

**MINUTES OF THE 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**

August 28, 2017

CALL TO ORDER

At 7 p.m., Board President Shannon Kimball called to order the regular meeting of the Board of Education.

APPROVAL OF AGENDA

Upon a motion by Vanessa Sanburn, seconded by Jill Fincher, the board voted, in a unanimous voice vote, to approve the agenda, as published.

ROLL CALL

| <u>Board Members Present</u> | <u>ELT Members Present</u> |
|-------------------------------------|---|
| Shannon Kimball, president | Anna Stubblefield, superintendent of schools |
| Jessica Beeson, vice president | David Cunningham, executive director, human resources/chief legal counsel |
| Jill Fincher | Julie Boyle, executive director, communications |
| Marcel Harmon | Samrie Devin, director, human resources |
| Rick Ingram | Dawn Downing, deputy clerk |
| Melissa Johnson | |
| Vanessa Sanburn | |
| | |

| <u>Others Present (Including Administration and Staff)</u> | | | |
|---|-------------|-----------|--------------|
| Alan Hollinger | Kelly Jones | Stan Roth | Gary Schmidt |
| Elvin Jones, LJWorld | | | |

DISCUSSION & INTERVIEWS

The board listened to presentations regarding their proposal to provide superintendent search services from Hazard, Young, Attea & Associates, Ray & Associates and School Exec Connect.

Each firm shared a 20-minute presentation about its team of consultants, history and reputation, search process and base fee. All quoted base costs were within \$18,500-\$23,500, with options to add other fee-based services to the contract.

The board probed the firms about their process for community engagement, including gathering feedback from diverse voices. They asked about the firms' marketing and recruiting strategies, including whether they work from a pool or recruit candidates that best fit the board's and community's desired characteristics of a superintendent. Board members inquired as to how the firms vet candidates, including their digital presence, and whether the board could review all applicants and own all application

materials when the search concludes. All firms offer a successful placement guarantee and provide services beyond the search, such as assistance with contract negotiations and the transition.

Board President Shannon Kimball and Vice President Jessica Beeson conducted reference checks on the three search firms. "Generally speaking, we received good references for all three firms. There were no concerns or red flags raised," said Kimball.

After having received large amounts of materials and having heard three presentations with all of the firms offering like services and similar responses to their questions, board members decided to wait until the September 11 meeting to choose a search firm.

The board asked all three firms for recommendations regarding the search timeline and decided to move forward with search planning, community engagement and the development of a candidate profile prior to Winter Break. New board members elected in November and seated in January will then be able to participate during the interview process. The board plans to hire the district's next leader in February.

It was determined that if any board member had additional questions or needed more clarity on a specific issue, they needed to contact David Cunningham. At this time, Mr. Cunningham will be the point person between the board and the search firms.

Mr. Cunningham explained that based on the timelines proposed by the search firms, regardless of the search firm chosen on September 11th, they will not want to wait until October to start this process. President Kimball therefore asked all board members to look at their schedules and to let Dawn Downing know of any dates they are not available between September 12- 29, in order to be prepared to schedule future meeting planning dates.

ADJOURNMENT

At 9.00 p.m., a motion was made by Vanessa Sanburn, seconded by Jessica Beeson, to adjourn the regular meeting of the Board of Education. The motion passed by a unanimous voice vote.

Dawn Downing
Deputy Clerk, Board of Education