

# A New Superintendent for the Hardyston Township School District: The **Optimal** Search Process



KATHLEEN HELEWA  
EDUCATIONAL CONSULTANTS

Presented by Kathleen Helewa, Educational Leadership Consultant  
to the Hardyston Township Board of Education  
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# The Basics (this is the easy part)



## Requirements:

- School district must have a superintendent (acting, interim, permanent, shared)
- Superintendent must possess the proper certifications (School Administrator, CE)
- Conflicted Board members CANNOT participate in any aspect of the search process, nor any aspect of determining the compensation of the superintendent
- Executive County Superintendent must approve the contract between the new superintendent and the Board of Education (comparable compensation rules)
- Employment contract must be for a duration of no less than 3 years, no more than 5 years
- The Board must vote on the final appointment in public session

*...but there is much more to a successful superintendent search than that!*

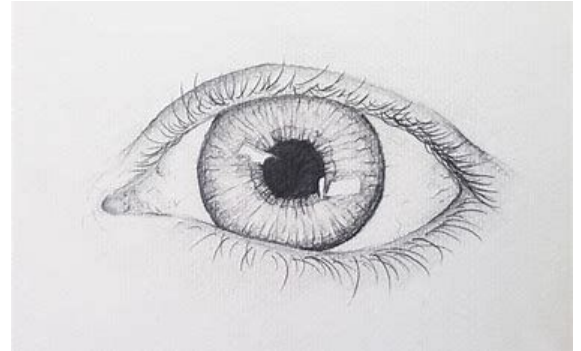
# Ensuring Transparency

Though this decision belongs wholly to the Board, your stakeholders are going to be curious and will want to know how the search is progressing!

Our first step: **We'll create a dedicated section of the District website** to inform your community of the search's progress in an informative *and* appropriate manner.

Stakeholders will be able to see and monitor –

- Position advertisement
- Timeline
- Survey and input forum notifications
- Post-survey and post-forum note of appreciation
- Number of applicants upon the application deadline date
- Interview stages
- Pre-appointment announcement

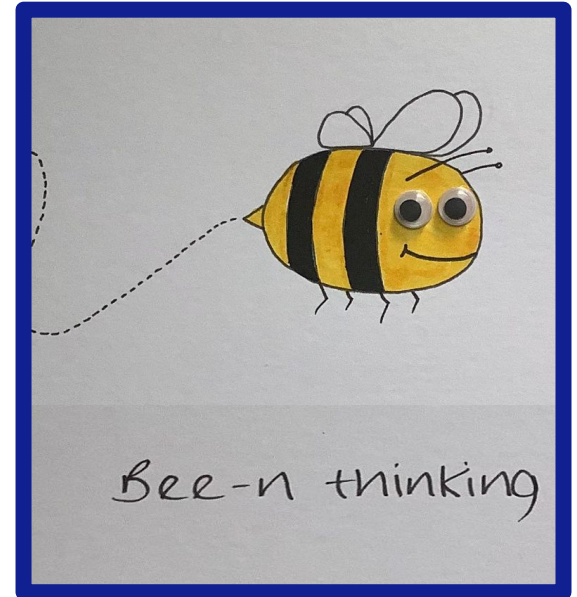


And any other non-confidential information the Board would like to share.

# What is the **HARDYSTON TOWNSHIP SCHOOL DISTRICT** looking for?

## HTBOE Decisions:

- Leadership qualities
- Areas of expertise
- Type / level of experience
- Timeline
- Estimated compensation
- Job description & policies



# What are our stakeholders looking for?

In order to know, we must ASK!

Stakeholder groups:

- School Administration
- School Teachers and Staff
- Students / Alumni
- Parents and families
- Community members: civic leaders, faith leaders, service orgs

**Commonalities among and between these groups informs the search process.**



# Methodologies for Stakeholder Input



Two effective components for stakeholder participation:

1. [Online anonymous survey](#)

Administered by the KHEC LLC, not the District. (anonymity guaranteed)

2. [In-person input sessions](#)

Small group and/or large-group discussion, facilitated by Kathy

The Board shall receive a full report detailing all outcomes of the surveys and the input sessions. We will write and agree to a [Candidate Profile](#) based on all the data from the surveys and input sessions.

# Pool Delivery



All suitable candidates will be pre-interviewed prior to the pool delivery.

I shall weigh all of the applicants based on the Candidate Profile, and prepare written notes on every candidate for the Board.

We will meet for several hours and go over the qualifications of each candidate.

**ALL application materials received will become property of the Board.**

We will look at and discuss EVERYTHING.

After careful review and robust discussion, the Board will determine how many and which candidates you would like to meet for a first interview.

Often pool deliveries take place on a Saturday morning. They last about 3 hours.

# The Interviews

Together we will create interview **questions that will be most useful for the Hardyston Township School District**. We will craft questions based on the criteria identified by the Board, and the common themes from the input surveys and sessions. We will have a rating system for Board members' use during the interviews.

An **Interview Workshop** will train the Board on how to conduct interviews properly and with confidence—so the Board will **make the very best impression on the candidates**.

- **First-round interviews:** As many candidates as interest the Board, to see if there is potential for a fit.
- **Second-round interviews:** Candidates the Board could envision working here; fewer than first round. Questions delve into each candidate's unique expertise and experience.
- **Final-round interviews:** Determines which finalist you are CONFIDENT should lead your District.

**As your Consultant, I will be present for all interviews, to greet and escort candidates, keep time & keep interviews on-schedule, ensure questions are asked appropriately, and serve as a resource. We are aiming for consensus and I can help you get there.**

# Post-selection



- The Board enters into contract negotiations with its finalist (via attorneys)
- Final contract must be approved by the Sussex County ECS
- Once negotiations have been successfully concluded, you will begin a reference check on your finalist with both supplied & non-supplied references
- The Consultant will aid the Board in identifying quality non-supplied references
- The Consultant will train the Board on how to conduct an inclusive, robust, and appropriate reference check
- If negotiations, the reference check, and the County ECS approval of the contract are all successful, the HTBOE can offer employment to the finalist, and will approve the finalist at a public meeting of the Board
- Unsuccessful candidates are thanked and notified (by consultant), prior to announcement of your new hire.

**Keep in mind** that candidates often must abide by a 60-day, or longer, notice contained in their contracts with their current employer.

**The right candidate to lead Hardyston Township Schools > any timeline!**

# Let's start off the RIGHT way!



A **Transition Workshop** soon after hire ensures that the Board and your new CSA are “on the same page” and conditions are optimal for working together.

Your Consultant will facilitate a Board Retreat to discuss

- Strategic Plan and District Goals
- Annual CSA Performance Review
- Communication Norms
- BOE and Committee Meeting Norms

*...and the new Hardyston BOE / Superintendent Team is off and running, at full capacity!*

# The Benefits to the Board

*A well-run Superintendent Search is the most empowering and immersive experience a school board can undertake. An expert guide through the process keeps the Board focused on big-picture thinking and practicalities. The team becomes re-committed to optimal governance in a new and important way.*

*I thoroughly understand and truly love the process: it is exciting, affirmative, and, when completed correctly, it is the very best professional development which a Board of Education can undertake. A robust and successful Superintendent Search unites the team and ushers in a new and happy chapter for the school district.*

# Questions?

Now or later:

Kathleen Helewa, Educational Leadership Consultant

908 642 7464

[KathleenHelewa.edu@gmail.com](mailto:KathleenHelewa.edu@gmail.com)



[Khelewaconsulting.com](http://Khelewaconsulting.com)

