

WILLIAMS BAY SCHOOL
BOARD OF EDUCATION
SPECIAL SCHOOL BOARD WORK SESSION
Saturday, November 16, 2019

Board Members Present: K. Granberg, J. Lothian, K. Nelson, D. Ripple, D. Woss
Absent: None
Administration Present: District Administrator Dr. W. Anderson
Guest: Donna D'Auria

I. CALL TO ORDER

President Lothian called the meeting to order at 8:00 am.

II. DISCUSSION ITEMS

The Board discussed the District Administrator Applicants and determined that the following seven (7) individuals should be invited to the first round of interviews on Monday, December 9, 2019: The applicants are listed in alphabetical order:

Dr. Steven Bloom
Ali Bond
Dr. Anthony Brazouski
Matthew Huettl
Dr. Timothy Schigur
Dr. Tracy Stevenson-Olson
Dr. William White

Alternate: Tina Johnson

Mr. Lothian will contact each of the applicants to invite them to the first round of interviews. The Board also decided that they would like to have two students: Daniel Rees and Emily Schultz take each of the applicants for a tour of the school buildings prior to his/her interview. Mr. Lothian will develop a list of quality traits that the Board would like to have Daniel and Emily rate the candidates after their tour. At the end, the Board would like the two students to rate the candidates 1-7 for the Board's information.

Prior, to the Board meeting, the Board had determined the make-up of the first-round interview team. The following information will be sent to each of the members of the interview team:

- 1) A list of the candidates and the time spot that each will be interviewed;
- 2) The following application materials: cover letter, resume, answers to the three application questions and his/her letters of recommendation. All non-essential or private information such as date of birth and social security numbers will be redacted from the application materials.
- 3) The results of the Board survey dealing with the qualities that the staff, parents and community would like to see in their next District Administrator. These results will be provided in its entirety and also broken down into category components i.e. staff, parent and/or community member;
- 4) A list of possible interview questions to choose from to use during the first round of interviews. Interview members will also be able to submit additional or suggested questions to Jack Lothian.

The Board felt that the first round of interviews should have thirteen (13) questions so that each member of the interview team could ask the candidate one question. Jack Lothian will also send each of the candidates a situation question just prior to the interview.

The Board also determined that during the first round of interviews, candidates would be allowed the option of doing the interview by a videoconference, if he/she could not make the interview in person.

The Board determined that they would like the following questions or a variation of the question to be used at the second interview:

- 1) What are the three most important roles of a District Administrator? Why?
- 2) What have your supervisors tended to put out as an area for improvement in your performance? Did you agree? What steps did you take to make that improvement?
- 3) How do you define a high quality education program?
- 4) What are some ways you measure a teacher's effectiveness? How do you help a teacher with their deficits?
- 5) How would you involve staff in the decision-making process?
- 6) Can you cite evidence of your efforts in staff development?
- 7) Have you had formal training and/or experience with the continuous Improvement model? If so, how would you implement this concept?
- 8) What is your philosophy on teacher/staff compensation? What does an effective model look like?
- 9) Why should you be hired instead of the other candidates?
- 10) A staff member in your building comes to you, in confidence, to complain about something another staff member has done. How would you handle it? (This question will be used in a writing exercise during the second interview to determine each candidate's ability to write quickly and effectively.)

The Board also tentatively scheduled two additional Board meetings:

- 1) A meeting on Wednesday, December 11, 2019 at 6:00 p.m. for the Board to finalize the interview questions for the second round of interviews and finalize any additional matters, such as compensation.
- 2) A meeting on Saturday, December 14, 2019 to hold the second round of interviews.

The Board also determined that Kassie McOmer, Ben Prather and Desirae Skelton would have an opportunity to meet with each of the finalists on Saturday, December 14, 2019 prior to the Board's interview.

III. ADJOURN

At 11:05 pm., K. Granberg/K. Nelson motion and second to adjourn the meeting, carried 5-0.

Minutes taken by Dr. Wayne Anderson