

SPECIAL MEETING MINUTES – BOARD OF EDUCATION
 REDFORD UNION SCHOOLS, DISTRICT NO. 1
 October 19, 2009

Regular Meeting
 10/19/09
 Call to Order

A special meeting of the Redford Union Board of Education was held October 19, 2009, at Redford Union High School, 17711 Kinloch, Redford Township, Michigan, 48240. President Gubachy called the meeting to order at 7:00 p.m.

Present: Brenner, Caloia, Calvert, Gubachy, Wierimaa, Wujcik
 Absent: Isabell

Roll Call

MOVED by Caloia, seconded by Brenner , to approve the October 19, 2009 agenda as presented. Ayes: All. Motion Carried.

Adoption of Agenda

Michigan Association of School Boards was represented by Marie Miller who explained the Superintendent search process as a very exciting time but a lot of work on the part of the Board of Education. It is one of the most important jobs of the Board to select a Superintendent and the educational leader for the district. MASB has many things to offer as the search consultant. Miller explained that she would be the search consultant if MASB is chosen. A Superintendent search can also help the Board on their consensus building skills with a focus on student achievement, vision and mission for the district. One of the first things that is done is to sit down with the Board and determine the needs of the Board. MASB works for and with the Board and it is their search. The first thing the Board will do is complete an individual profile of what you would like to see in a new Superintendent and develop a timeline. The timeline for a normal Superintendent search is 13 weeks but can be shortened up by posting of the position for a shorter period of time. Miller would expect to see between 16 and 18 applicants with few applicants from outside of Michigan. MASB will prepare a brochure for you, do all of the mailing, does all the correspondence so that the Board can do all the work of selecting the Superintendent. An important part is to get the community input, to explain the process and to get their input on the strengths of the district and what they would like to see in a new Superintendent. Should the district need an interim Superintendent, MASB would help supply that person at no additional fee. MASB will take care of all the advertising, they will advertise throughout Michigan and part of a national search network. They do mailing, electronic mailing and use postings to professional organization boards to get the word out there. The MASB takes pride in the transparency of the process and they help guide the Board through that process. MASB helps provide the script for the interview process so all candidates are asked the same questions. MASB takes the responsibility of contacting all candidates to assure confidentiality for the candidates. There are two to three workshops for the Board provided by MASB. There will be public interviews, site visits and reference checks. After the Superintendent is hired there will a transitioning workshop for the Board and new Superintendent. MASB has a guarantee that if the Superintendent leaves within the first year the MASB will do a second search at no additional fee. Included in the cost would be attendance to one MASB conference for the new Superintendent and one Board member. Each Board member will receive 25 hours of professional development hours by being part of this search process. The cost would be \$8,000 with expenses

Presentations
 MASB – Marie Miller

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MOVED by Wierimaa, seconded by Caloia to take a 5 minute break. Ayes: All. Motion: Carried.

Thomas D. McLennan & Associates. Tom McLennan introduced himself and noted that there would be a reduction in the fee from \$6500 to \$6000 on the fee schedule. McLennan spoke of the last two searches he did in Taylor and Dearborn. McLennan spoke of the steps in the process of doing the Superintendent search. The Board needs to identify the characteristics of the Superintendent they are looking for. Regardless of the number of selection processes it takes there will be no additional charge. McLennan does three different types of searches. The first would be a traditional search that would take 3 to 4 months with the expectation of completing the selection process by the middle of April or the beginning of May. The expedited search would be done when a Board wants to speed up the search to 2 months. McLennan writes a letter and includes it with a brochure of the district. The letter and brochure are sent to every Superintendent in Michigan and ask if they are interested or have anyone in their cabinet that would be interested. McLennan also sends it to selected Superintendents in Ohio, Massachusetts, Illinois, Indiana, and Wisconsin. The posting is also put on the AASA website in California which is nationwide. The process is one of being patient and searching. McLennan stated he would have candidates contact him and he would advise them to go out to the website, come into the community, and speak with Superintendent Rhodes about the district. McLennan would then bring ten creditable candidates by invitation only to the Board for consideration only after background checks. McLennan expects to get 15 to 20 candidates for the position. Folders of candidates will be numbered without names to provide confidentiality of the candidates until the final six are selected. The interview process should take approximately an hour or an hour and one half for each candidate. McLennan consults with the Board regarding the questions that can be asked during the interview process. Once the candidate has been selected the Board can negotiate the new Superintendent's contract or McLennan would work with the Board to negotiate the contract. A brochure would be created to introduce the new Superintendent to the community. McLennan stated he has 20 years of experience in Superintendent searches and is the current Executive Director of the Metro Bureau.

Thomas McLennan
& Associates – Tom
McLennan

MOVED by Wierimaa, seconded by Caloia to adjourn the meeting at 8:07p.m. Ayes: All. Motion: Carried.

Adjournment

Respectfully submitted,

Cozette Calvert, Secretary
Redford Union Board of Education