

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION
OF DISTRICT 497, HELD IN THE LAWRENCE PUBLIC SCHOOLS
INTERACTIVE TECHNOLOGY CENTER,
EDUCATIONAL SUPPORT AND DISTRIBUTION CENTER,
110 McDONALD DRIVE, IN THE CITY OF LAWRENCE**

January 4, 2016

CALL TO ORDER

At 4 p.m., Board President Vanessa Sanburn called to order the special meeting of the Board of Education for the purpose of beginning the superintendent search process by identifying key characteristics, establishing timelines and stakeholder groups, and finalizing the process McPherson & Jacobson, LLC will use in the search.

APPROVAL OF AGENDA

Upon a motion by Shannon Kimball, seconded by Kris Adair, the board voted, in a unanimous voice vote, to approve the agenda as published.

ROLL CALL

<u>Board Members Present</u>	<u>SAT Members Present</u>
Vanessa Sanburn, president	Julie Boyle, director, communications
Marcel Harmon, vice president	
Kris Adair	
Jessica Beeson	
Jill Fincher	
Rick Ingram	
Shannon Kimball	

Others Present (Including Administration and Staff)

David Cunningham	Paula Meuffel	Paula Murrish	Shane Heiman
Thomas Jacobson	Howard Shuler	Von Lauer	

NEW BUSINESS

Details of Search Process

Reviewing a proposed calendar submitted by McPherson & Jacobson, the Board of Education reached consensus around the following schedule for the search process: Begin advertising the position on January 5; Host stakeholder group meetings January 13-14; Board of Education meeting to review stakeholder input, select interview questions, determine interview schedules/procedures and compensation parameters/contract and identify stakeholder group chairs on January 25; Applications close February 16; Special Board of Education meeting for consultants to review candidates with the Board, the Board to select finalists and finalize interview questions and the interview schedule on February 29' and Interviews with finalists the week of March 21.

Following a brief discussion with McPherson & Jacobson consultants, the Board of Education reached consensus around advertising the superintendent position with school board associations, administrator associations, McPherson & Jacobson and K12JobSpot.com, and to authorize payment of nominal fees to advertise with AASA, Education Week, National Alliance of Black School Educators and the Association of Latino Administrators and Superintendents.

New Business ~ Details of Search Process (Continued)

The Board reviewed a draft list of district and community stakeholder groups and reached consensus on a schedule of meetings on January 13-14 to gather input from high school students, certified and classified staff, building administrators, district administrators, parents and community members. The board agreed to host evening public input sessions at each of the middle schools and an opportunity for community members, especially business community members who may be available to participate during the workday, to meet during the lunch hour.

Consultants invited board members to make a list of skills, qualities and characteristics they desire in a superintendent. Board members shared their lists, combined similar suggestions, and then ranked the top five characteristics, which emerged as follows:

- Possesses educational and motivational leadership skills, with the ability to incorporate a “team approach” to the decision-making process and a willingness to delegate responsibility utilizing accountability strategies. Committed to academic excellence with the ability to recognize and develop professional talent.
- Has the ability to identify strengths of others and build upon those strengths and develop collaborative relationships. A positive team builder with ability to delegate and create a climate for positive risk-taking. Possesses excellent communication skills; be a good listener.
- Support the equity initiatives in place in the district. Continue to seek ways to decrease the achievement gap, and increase staff diversity.
- Student centered advocate with a vision dedicated to implementing programs and activities designed to advance student achievement.
- Welcomes and embraces transparency. Has the ability to collaborate with all stakeholders, and be visible and involved in the community.

ADJOURNMENT

At 5:47 p.m., Board President Vanessa Sanburn adjourned the special meeting of the Board of Education.

Janice E. Dunn
Clerk, Board of Education