.



Everyone should...

- Be objective.
- Follow the established procedure.
- Keep questions job-related.
- Solicit full detailed responses instead of yes or no answers.
- Ask for explanations when unclear.
- Project positive body language.
- Take notes as necessary.



After each interview...

- Thoughtfully reflect on the candidate's answers.
- Individually identify strengths and weaknesses.
- Rate the candidate individually.

D. DEVELOPING QUESTIONS FOR THE CANDIDATES

Please see email correspondence from May 6 for link to interview question bank.

Questions you cannot ask:

- Birthplace, national origin, ancestry or race
- Age
- Religion or creed
- Political affiliations
- Fraternal organizations
- Marital status or children
- Health

Question Categories:

- General Questions
- Leadership of Staff
- Relationship with the Board
- Personnel Relations
- Student Achievement
- Curriculum and Instruction
- Budget/Financial Management
- Public Relations
- Parent and Community Engagement
- Governmental Relations
- Technology and Innovation
- School Climate and Cultural Integration



E. EXAMPLE SCHEDULE

The schedule below is a draft and example of possible engagement strategies. Final schedule and strategies are to be determined by the Board.



Monday, May 26	External candidates and search facilitator arrive in Ketchikan	
DAY ONE	Tuesday, May 27	
8:30 to 12 pm	Tour of District facilities. Could include building admin, Superintendent, BOE members, or others as available.	
12:15 to 1 pm	Lunch and Forum with High School SBA	
1:15 to 3:15 pm	FOCUS GROUPS: Superintendent candidates rotate between meeting individually with designated district focus groups. Each focus group has a host/facilitator and questions. Each focus group lasts 35 minutes with 10 minute break/transition time between.	
3:30 to 4 pm	Break/Transition to next location.	
4 to 5 pm	Staff forum with all candidates Candidates will answer questions determined through a staff survey.	Ted Ferry
5 to 6:30 pm	Dinner Break	
6:30 to 8 pm	Community forum with all candidates. Candidates will answer questions determined through community survey.	Ted Ferry



DAY TWO	Wednesday, May 28	
8 am	School Board Special Meeting convenes in Open Session. AASB Facilitator reviews the interview process with the Board.	
8:15 to 9:30 am	Board Interviews Candidate #1 <i>Candidate 2 meets with Business Office</i> <i>Candidate 3 meets with Superintendent</i>	
9:45 to 11 am	Board Interviews Candidate #2 <i>Candidate 3 meets with Business Office</i> <i>Candidate 1 meets with Superintendent</i>	
11:15 to 12:30 pm	Board Interviews Candidate #3 <i>Candidate 1 meets with Business Office</i> <i>Candidate 2 meets with Superintendent</i>	
12:30 - 1:30 pm	Lunch Break	
1:30 to TBD	Board meets in executive session to discuss candidates. Board reviews staff and community feedback.	
TBD	Board invites the selected candidate to Executive Session for contract discussion.	



F. ENGAGEMENT STRATEGIES



- **Surveys to identify Forum Questions**
 - In advance of the on-site forums and interviews, AASB will develop engagement surveys to identify and prioritize the topics and issues the staff and community would most like to hear the candidates' address.
 - One survey will be developed and distributed to the KGBSD staff for the staff forum and another will be developed and made available broadly for the community forum.
 - Both surveys will also invite stakeholders to write and submit a question for possible inclusion.
 - AASB staff will prepare forum questions based on survey results and responses.
- **Focus Groups**
 - The schedule may include focus groups where each candidate will meet with groups of stakeholders for 35 minutes, on a rotation.
 - Each focus group will have an identified host/facilitator (may be AASB staff or BOE member), suggested questions, and timekeeping support.
 - AASB staff can work with group representatives in advance to develop questions.
 - Focus groups could include: Community leaders (Assembly members & Mayor, Tribal leaders, University leadership, Partner organizations); district committee representatives, Union leadership, site councils/APCs/PTAs, students.
- **Forums**
 - The draft schedule includes a one-hour forum for all candidates to meet with district staff on Tuesday, May 27, from 4 to 5 pm.
 - The draft schedule includes a 90-minute forum for all candidates to meet with the community on Tuesday, May 27, from 6:30 to 8 pm.



- AASB staff can facilitate either/both forums, or we can support a BOE member in the facilitator role, if desired.
- **Feedback Brochure**
 - AASB staff will develop a brochure featuring candidate photos and brief bios.
 - The brochure will include space for stakeholders to provide input and feedback.
 - For those who prefer electronic submission, the brochure will include a QR code leading to an online survey (Google form).
 - AASB staff will collect brochures after focus groups and forums, and transfer feedback and input into a document for BOE members to review the following day.

G. ONSITE VISIT – LOGISTICS

- AASB will arrange flights and lodging for candidates as necessary.
- Need KGBSD support with:
 - ☐ Ground transportation
 - ☐ Focus group invitations
 - ☐ Reserving and preparing locations for focus groups and forums
 - ☐ Tech support, if needed
 - ☐ Communications around surveys, staff & community forums, board meeting public notice
- Will the district provide travel support for candidates' spouse or a family member?
 - ☐ Yes
 - ☐ No



H. REVIEW DRAFT PRESS RELEASE

Ketchikan, Alaska: The Ketchikan Gateway School District Board of Education is pleased to announce that they have selected # of individuals as finalists in the search for a new superintendent.

The Board elected to conduct a nationwide search and contracted with the Association of Alaska School Boards to facilitate the process. The Board reviewed and compared applicants and has chosen the following candidates as finalists for on-site interviews.

The finalists are:

- Name & Brief Bio
- Name & Brief Bio
- Name & Brief Bio

The finalists have been invited to Ketchikan for community engagement opportunities on Tuesday, May 27 and on-site interviews on Wednesday, May 28.

The Board intends to announce its choice of a new superintendent following final deliberations on Wednesday, May 28. The new superintendent is expected to begin July 1, 2025.

Immediate Release: May 15, 2025

