

SPECIAL BOARD MEETING
January 29, 2013

I. CALL TO ORDER

A special meeting of the Board of Trustees of Moscow School District No. 281 is called to order by Dawn Fazio, Chair, at 7:34 PM, January 29, 2013, pursuant to Idaho Code 33-506 and 33-510 and notice properly given. The meeting is held in the Board Room of the Administration Building, 650 N Cleveland St., Moscow, Idaho.

II. DETERMINE QUORUM

The Chair asked the clerk to determine if a quorum of the Board is present for the meeting. The clerk responded that five trustees are in attendance and a quorum is present. Trustees present are Dawn Fazio, Chair, Zone 4, Kim Campbell, Vice Chair, Zone 3, Jim Frenzel, Zone 1, Aleisa Barber, Zone 2, and Margaret Dibble, Zone 5.

The staff members present are Dale Kleinert, Superintendent, Kevin McDonough, Director of Special Services/Human Resources, Deb Adair, Business Manager/Treasurer, Sarah Hanchey, Curriculum Director, and Angie Packard, Clerk.

III. NEW BUSINESS

A. Action on Recommended Superintendent Search Firm – Kleinert stated that at the regular January board meeting, he and Fazio were asked to begin the search for a consulting firm to assist in the search for a new superintendent. One written proposal was received and it was from the firm of McPherson and Jacobson in Nebraska which has consultants all over the United States. Kleinert stated we are fortunate that there is local representation here in Moscow. Kleinert then referred to Fazio for her comments. Fazio noted that the Board discussed conducting the search “in house” but realized that this would be a very time consuming process and felt that using a search firm was the best way to go.

RESOLUTION 13-69

RESOLVED: That the Board of Trustees of Moscow School District No. 281 will contract the professional search consultant firm of McPherson & Jacobson to conduct the search for qualified candidates for the position of Superintendent of the Moscow School District.

Dibble moves the Board approve Resolution 13-68 second by Barber.

B. Fazio then asked the representatives, Terry & Candis Donicht, to begin their presentation before the Board votes on the motion. Terry Donicht stated that the search for a superintendent is a critical task for any school board and they are here to assist in the process. McPherson & Jacobson is one of the top three firms in the nation and has ninety consultants available to work on searches for superintendents. He then went on to further present the positive merits of the firm that he represents. Donicht shared that he and his wife, Candis have a vested interest in this community and the state of Idaho and believes they can find the right candidate for the Moscow School District. He then directed the Board’s attention to the handout that was given to them and addressed the different phases that are within the document. He noted that several things will be outlined and identified at tonight’s meeting that will begin this process. Terry Donicht also said that one of the most critical components is community input. He outlined the various steps that will be taken once the process begins. Phase Five is when the candidate has been hired and tasks

are outlined so that the objectives that have been set are met. He also noted that if the candidate leaves for any reason within two years, the firm will then conduct another search for free. He stated the cost is \$8,500 for the firm to conduct this search, with an additional expense of up to \$800 for office expenses and \$375 for advertising. He then asked if the Board had any questions. Frenzel asked about travel expenses for the candidate. Donicht recommended that the candidate's expenses be paid but that is up to the Board as this is not a service they provide. Campbell asked about a short list and had they ever had done this. Donicht stated they can do it either way but noted that they typically notify the unsuccessful candidates right away but don't have to do it that way. Dibble then spoke about the travel expenses and asked if they had been paid in the past. It was noted that travel expenses have not been typically paid in the past. Campbell stated that since Candis was the former superintendent, how she would guard against her own personal biases in looking at the candidates if the board wants to go in a different direction. Candis responded that a lot has changed in the past three years with a new board and different superintendent and she realizes she is no longer a superintendent and assured the board she could remain objective. There was further discussion on how to deal with this. Dibble stated that she is concerned that if this firm and consultants are hired it will look like a setup. She also asked if any other proposals were received and there were none. Dibble asked if their firm had a proposal in to Lewiston and Candis responded that they monitor the jobs out there and consult with McPherson & Jacobson to determine if that happens. Frenzel mentioned that he has been involved in several searches for the UI and noted that references listed are the only ones that can be used and wondered how they can go three deep. Donicht replied that the candidates sign a waiver that allows them to check references that are not listed.

Fazio then called for the vote. The motion carries 5-0-0.

As the Board has approved the hiring of McPherson & Jacobson, Candis Donicht then handed out a packet that outlines the tasks that will need to be identified tonight. She also noted that the firm's nickname is Mac&Jake and will be referred to as such.

1. Discussion on who would be the point of contact. Kleinert recommends Angie Packard and Heidi Holman. Fazio stated this sounds reasonable. A brochure will need to be crafted and approved. Timeline for getting information to Mac&Jake will be this Friday. Candis will work with Packard to get this done.
2. The search calendar details the events that need to happen and when.
3. Selection Criteria – went through several suggestions and the board worked with the consultants to craft five of them.
4. Advertising Venues – Mac&Jake will place job position opening on their website; there will be a \$385 cost for American Association of School Administrators (AASA) ad; and the human resources department for the District will place print ads in various newspapers with the District responsible for the cost from the human resources budget.
5. Compensation Parameters – base salary right now is \$111,574.
6. Additional: The Board identified three-five community members to receive a personal invitation to attend the community meetings

IV. ADJOURN SPECIAL MEETING

There being no further business or discussion, the Chair adjourned the meeting at 10:15 PM.