

PALMYRA DISTRICT OR-1  
Minutes of Special Meeting - Board of Education  
Thursday, December 17, 2009 –7:30 P.M. at Palmyra

A. The meeting was called to order by President Maahs. Board members Lori Bruss, Jaimi Calfee, Mark Clem, Clayton Maahs, Mike Powers, and Kevin Schroder were present. Attending and presenting were Alan Katzberg and Larry Lindquist of KALL School Management LLC, the firm hired by the Board to seek a new Superintendent.

B. It was moved by Powers, and seconded by Calfee to approve the meeting agenda.

Voting Yes: Bruss, Calfee, Clem, Maahs, Powers, Schroder

Voting No: None

Motion Passed: 6-0

C. Non-Action Item:

1. The Board met with representatives of KALL School Management LLC:

a. The Board reviewed the timeline for the superintendent search, as proposed by KALL, here summarized:

- Dec. 23: Target date for community members that wish to participate in the profiling activity to identify desired traits in a Superintendent, to contact the Board of Education, who will be accumulating a list of participants
- Jan. 13: KALL will conduct the Profiling Activity with Staff, Students, and Community. (Board will not be present at this activity)
- Jan. 10, 17, 24: Position advertised
- Jan. 11 or 18: Interview committees selected
- Jan. 27: Interview Committees meet; develop questions, review interview process, procedures, and legal issues.
- Jan. 27 Special Board Meeting: The Board will do the same activities as the committees, and will select the finalists
- Jan. 30 Special Board Meeting: Board enters executive session to interview the four candidates in turn; concurrently, the community, staff, and principals committees will interview the candidates; committees will report to the Board; and Board will deliberate to select a candidate. KALL will contact the winning candidate that same night.

b. The Board developed a profile of traits necessary for the new superintendent, and then prioritized the list. The full list with priorities will be retained and be made available for the other committees to review during their profiling activity.

c. The Board considered other issues related to the hiring process, including who the contact person will be (President Maahs, and KALL); Superintendent's Contract; Expense and/or mileage reimbursement for the candidate interviews; and assembling promotional materials of the communities' features, opportunities, and real estate listings.

d. The Board began the process of nominating persons to serve on the community committee that will meet with KALL on Jan. 6 for the profile of traits activity.

Soon, the Board realized that the list was limited to people we know and so was rather elitist. So the Board chose to contact our nominations but also to advertise, as best we could on short notice, the invitation to the community, by placing the notice in the weekly student bulletins and on the school website. Larry Lindquist developed the wording of the invitation and Mr. Powers agreed to contact the principals, and did via e-mail. Mr. Schroder will, and did, arrange for the same announcement to be read at the Dec. 18 basketball games. The e-mail message is here quoted: “Steve, Dave, Mark: The board met last night with the superintendent search committee. We request that the following be placed in the outgoing newsletters (and the website): "The Board of Education will host a profiling session, January 13, 2010 at 5:15 PM, in the high school library in Palmyra, to determine the qualities desired for our new Superintendent of Schools. If you are interested in attending this meeting, please contact any Board of Education member. Board of Education members: Lori Bruss, Jaimi Calfee, Mark Clem, Clayton Maahs, Mike Powers, Kevin Schroder." (Wording composed by Larry Lindquist of KALL)”

- D. Dr. Katzberg reminded us that the final decision on selecting the next Superintendent rests with us.
- E. The Special Meeting was adjourned at 9:36 PM. The Next Regular Meeting is Monday, January 18, 2010 at the Palmyra Jr.-Sr. High School Library at 7:00 PM.
- F. Special Board Meetings are scheduled for Wednesday, January 27, 2010 at the Palmyra Jr.-Sr. High School Library at 6:30 PM, and for Saturday January 30, 2010 at the Palmyra Jr.-Sr. High School Library at 11:50 AM.

Respectfully submitted,  
Mike Powers  
Acting Secretary for the Board  
04JAN10