



USD 232 Board of Education

Official Minutes – Special Meeting

Cedar Trails Exploration Center (8201 Mize Boulevard, Lenexa, KS)

December 10, 2022

The Board President, Ashley Spaulding, called the meeting to order at 10:00 a.m. A quorum of the Board was present. Board members and administrators present were as follows:

Board Members: Rick Amos
Bill Fletcher
Danielle Heikes
Brandi Jonasson
Stephanie Makalous
Calley Malloy
Ashley Spaulding

Administrators: Alvie Cater, Assistant Superintendent of Administration & Communications
Wendy Denham, Board Clerk/Executive Assistant to the Superintendent
Dr. Frank Harwood, Superintendent

GR Recruiting representatives Dick Christie, Lane Plugge and Mark Evans conducted a superintendent search planning session with the board. The following topics were discussed:

1. Finalization of the superintendent search timeline. A timeline was shared, with events occurring in December 2022 through March 2023. Board members were asked to verify availability and if they would like to conduct any of the meetings via Zoom to reduce expenses. Listed below are decisions that were made:
 - January 24, 2023, special board meeting to finalize the superintendent profile. This meeting will be conducted via Zoom. The time will be determined later.
 - March 6, 2023, regular board meeting will begin at 4:00 p.m. Following regular meeting business, GR Recruiting will meet with the board in executive session to discuss candidates to be interviewed. The board will also finalize first round board interview questions.
 - March 20-21, 2023, special board meetings to hold executive sessions to interview selected semifinalist candidates (1st round). The Board will determine whether to hold these meetings in-person or via Zoom during the March 6 board meeting.
 - March 22, 2023, special board meeting. GR Recruiting will meet with the board in executive session following the last interview. This meeting will be conducted via Zoom.

- March 27-28, 2023, special board meetings to hold executive sessions to interview finalist candidates (2nd round).
 - March 29, 2023, special board meeting. GR Recruiting will meet with the board in executive session to select the superintendent.
2. Determine stakeholder involvement in the input process to develop the position profile.
- Determine the process for conducting the K12 Insight Traits of Great Leaders Survey. The Board decided to conduct surveys electronically. The survey will be sent to stakeholders on January 5, 2023, and will be open until January 17, 2023.

The Board asked GR Recruiting to conduct interviews of administrative staff members who work closely with the superintendent regarding leadership traits. The Board also asked GR Recruiting to conduct interviews of the De Soto Teacher Association (DTA) executive leadership team.

3. Determine stakeholder involvement in second-round finalists' interviews.
- Review the stakeholder impressions form.

The Board will refer to stakeholder survey feedback as candidates are interviewed.

President Spaulding declared a five-minute break at 11:12 a.m.

The Board returned to open session and President Spaulding called the meeting back to order at 11:17 a.m.

4. Designate the district's in-house contact persons and the board contact person and determine their roles and responsibilities.

Alvie Cater was designated as the district's in-house contact person and President Spaulding was designated as the board contact person.

5. Work with the district's contact persons to develop promotional materials.
- Develop a description of the district and community for the GR Recruiting website and vacancy advertisements.
6. Discuss and approve all advertisements.

GR Recruiting recommended the following superintendent search advertising platforms: American Association of School Administrators (AASA) job bulletin and website, Education Week newspaper and website, National Alliance of Black School Educators (NABSE), Association of Latino Administrators and Superintendents (ALAS), GR Recruiting, Social Media Posts

and Job Boards (LinkedIn, Glass Door, Indeed, etc.). The Social Media Posts and Job Boards will be the school district's responsibility. Board members agreed with these advertisements.

7. Review state licensure requirements.

The Board reiterated that Kansas District Level Licensure is required; however, the superintendent can be on a provisional license while obtaining full licensure.

8. Are there any specific requirements for the position?

The Board requires that the superintendent live within USD 232 boundaries. The Board would also like the superintendent to have prior teaching and administrative experience.

9. Discuss procedures for reimbursement of candidates' travel expenses by the district.

The district will reimburse travel/hotel/meals for finalists and spouse/significant other.

10. Who is the district official GR Recruiting should send invoices for payment? Alvie Cater

11. Determine the salary and benefits for the position.

The Board reviewed salaries for other Kansas school districts with enrollment of 5,831 and up and GR Recruiting advertised salaries for vacancies in 2021 and 2022. The board chose to advertise the superintendent position in the range of \$240,000.00.

President Spaulding adjourned the meeting at 12:00 p.m.

January 9, 2023
Date Approved

Wendy S. Senneker
Clerk, Board of Education

Spaulding
President, Board of Education