

Special Meeting of the Board of Directors  
Banks School District 13  
450 S. Main Street  
November 7, 2011

*Minutes are official after Board approval*

**Special Board Session**  
**7:00 PM**  
**District Board Room**

**Board Members Present:**

Kathy Edison, Chair  
Will Moore  
Richard Bowden  
Norie Dimeo-Ediger  
Laurie Schlegel

**Administrators Present**

Jim Foster, Superintendent

**Others Present:**

Donna Herren, OSBA

**CALL TO ORDER-FLAG SALUTE**

Board Chair Kathy Edison welcomed everyone to the board meeting.

**PUBLIC WELCOME/RECOGNITION/COMMENTS**

There were no public recognition or comments made.

**APPROVAL OF THE AGENDA**

Norie Dimeo-Ediger made the following motion: "Be it resolved the Banks School District Board of Directors approve the agenda as presented." Laurie Schlegel seconded and the motion passed unanimously.

**ACTION ITEMS**

**Adoption Of The Superintendent Search Calendar**

Donna Herren, OSBA executive search consultant, handed out search manuals to the board. She recommended reviewing Sections I and II.

Ms. Herren discussed the proposed superintendent search calendar with the board, and highlighted activities included on the calendar. She said that the screening process will take 20 to 30 hours. She said the meeting on March 13 includes open and executive session and will last about two hours. Ms. Herren said that site visits originally scheduled for spring break could be done in the following week as needed. She said the calendar may be revised by the board at any time. Mr. Moore asked about the screening committee. Ms. Herren said the committee is comprised of 10 to 15 people from the staff and community. She said their job is to screen the paper applications - their job goes no further than that. It is the board's responsibility to interview and hire the candidate.

Ms. Herren said the screening, compiling board and screening committee information, brings the top 10 recommended candidates to the board. She said she recommends interviewing 5 to 7 applicants. Ms. Herren said the board can select screening committee members a variety of ways – they can hand appoint, send out notices and can also generate a list from the quality and qualifications community meetings. On January 9, the board selects the committee and adopts the qualities and qualifications. She said on the same date, an OSBA lawyer would come and discuss the superintendent's current contract and offer a written analysis. Ms. Herren recommended the board not attend staff meetings, but that one or two can attend community meetings. The board discussed the possibility of internal candidates. Board consensus was to interview internal candidates within the search process. No one gets preferential treatment but internal candidates are guaranteed a 1<sup>st</sup> interview. Ms. Herren said they would need to follow the same process with all candidates and provide the same information on all candidates to the

screening committee. Ms. Herren said that during the time the screening committee would put forth candidates, the board will be separately evaluating candidates. She said normally 80% to 90% percent of the screening committee candidates are the same as the boards. Ms. Herren said the screening committee recommends who to interview, but won't know who is interviewed until the 2 to 3 finalists are announced. She said all the screening committee sees is paper, which is 25% of the entire picture. Ms. Herren said the board screens every applicant. She said she takes the result of the board screen, the committee screen, and combines the rankings. She said a rating sheet is used that reflects the adopted qualities/qualifications. Board consensus was to hold community meetings Thursday, November 17<sup>th</sup> at 6PM and Saturday, November 19<sup>th</sup> at 9:00 AM. Ms. Herren will also hold a student leadership meeting at 1:30 PM and staff meeting at 3:30 PM on November 17<sup>th</sup>. She said there would also be an online survey available. Board consensus was to advertise the meetings by putting a notice in the FG paper and Argus and post the search calendar on the district website. The board established the main contacts for Ms. Herren at the district to be Kathy Edison and Marlo Mosser. Ms. Herren said the notice of vacancy would be posted after Thanksgiving. The board discussed putting the meeting information on the Sunset Park reader board and at Jim's supermarket.

Laurie Schlegel made the following motion: "Be it resolved, Banks School District Board of Directors approve the Superintendent Search calendar as presented." Norie Dimeo Ediger seconded. The motion passed unanimously.

The meeting adjourned at 6:51 PM.