

SPECIAL CALL PLANNING MEETING WITH SEARCH FIRM CONSULTANTS MARCH 24, 2004

The Board of Directors of the Davenport School District in the Counties of Scott and Muscatine, State of Iowa, met for a Special Call Planning Meeting with search firm consultants on Wednesday, March 24, 2004, pursuant to law and the rules of said Board. The Board met in the Community Room #201 at the Kimberly Center, 1002 Kimberly Road, Davenport, Iowa.

President Susan Low called the meeting to order at 6:15 PM, after attempting to arrange a telephone conference call with Director Zamora. The conference call was made to allow Director Zamora to be in attendance at the board meeting while she was out of town and she had requested to use the telephonic option. After several unsuccessful attempts were made to use the speaker phone, Director Zamora talked briefly with President Low via phone and consented to have the meeting go ahead without her being in attendance. On roll call the following members were present: President Susan Low; Directors Richard Clewell, Nikki DeFauw, Alan Guard, Larry Roberson, and Timothy Tupper. Absent: Director Patt Zamora. Three consultants from the firm of McPherson & Jacobson were also in attendance for this meeting. They were Dr. Thomas Jacobson, Dr. Steve Williams, and Dr. Leslie Huth.

BOARD SUPERINTENDENT PLANNING SESSION

Drs. Jacobson, Williams, and Huth facilitated the board planning session designed for board members to plan for the process to use in superintendent search. The purpose of the meeting was to give board members an opportunity to come together and talk about the search process. There were several activities that gave the Board time to brainstorm and identify characteristics of a new superintendent, identify stakeholders who would provide input in the selection process, establish timelines or target dates, and determine advertising venues.

Dr. Williams talked about the background of the search firm and expressed appreciation for being chosen to assist the Board in the search process. The names of the finalists will be released when and where the Board decides this will be done. The firm will gather data, do behind the scenes investigation and screening, and bring forth candidates for the Board to interview. After checking calendars, it was decided to hold candidate interviews the week of May 24. The candidates will be here during one of the days during that week, will be involved in interview sessions, and board members may have a meal with each of the candidates and their spouses. There is information out now on the firms' website and there is some interest. Board members talked about what advertising to use and recommended running advertisements for three weeks in *Education Week*, AASA publications, and also using web sites.

There will be community meetings organized around the locations of the three high schools to allow teachers, students, support staff, administrators, and community members an opportunity for input. The Board wants an open invitation to anyone who is interested in sharing their opinions. Board members were asked to provide the names of five people who they wanted specifically to be invited to the community groups. They can give the names to the board secretary and she will forward a data base to the firm who will mail the invitations.

The Board talked about the dates to conduct the community meetings. The meetings will be held April 7 and April 8, 2004 and will include various groups of people who will provide input. Rachael Mullins was asked to work with DavenportOne and set up a meeting with business people during that time period. Dr. Jacobson explained at the meetings they will introduce the process and then ask the participants to answer three questions. A form will also be provided for those who are unable to attend the meeting and it will be posted on the District web site from April 9 through April 12 at noon. Rachael will work with Tom Wagner to set this up with a link on our web site. Dr. Jacobson said they really wanted to meet people face to face, but they also want to provide everyone the opportunity to participate.

Dr. Jacobson recommended that members of the student council be invited to meetings in the buildings so they can hear from the students' perspective also. There will be a separate report to the Board with information gathered from the web site. The firm wants to meet with many groups such as administrators, students, teachers, support staff, parents, and other community people. If the high schools are used for the meetings, then people from the feeder schools can go to those meetings closest to their buildings. We need to have a special time in the morning and after school for the teachers to be able to participate. We can work with the DEA but all teachers should be invited to give input, not just the ones in the association.

Dr. Jacobson talked about interview sessions with candidates and they will look at a teachers' group of about 8 to 12 to meet with the candidates. There should be other people included from support staff also in the interview sessions. There will be a report back to the Board on April 14 at a Special Call Meeting at 6:00 PM dealing with interview procedures, schedules, compensation, and other issues. It was determined that April 30, 2004 will be the closing date for applicants. Then the firm will come back on May 11, 2004 at 6:00 PM for an Executive Session to review candidates with the Board. This session will be about two to four hours and will be closed as allowed by the law to enable the Board to look at personnel records. The firm will provide the Board with a printed calendar outlining events and meetings. The link to the web page input form will be closed at noon on April 12. This information from the web site and community meetings will narrow the focus.

The Board took a break from 7:15 to 7:25 PM and returned to do brainstorming activities concerning the most important traits of a superintendent. The ideas were summarized and the top five will be used in the application. They talked about the compensation package briefly and we will need to advertise a range. The salary will be highly competitive to other districts, and the firm will bring back more information to the Board on this topic including deferred compensation packages. Director DeFauw asked about getting a weekly report in the board packets. Information should be sent to the board secretary on each Friday.

ADJOURNMENT

President Low thanked board members and the consultants for attending the meeting and declared the meeting adjourned at 8:25 PM.

Linda Smith Kortemeyer, Board Secretary