

Special Meeting for the Purpose of Superintendent Search Planning

Wednesday, February 11, 2015 6:30 PM

1. Call the meeting to order
2. Roll Call
3. Verification of Open Meetings Act Notice
4. Verification of publication of meeting notice
5. Consider and approve the current board meeting agenda
Motion to approve the board meeting agenda as presented passed with a motion by Scott Herrick and a second by James Haussermann.
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
6. Action Items
 - 6.1. Consider, discuss, and take all action necessary to plan for the superintendent search
Motion to go into executive session at 7:36 PM for the purpose of discussing superintendent candidates by Molzahn and seconded by Haussermann, passed 6-0. Board President John Siel repeated the purpose for entering executive session before entering executive session.
Motion to come out of executive session at 7:49 PM by Herrick and seconded by Haussermann passed 6-0. passed with a motion by Kim Molzahn and a second by James Haussermann.
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
7. Adjournment
Motion to adjourn at the meeting at 8:56 PM passed with a motion by Scott Herrick and a second by James Haussermann.
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	§§ 79-570; 79-571; § 84-1411 (3) and (6); § 84-1412 (1) and (3)
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B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	§ 84-1412 (7)
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C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	§ 84-1412 (1)
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D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	§ 84-1412 (8)
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E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify themselves.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:

§ 84-1412 (1) (2) and (3)



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

Checklist for Hosting Franklin Interviews (Tuesday, Mar. 3, and Wednesday, Mar. 4)

Greeting Candidates

The greeters will provide the candidate (and spouse) with the important “first impression” of the district. Most districts use student greeters, often from the National Honor Society or Student Council. Greeters will show candidates to their homeroom and accompanying them to their first interview site. It is recommended that the greeters arrive 15 minutes prior to the interview time, as most candidates want to be at the school early. At least two greeters will be needed (one for each candidate).

Who will select/instruct greeters? Monica James

Names of greeters: Taylor Wilson & Trent Christiancy/Cora Welton & Emily Cleveland
(Alternates are Jordan Wilbur & Lilia Aberle)

Who will greet the candidates and spouses when they arrive? Monica James and the student greeters named above.

Who will contact the greeters and give them basic instructions? Monica James

Home Rooms

Each candidate should have their own room in which to relax between interviews etc.

Which two rooms will be used as homerooms? Mr. Speer’s Room & Mrs. Beth Johnson’s Room

Interview Rooms

Larger rooms with tables and chairs (as opposed to desks) are best for interviews. Furniture needs to be arranged so interviewers are in a semi-circle, horseshoe, or inverted V with the candidate facing them. A chair to one side for the candidate’s spouse needs to be provided.

Which rooms will be used for the interviews?

Board: Mrs. Kahr’s Office

Faculty/Staff: Spanish Room (Must be available by 3:30 p.m.)

Community: Media Center

FRANKLIN HOSTING DUTIES (Continued)

Food/Drinks

It is recommended that some sort of food or snacks be provided for each candidate and his/her spouse as it is a rather long evening. Some districts provide a light meal (such as a meat/cheese tray and crackers) to candidates in their homeroom. Other districts provide a light meal (sandwiches, pizza, etc.) in the cafeteria where both candidates and the Board, Faculty/Staff and Community interviewers can eat together. Since only 30 minutes are scheduled for the meal break, food needs to be of the type which can be served and consumed quickly.

Type of meal to be provided: Meat/Cheese & Fruit Trays, Cookies, & Bottled Water

Where served: Homerooms

Additional home room refreshments (ie., water, soda, cookies etc.) All food items will be placed in the candidate's homerooms. They can eat with their spouses during their break or as time between interviews allow.

Who is responsible for arranging, placing, serving food: Monica James

Tour of the School/Community (Principals)

The Principals have been designated to lead the school/community tour. This will give them a chance to meet each candidate and to ask questions of them while they are touring (this will not be a formal interview but rather more conversational). The tour should include selected rooms in both the elementary and high school areas as well as specialty areas such as labs, offices etc. A few minutes to visit with the district bookkeeper should be part of the school tour.

The community tour should focus on community businesses, recreational opportunities, churches, housing, etc. A school van will be needed to transport the candidates.

One hour has been scheduled for the school/community tour.

Other Hosting Duties

An administrative assistant should be designated to handle miscellaneous hosting duties as they arise.

Administrative assistant: Monica James/Janet Weiss



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

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Lincoln, NE 68508

JAN. 28, 2015

Franklin Board Planning Meeting Agenda: 7:00 p.m., Wednesday, Jan. 28

- (1) Summary of search process; meetings schedule. (**Handout**)
- (2) Use of Community and Faculty/Staff Committees. (**Handout**)
**Plans selection of committee members
- (3) Key Questions: Discuss expectations for Superintendent, search activities, information for vacancy announcement.
- (4) Develop Search timeline; review/revise sample. (**Handout**)
- (5) Profile Questions: Gather initial profile data for vacancy announcement.
- (6) Review draft of vacancy announcement and select advertising options (**Handouts**).
- (7) Comparable schools list: develop comparison for salary/benefits package. (**Handout**).
- (8) Schedule next meetings—date/times.
**Plan profile meetings with Faculty/Staff and Community Committees (if desired). Nominations, invitations, etc.
**Preliminary discussion of finalist selection/pre-interview meetings.
**Preliminary discussion of interview schedule.