

Ad Hoc Superintendent Search Committee Meeting	Date: June 19, 2018 Location: DESC
Members Present	Chair: Mary Cordray Members present: Christina Gwozdz, Geri Kinton, Bill Payne, and David Striebinger; Alternates: John Dowling, Cynthia Gregory- Smalls
Others Present	Evva Anderson, and Alice Walton
Time Called to Order	3:00 pm
Action Agenda Items	
Action Agenda Item	Agenda Approval
Highlights	Committee voted to approve agenda
Committee Vote	Mr. Bill Payne made the motion to approve the agenda. The motion was seconded by Dr. Christina Gwozdz. The motion passed 5/0.
Agenda Topic	Discussion of Selection Process for the Superintendent Search
Highlights	<ul style="list-style-type: none"> Mrs. Cordray shared that she follow-up with the community member, Richard Dean who offered his services pro bono with the Superintendent Search. Mr. Dean is a retired co-founder and Principal of an international executive search firm. <p>The committee agreed to call upon Mr. Dean as a resource when needed.</p> <ul style="list-style-type: none"> Ms. Alice Walton will be the staff Advisor for this committee The committee agreed to engage in a search firm and to do a Request for Qualifications. The committee was given a draft Request For Qualification. Mrs. Cordray modified an old Request For Qualification with some input from Mr. Dean. The committee made some additional changes to the RFQ. <u>Under Services Required</u>, the third check mark was changed to read, <i>“Recruit for the position with a Board approved advertising plan, accept and screen applications and present a minimum of five finalist (providing additional candidates if necessary);</i> Under <u>Information Required From the Proposing Firm</u>, the third bullet was changed to read, <i>“The names and addresses of Districts for which your firm conducted superintendent searches over the last five year.”</i> Also under <u>Submittal</u>, July 13, 2018 was corrected. The final copy will be given to the Committee for review before it is published. The committee also discussed the possibility of hiring a Public Relations/Communications person for contractual work for this project. The thought was to have someone from the area who understood the diversity of this community and would work with the search firm.

	Mary will find out what the process would be to contract someone to handle this process, and will bring the information back to the committee.
Committee Vote	Mrs. Geri Kinton made the motion to accept the draft RFQ copy with the changes and to move forward. The motion was seconded by Mr. Bill Payne. The motion passed 5/0.
Additional Discussion	<p>Mrs. Cordray asked the committee members for the travel schedule so that if possible, meetings would not be scheduled while they were gone. If it becomes necessary to schedule meetings during travel times, the alternates would be available.</p> <p>A meeting will be scheduled to discuss the communication/public relations person plan once information has been gathered for the process. It was asked to meet at 4:30 or after, if the meetings don't follow a board meeting.</p>
Adjournment	The meeting was adjourned at 4:30

(Signature on Official File Copy) _____ Date: July 10, 2018
Mary Cordray, Board of Education Ad Hoc Superintendent Committee Chair
Minutes prepared by Robyn Cushingberry, Executive Assistant