

Superintendent Search Board Workshop 10/13/11

High School Library

7:00pm

Attendees:

ORCSD Board: Jim Kach, Krista Butts, Ann Wright, Ann Lane, Megan Turnbull, Jocelyn O'Quinn, Henry Brackett

Additional: Ken Benedictis (NESDEC), Jennifer Rief, John Collins

The meeting was called to order by Henry Brackett at 7:03pm.

Ken Benedictis stated that he has already been in contact with several people that are already interested in the position of Superintendent for ORCSD. He also stated that the purpose of this meeting is to review the timeline and deadlines for the Superintendent search process. Following the discussion on the search process, Lee has asked him to touch on how NESDEC might be able to serve the Board in conducting community forums for building trust.

Ken reviewed the agenda for the meeting. For a complete list of the agenda see the referenced agenda which is attached to this document.

- Overview of search process
- Communication
- Timeline
- Needs Assessment Process
- Announcement/Informational Letter
- Advertisements
- Screening Procedures
- Meeting of Screening Committee/School Board
- Other Matters

Ken distributed the timeline for the process (see attached) noting that the dates are flexible but definitely should be used as a guideline. The board briefly discussed the timeline for clarification on some items.

Ken then distributed the draft of the ad that will be published in Education Week, American Association of School Administrators, and any other online advertisement that the Board sees fit. (See attached as.) The Board briefly discussed the advertisement. Paragraph three was discussed as to whether the items should be changed to mirror ORCSD priorities. It was ultimately decided to put this item on the agenda at our regular meeting for discussion and approval.

Ken then handed out the announcement for Board review. (See attached announcement.) The Board discussed the announcement. Jocelyn agreed to compile the suggestions on the announcement and send to Danielle after the Board decided that they would like a paragraph added about the unique educational practices at ORCSD. It was agreed by the board that Danielle would be the appropriate person to add this verbiage.

Ken then moved to talking about the focus groups. The Board will receive a report of approximately 20 pages incorporating all of the priorities from every focus group and constituents. They will all be asked the same questions, which could consist of, "What should the new Superintendent do in his first 6-12 months?" and "What kind of skills and characteristics should your Superintendent possess?" The focus groups give the screening committee an idea of what kinds of topics to cover in questions for the new Superintendent. It also gives the Board insight as to what the community is expecting of the new Superintendent in the first 6-12 months and assist in general goal setting.

Jocelyn asked if we could covert the results of the focus group into a scoring system for the screening committee and Ken assured her that this is exactly what would the information would be used for.

Ken stated that the Board needs to develop a list of categories that would comprise the 6 focus groups and when we want to have them.

Ken then discussed the screening committee. He provided an outline of the suggested make-up of the committee (see attached document entitled *Composition of Screening Committee*.) He suggested that the Board does not do the picking. He suggested instead to have each representative group pick their own member for the screening committee. He said that this will take the negative eye off of the board as to who is chosen.

Ken briefly reviewed the remainder of the timeline.

Jocelyn asked about the screening processes and whether it would make sense for the Board to do the initial screening process. Ken recommended that because of open meeting laws it is best to let the screening committee do their due diligence with the guidelines from the focus group that are approved by the Board. When the 3-5 candidates are brought forward, the Board at that time, does have the ability to ask for more candidates to be brought forward if necessary. He explained that following the screening process the screening committee would be dissolved and the candidates would be handed over to the Board for the remainder of the process.

Jim Kach asked for clarification on which meetings will be public and which will be non-public. He expressed an interest in having all meetings public that could be and only holding non-public meetings to protect the confidentiality of the individual candidates. Ken assured him this would be done.

Jennifer Rief and Ann Wright left the meeting at 8:43pm.

Megan Turnbull suggested that Communications Committee send out letters to the individual constituents asking them to recruit members for the steering committee. The Board was in agreement. Finally, Ken discussed the Superintendent's request for NESDEC to possibly serve in the capacity as a consultant to work with the community and the Board on building trust. This topic was briefly discussed. There was some confusion among the Board as to whether Lee had selected NESDEC for this consulting position or whether this was still an issue out for bidding. Krista Butts stated that it would be great if we had everyone together already to add in a question regarding this issue. Megan Turnbull expressed a concern that we would be muddling the two processes together and that she wanted to make sure that the attention was given that was needed to the Superintendent Search. Jocelyn O'Quinn agreed with Megan and added that perhaps we should wait until the search process is complete to work on the trust issues. Ken encouraged the Board, following our discussion, to move forward with the focus groups with questions regarding the Superintendent Search and perhaps some things would bubble up anyway. These can then be captured and we can move forward with the next steps for the second part of the process. He stated that you do not want two consultants questioning focus groups at the same time, so it would be advisable if we were going to do a separate consulting process to wait until after the first of the year when the focus groups are complete for the Superintendent Search. Megan Turnbull suggested that the discussion on addressing the trust issue was not part of tonight's workshop agenda and should be placed on a subsequent meeting agenda.

Motion to adjourn was made by Megan Turnbull and seconded by Jim Kach. Meeting was adjourned by a 6-0 vote at 9:07pm.

Minutes respectfully submitted by,
Krista Butts