

Capital School District
198 Commerce Way
Dover, DE 19904-3498

Board Retreat
Sunday, September 14, 2014
Administrative Office
MINUTES



BOARD OF EDUCATION

Kay Dietz-Sass, President
Matthew J. Lindell, Vice-President
Brian E. Lewis
Sean P. M. Christiansen
John C. Martin, Jr.

(A)	ACTION
(D)	DISCUSSION
(I)	INFORMATION

Board Members Present:

Mrs. Sass
Mr. Lindell
Mr. Lewis
Mr. Christiansen
Mr. Martin

Also Present:

Dr. Michael D. Thomas, Superintendent
Administrative Staff

On a motion by Mr. Lindell, seconded by Mr. Christiansen, and on a unanimous vote, the Board entered public session for reasons set forth in the agenda at 2:04 p.m. in the board meeting room.

1.01 Roll Call – Establishment of a Quorum

Mr. Martin was not present at roll call and arrived at 4:55 p.m.

On a motion by Mr. Lindell, seconded by Mr. Christiansen, and on a unanimous vote, the agenda was amended to move 1.02 Strategic Planning to follow Superintendent Evaluation Process.

1.02 Interview Process, Hiring Process, Exit Interviews

The following items were discussed:

- Administrative interviews – as part of the initial interview, candidates will conduct a PLC with interview committee which will be rated as part of scoring for candidates that are to be interviewed by the board
- Develop rubric for interviews for both initial interview and board interview
 - Mr. Lindell and Mr. Martin will meet with Dr. Thomas to develop rubric
- With regards to scoring candidates, consider the possibility of dropping both the highest and lowest scores to retain consistency in some interview processes
- Offer teachers/staff an exit survey through both an online system and shortened paper copy for employees to complete as part of exit checklist

1.03 Negotiation Process

The board requested the following items be included in the negotiation process:

- Develop a parameter process for negotiations
- Creation of a schedule for briefings to the board

1.04 Budget Hearing Process

Budget hearing process will be established as follows:

- Develop a process for budget presentation
- Present final budget at December board meeting and schedule board approval of final budget at January meeting
- Schedule a public workshop session between December board meeting and January board meeting

1.05 Superintendent Evaluation Process

Dr. Thomas will meet with Mr. Lindell and Mr. Martin to refine Superintendent Evaluation Process.

1.06 Strategic Planning

Strategic Planning will move forth as follows:

Conduct a Request for Proposal for Strategic Planning services and report back to the Board. Mr. Christiansen will serve on Strategic Planning Committee.

1.07 Adjournment

Adjournment

On a motion by Mr. Lindell, seconded by Mr. Martin, and on a unanimous vote, the meeting was adjourned at 6:40 pm.