

MINUTES OF THE SPECIAL MEETING/WORK SESSION FOR THE PURPOSE OF OUTLINING THE SUPERINTENDENT SEARCH PROCESS WITH THE ISBA

**POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
BOARD OF TRUSTEES**

**Sapphire Room at the Riverside Hotel – Boise, Idaho
Wednesday, November 12, 2014
4:15 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair
Jackie Cranor, Vice Chair
Dave Mattson, Clerk

Jim Facer, Assistant Treasurer (Excused)
Paul Vitale, Member
Mary M. Vagner, Superintendent

OTHERS PRESENT:

Karen Echeverria, Executive Director, Idaho School Boards Association
Misty Swanson, Associate Executive Director, Idaho School Boards Association
Christine Donnell, Contracted Services through ISBA

Welcome, Call to Order and Statement of Purpose

Chair Gebhardt welcomed everyone and called the Special Meeting to order at 4:15 p.m. in the Sapphire Room at the Riverside Hotel and said the purpose of the meeting was to outline the Superintendent Search Process with the ISBA.

Outline the Superintendent Search Process with the ISBA

Ms. Donnell distributed a sample Statement of Qualifications and Responsibilities for Superintendent Pocatello/Chubbuck School District. The Board members worked through the document and were in agreement with the items presented. The Board agreed that a Master's Degree was adequate but preferred that candidates should have prior experience as a Superintendent but were not concerned about the size of the District. The Board expressed a desire that candidates should have prior classroom experience. The Board agreed that candidates should have qualifications in line with the District's Vision and Mission, Continuous Improvement and District Work. The Board strongly agreed with the following two questions: "Should the superintendent demonstrate experience in dealing with parents, staff, and community members?" and "Should the superintendent lead the supervision and evaluation for all staff to meet District goals?" The Board discussed the importance of the superintendent having a strong understanding of the Idaho Core Standards to ensure appropriate implementation. The Board agreed that the following two abilities were critical for the next superintendent: "Should the superintendent demonstrate knowledge of assessment on a local and state level?" and "Should the superintendent demonstrate a firm understanding of budget and revenue documents and speak knowledgeably on general aspects of District budgeting?" The Board agreed with all of the personal qualities that were presented and expressed the importance of the new superintendent to have "a friendly, approachable manner and good people skills". Ms. Donnell presented an in-depth document relative to the character expectations for a superintendent. The Board emphasized the importance of the superintendent keeping the Board informed of the operations of the District and having well developed communication skills. The Board agreed it wanted someone who would be clearly involved in the community; someone who would not rest "where we are"; someone who had multi-year visioning capabilities; someone who would be a leader for the District and the region; knowledgeable of implications of future actions; legislative awareness; team leader; respected; fair and consistent; someone who knows where "we are" going; ability to maintain coolness under pressure; a sense of humor and effective human relations skills. The Board stated it would expect the new Superintendent to adhere to the District's Vision and Mission and Strategic Plan and that the new superintendent should relate well with students and teachers and would be a visible presence in the schools. The Board agreed it wanted someone who had been a teacher and who understood teachers, was a listener, an operational manager and someone who would work well with the media and was transparent. The Board agreed it wanted someone who had skill in negotiations; who built relationships with the Union; instructional leadership; a strong commitment to ethical behavior; someone who had the skill to listen to various input to bring things together to move forward; a risk taker; one who would grow professionally and who

would grow the District; someone who could advance the need for levy election success. The Board discussed a desire for community involvement in providing input to the characteristics of a new superintendent and to involve the community in meeting the final candidates. The Board agreed to have the administration send a survey to a segment of the community as to their perspectives. Each Board Member was to provide the superintendent with a list of 10-15 people in the community that should be surveyed. Ms. Swanson was asked to provide a sample survey that could be used to solicit the information from the community. The Board reviewed a preliminary salary analysis that was provided by Ms. Swanson and asked if she would provide more detailed information following the meeting. The Board agreed that the salary range should be advertised at \$115,000 – \$130,000. The Board discussed the current reality that the range was low. Ms. Swanson requested that Ms. Vagner send her a list of any additional benefits she received. Ms. Donnell did a final review of the document provided by Ms. Swanson and the Board was in agreement with the content. Ms. Swanson described the marketing that would be underway within the next few days.

Adjourn

Chair Gebhardt adjourned the Special Meeting/Work Session at 4:15 p.m.

APPROVED ON:

20 January 2015

BY:

Jemie Gebhardt
Chair

ATTESTED BY:

[Signature]
Clerk

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees