

**MINUTES OF THE SPECIAL MEETING/WORK SESSION FOR THE PURPOSE OF DISCUSSING ISBA  
CONTRACTED SERVICES**

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

**Superintendent's Office at the Education Service Center  
Tuesday, October 28, 2014  
1:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

|                                |                                |
|--------------------------------|--------------------------------|
| Janie Gebhardt, Chair          | Jim Facer, Assistant Treasurer |
| Jackie Cranor, Vice Chair      | Paul Vitale, Member            |
| Dave Mattson, Clerk (by phone) | Mary M. Vagner, Superintendent |

**OTHERS PRESENT:**

Karen Echeverria, Executive Director, Idaho School Boards Association (by phone)  
Misty Swanson, Associate Executive Director, Idaho School Boards Association (by phone)  
Christine Donnell, Contracted Services through ISBA  
Rena Johnson, Board Secretary

**Welcome, Call to Order and Statement of Purpose**

Chair Gebhardt welcomed everyone and called the Special Meeting to order at 1:30 p.m. She said the purpose of the meeting was to discuss ISBA Contracted Services for the purpose of hiring a Superintendent and to Convene a Special Meeting for the purpose of Taking Action on Contracted Services.

**Discuss ISBA Contracted Services for the Purpose of Hiring a Superintendent**

Ms. Vagner said included in the packet was a list of services provided by the ISBA relative to a Superintendent Search, a draft timeline outlining the steps involved in the search process, a community forum outline for Board consideration and a sample Superintendent Application from a neighboring School District. Ms. Swanson said the ISBA offered several options depending on how much the Board wanted the ISBA to do. She said the first option provide services for the marketing and opening of the position. She said that would include the drafting of a brochure like the one that was included in the packet. She said the application brochure would be sent out and marketed across the nation. She said the second option included the marketing piece and also included assistance with the Superintendent Search including reviewing applications, drafting interview questions and assisting in the interview process. Ms. Donnell said this piece was helpful because there were certain questions that could and couldn't be asked during an interview and also helped to make sure the Board was asking the right questions. Ms. Swanson said the third option included coaching to help the new Superintendent in the transition process. Ms. Cranor asked who would conduct the background checks. Ms. Swanson said the State Department of Education was responsible to conduct the background checks, but the ISBA would coordinate with the SDE. Ms. Vagner said Option 2 also included reference checking. Ms. Swanson said that was correct and Ms. Donnell did an amazing job with reference checking. Ms. Vagner said it was a good idea for the Board to do a site visit of the top candidate's current place of employment. She said two Board members could be assigned to conduct the site visit. She said the prime hiring season for Superintendents began in February. She said the Board should have screened applicants and started interviewing applicants by that time. Ms. Cranor said she was concerned with announcing any candidates prior to the Supplemental Levy Election and thought the Board could still find a qualified candidate in March. Ms. Gebhardt said if the prime time to hire a Superintendent was in February then that was the timeline the Board should go with. Mr. Mattson said he did not see any problem with announcing a candidate prior to the Levy Election. Ms. Donnell said Superintendents had to sign Contracts by February and the Board would have to make a decision by then. Ms. Vagner said Superintendents know if they are looking for a job and start looking in December as Contracts are signed in February. Ms. Gebhardt asked Ms. Cranor if she was worried that announcing candidates would have a negative impact on the levy. She said she thought it could be a positive. Mr. Mattson said he thought it would have a positive impact on the levy if the community knew what to expect with a new Superintendent. Ms. Vagner said if the Board believed that announcing any of the candidates would be detrimental to the levy it could choose to delay the announcement, but announcing earlier could provide a feeling

of stability for the community. Ms. Gebhardt asked who would be on the selection committee. Ms. Donnell said School Boards were elected by the public and the greatest role the Board had was hiring a Superintendent. She said if the Board expected a Superintendent to be accountable to them then it had to do the hiring itself. She said the Board's role was to establish itself as the employer. She said the Board could provide direction as to how any committee was convened, how many should participate, how often they should meet and any questions that should be asked by the committee. She said the committee should have a trained leader that was a good facilitator who would not influence the committee's decision. She said the facilitator would only keep the group on task. She said if the Board asked the community for any qualifications it would want in a Superintendent then it should be prepared to use those qualifications in its search and selection of a Superintendent. She said expectations could be clearly communicated to a community focus group if the Board chose to do so. She said the ISBA would develop any questions, make introductory remarks and would handle Q&A and exit questions. She said the purpose of the focus group was not to debate or problem solve and was not a promotional opportunity but was intended to involve the community in how the position would be marketed. Ms. Vagner said the District had a group called the Key Communicators that met monthly to discuss District related issues and were very knowledgeable of the District's needs. She said the District could have an open house for the public to meet and greet candidates prior to the Board conducting interviews. Ms. Donnell said it was important to remember that some candidates may not be willing to participate in a meet and greet if they had not notified their current employer. Ms. Swanson said the ISBA would get started on a brochure once the Board decided on a service option. Ms. Vagner said she would have Ms. Allen and Dr. Howell work with the ISBA on drafting the brochure. Ms. Swanson said the brochure could have broad and general qualifications or could include more specific qualifications if the Board wanted to wait for input from any community group. She said it was important to get the application brochure out by November or early December. Ms. Vagner said she was willing to mentor the new Superintendent once the Board made its selection if the Board wanted that to happen.

#### **Convene Special Meeting to Take Action on Contracted Services**

Chair Gebhardt Convened the Special Meeting at 2:01 p.m. and called for a motion regarding the proposed contracted services. A motion was made by Ms. Cranor and seconded by Mr. Vitale to select Option 2: Marketing + Superintendent Search through the ISBA with the option to add additional services if needed. The voting was unanimous in the affirmative.

Ms. Vagner said the Board could request that Ms. Swanson prepare a tight timeline of what needed to be done, when it had to be done and who was responsible to do it. She said the ISBA would also prepare an outline for the discussion as to what the Board wanted in a new Superintendent. Ms. Gebhardt asked Ms. Swanson if a list of qualifications could be prepared and provided to the Board for discussion at the November 11, 2014 Work Session. Ms. Swanson said she could. She said she would also make sure the ISBA's legal department prepared a Memorandum of Agreement regarding services and costs for Board approval.

#### **Adjourn**

Chair Gebhardt adjourned the Special Meeting for Action at 2:12 p.m.

**APPROVED ON:**

20 January 2015

**BY:**

Jenie Gebhardt  
Chair

**MINUTES PREPARED BY:**

[Signature]  
Secretary, Board of Trustees

**ATTESTED BY:**

[Signature]  
Clerk