

# **BOARD WORK SESSION MINUTES**

**November 30, 2016**

The Trustees of Shepherd School District #37 held a work session Wednesday, November 30, 2016 in the Board Room of the Administration Building. Chairman Carl Openshaw called the meeting to order at 6:30pm.

Pledge of allegiance was recited.

Members present: Jeff Branson, Jason Buyse, Russ Curry, Julie Hinkle, Jamie Mertz, Carl Openshaw, and Carl Parker.

District Clerk Janice Ripley was present for the entire meeting.

## **SUPERINTENDENT SEARCH DISCUSSION**

Mr. Don Hague from McPherson & Jacobson, LLC was present to work with the Board members on the upcoming Superintendent search process. A revised schedule was set as follows:

Stakeholder meetings 11/29/2016 and 11/30/2016

Certified Staff – 11/29	- Completed
Community – 11/29	- Completed
Administrators – 11/30	- Completed
Students – 11/30	- Completed
Classified Staff – 11/30	- Completed
Board – 11/30	- Completed

Close applications 1/3/2017

Executive session 11/19/2017 6:30pm

Interviews week of 1/30/17 – 2/3/17

Each interview is planned to take the whole day

Choose candidate 2/8/2017

Questions for the interviews were discussed and 20 were selected. After they are compiled and reviewed by the Board they will be sent to Mr. Hague for his company to put in the next step of the process.

Participant lists from the various stakeholder meetings were reviewed. The Board selected 5 – 6 people with one or two alternates to form a committee. These various stakeholder group committees will develop approximately 10 questions that they would like to ask the candidates. They will then put their perceptions of the day's candidate in writing in a sealed envelope, give to the Clerk which she will then give to the Board at the end of the interview process.

A draft of responses from the 4 questions that were asked at the stakeholder meetings was reviewed. A copy of that report will be sent to Mr. Hauge. His company will then combine it with the responses they get from the monkey survey that was posted on their web site, the school's website, and on the school's Facebook page. The final report will then be sent back and will be posted on the school's website and Facebook page.

The current Superintendent contract will be sent to Mr. Hague for his company to examine. It was suggested that when a new contract is issued it should be for more than one year. Montana does not allow more than a three year contract, but technically you need to offer more than a one year contract if you want someone to relocate for the position.

Salary for the position is to be based on the candidate's experience, and be competitive in comparison to schools of approximate size in the area.

Expenses to be considering for this process could include a gift basket in the motel room for each candidate and their spouse, cost of accommodations for interview day, other costs involved in the interview day process, and moving expenses for the selected candidate. Consideration will be given to what kind of gift basket could be assembled for each candidate, Porject Meats was a name thrown out for contacting to help with these baskets.

No action taken.

### **ADJOURNMENT**

Time of adjournment: 8:00pm.