

## Draft Minutes of April 18, 2011, Board Work Session – Beaver Island Community School

**General** – Retired Charlevoix-Emmet Intermediate School Superintendent Mark Eckhardt attended the work session to provide guidance to the board on the process of hiring an administrator.

**Present**- Barb Schwartzfisher; Nancy Tritsch; Dana Hodgson; Jessica Anderson; Brian Cole; and Dawn Marsh.

**Absent** – Karen Johnson

**Others** - Kitty McNamara; Mark Eckhardt; and Alice Belfy

### Consultant Mark Eckhardt offered the following ideas and observations based on his vast experience in hiring educational leaders:

1. Eckhardt is here to listen to the board's thoughts and to come up with a plan.
2. Announce in January 2013 that Kitty is done in June 2013 -- "post to possession" is a 6 month process. Have someone in place by May 1, for a July 1, "takeover."
3. Hiring a superintendent is a 12-week process -- 4 to 6 weeks of posting and 3 to 4 weeks of interviewing.
4. District is not legally obligated to post the position.
5. There are companies that conduct superintendent searches
6. Char-Em does conducts searches, saving local districts \$4,000 to \$8,000 for services.
7. Diane Litzenberger, Char-Em ISD Director of Communication Services, is responsible for the publications, postings, meetings, etc.
8. Biggest challenge as a board/district/community: What are you looking for?
9. Do we want to do a mentor program -- hire a principal and transition into a superintendent?
10. Search committee – Board & Kitty.
11. With a successful hiring, the school climate will change, but the school culture won't change.
12. Hiring from within can be a problem if there is more than one applicant/candidate.
13. Mark's guess: New "administrator" will likely be a young couple that wants to raise their children on the island; someone who has been to the island before and has a familiarity with the island; and/or someone with family/relatives here.
14. A year from now – APRIL 2012 – should be 90% ready to post -- regardless of internal hiring, mentor hiring, or principal/superintendent hiring. In other words, we know a year from now what we are looking for.
15. All superintendent interview are public interviews.
16. Mark will complete all reference checks and all applications will be sent to him.
17. References are reviewed in closed session and a list of potential candidates is determined.
18. Interviews are conducted in open session, where audience members can submit questions to Mark on 3 x 5 cards. Redundant or illegal questions are pulled.
19. A community meeting is scheduled to for public input on what they want for a leader.
20. Mark does not conduct token interviews -- he is honest and straightforward and will let a candidate know if an interview is a waste of everyone's time.
21. Site visits are a must once a finalists are determined.