

**BROOKWOOD SCHOOL DISTRICT 167
SPECIAL BOARD MEETING – OCTOBER 29, 2012
BOARD ROOM - ADMINISTRATIVE & DIAGNOSTIC CENTER**

I. CALL TO ORDER

A special meeting of the Brookwood School District 167 Board of Education was called to order by President Melinda Plott at 6:00 p.m.

Following the Pledge of Allegiance, roll call was answered by
L. Wheeler, S. Brunson, C. Pettis, M. Plott, and A. Taylor

5 Present
2 Absent

Absent: D. Birmingham, J. Dixon

II. CITIZEN'S COMMENTS

None

Mr. Dixon arrived at 6:07 p.m.

III. PRESENTATIONS FROM SUPERINTENDENT SEARCH FIRMS

IASB—Donna Johnson:

Donna Johnson presented an overview of the Superintendent search process. Mrs. Wheeler asked Ms. Johnson if it was normal for the Superintendent to be present at this meeting. Ms. Johnson responded that it is an open meeting and everyone is welcome.

The IASB did the superintendent's search in District 167 nine years ago when Mr. Racz retired and Dr. Hollich was hired. Ms. Johnson stated that selecting a new superintendent is the most important job the Board of Education will do. The District is a member of this association and they work to find the best candidate.

Advantages of using IASB include:

- The search is customized to the individual district. Everyone's opinion counts.
- IASB advertises the position and accepts the applications.
- IASB sets up the interview process.
- IASB will give the Board a "will not exceed" cost for the search.
- When the search is over, IASB continues to offer support through team building workshops with the new Superintendent.
- IASB is a member of the National Superintendent Search Association.
- If the hiring Board is not satisfied with the candidate, the search will be reopened at no extra charge.
- IASB's reputation is based on the district's satisfaction.
- IASB did 62% of all searches in the State of Illinois.

Ms. Johnson reviewed the steps in hiring a new superintendent:

- Ms. Johnson is the consultant who will work closely with the Board President. However anyone can call her.
- The Board approves the timeline. Advertising starts right after the Board approves the contract with IASB.
- She anticipates negotiating and offering a contract to a candidate around the end of February or the first of March.
- Ms. Johnson will assist the Board in developing the announcement of the opening.
- If the Board desires, they can get input from the community and staff and they can also survey the community and staff. The same survey would be used for the Board, community and staff. IASB will assist with this process.
- Focus groups will be held. The Board will identify who should be grouped together in a focus group. Focus group members will give their ideas and input, but they do not get to be on the interview team.
- IASB will collect the applications and verify credentials and certifications. They will also interview candidates and narrow the field of applicants.
- IASB will develop a list of 4-6 candidates for the Board to interview and develop a schedule for these interviews which would last approximately one hour each.
- All meetings will be held in open session. The finalists will be presented in closed session.
- Mock interview sessions can be held with a retired superintendent if the Board desires.
- The Board can make site visits to the finalists. The entire Board can visit or they can appoint a committee from the Board to visit.
- The cost for the IASB superintendent search, which includes focus group interviews, is \$9,000.
- Ms. Johnson estimated that there would need to be approximately four Board meetings and tonight's meeting would be the first of the four.

B.W.P.—Tom Mullins, Patricia Wernet, Sheila Harrison-Williams:

The team gave a brief history of B.W.P. & Associates. B.W.P. is the result of a merger of three firms and is now a nation-wide firm. They indicated that what sets them apart from IASB is that they can go out and recruit applicants. They stated that their procedures are similar to IASB and the Board is in charge at all times.

They reviewed the steps in hiring a new superintendent:

- They interview constituents that the Board identifies and develop a leadership profile.
- They conduct confidential face to face interviews with Board members to determine what qualifications Board members feel are important in a new superintendent. All interviews take two days.

- They develop an on-line survey for parents which would be posted on the district's website.
- They post the position, recruit applicants, and collect applications.
- They link the B.W.P. website to the district's website.
- The posting will mirror the leadership profile.
- B.W.P. conducts initial interviews.
- The Board will interview 6 finalists. Two semi-finalists will be selected and one chosen as superintendent.
- B.W.P. will assist the Board with interview techniques to prevent them from asking any illegal questions. B.W.P. can ask anything during the screening process.
- Internal candidates are possible.
- They anticipate 50-60 applications on average.
- They suggested two Board members do the site visits. The Board members would be selected by the Board President.
- They anticipate that the profile should be finished by December 1st.
- They anticipate offering a contract to the candidate by March 1st.
- They anticipate that there will need to be three Board meetings. Some of the work can be accomplished at a regular Board meeting in closed session.
- The cost for the superintendent search is \$12,000 base price plus expenses estimated at approximately \$2,000.
- They don't recommend placing a national advertisement as it's very expensive. The district can post the vacancy on the IASA website because Dr. Hollich is a member of IASA.
- Sheila Harrison-Williams stated that she would be happy to mentor the new superintendent as she is a superintendent in a neighboring district.

School Exec Connect—Linda Hanson, Robert Hanson, John Sawyer:

The team gave a brief overview of their firm and stated that they will complete the search on time and within budget. If they don't do the job the way the Board expects, the district will get a refund. However, they stated they have never had to give a refund and they have a 95% success rate.

The team reviewed the steps in the superintendent search:

- They conduct 6-10 focus groups.
- They conduct a survey. Everyone (teachers, staff, community members) has an opportunity to be involved. The Board selects the questions for the survey.
- They post the survey results on the website.
- The Board will decide if the search will be an open search versus a confidential one.
- The firm looks at all candidates. Internal candidates are treated the same as all others.
- The firm will recruit candidates, both regionally and nationally, that match District 167's profile.
- The firm estimates approximately 40 candidates.

- They will do a paper screening on the candidates, do a google search, check references and use networking for checking references, and interview the candidates face to face.
- They will select 5-6 candidates for the Board to interview.
- 2-3 semi-finalists will be selected.
- Committee interviews of the semi-finalists will be conducted.
- During the committee interviews, it was suggested to ask the candidate to give a ten minute presentation on the topic of his/her choice.
- The Board will meet for an informal dinner with each finalist.
- The team stated they would select 14 references from the candidate’s district and ask each Board member to call 2 of those references. The team will help the Board develop sample questions.
- The firm will give the Board a report on each final candidate.
- The cost for the superintendent’s search is \$11,900 all inclusive.

The Board discussed the merits of each firm. It was decided that the Board will think it over. Mrs. Plott will contact the Board via email by November 5th to determine which firm they want to hire. The hiring of a superintendent search firm will be an action item on the November 12, 2012 Board agenda.

IV. CITIZEN’S COMMENTS

None

V. ADJOURNMENT

The meeting adjourned at 9:10 p.m.
Dixon/Taylor

Meeting
Adjourned
All AYE

Deborah M. Young
Recording Clerk

Secretary

President