



## CROOK COUNTY SCHOOL BOARD

### Board Work Session Minutes

Thursday, September 14, 2017

Board Members Present: Doug Smith, Patti Norris, Gwen Carr, Scott Cooper, Walt Wagner

Administrators Present: Duane Yecha, Anna Logan,

#### 1.0 CALL TO ORDER

Board Chair Doug Smith called the meeting to order at 8:00 a.m., the flag salute was recited, and a quorum was established.

#### 2. SUPERINTENDENT SEARCH PROCESS

The Board discussed the process they feel they would like to use for the superintendent search.

They agreed they would like to use a Search Consultant (at the regional level rather than national level), but at this point, they are not sure how involved the consultant would need to be. The District will advertise for a Search Consultant in October. They need to determine what they are looking for in a superintendent and would like to involve the Search Consultant in this process.

The Board would like to post the superintendent position in December.

Below is the process the Board will start with:

- Advertise for search firms at the Regional level in October;
- Two Board members, Doug Smith and Patti Norris, will review the search firms and make a recommendation to the Board;
- There will be a standing agenda topic on regular Board Meeting agendas to report on the superintendent search process;
- Bring in the union leadership during the process;
- Would like input from principals, directors, supervisors, and executive assistant;
- Put together a SurveyMonkey for community and staff to respond regarding qualities they would like to see in a superintendent;
- The superintendent search information from Patti from Gresham Barlow SD will be copied and e-mailed to Board members;

**OFFICIAL**

- Documents provided by Doug Smith (Eight Characteristics of Effective School Leaders; Superintendent Hiring: Advice for School Boards; and Superintendent Search – Suggested Interview Questions) will be copied and e-mailed to Board members;

**3. HUMAN RESOURCE DIRECTOR HIRING PROCESS**

Duane indicated he is hoping to get a couple Board members to serve on the hiring committee. Scott and Gwen volunteered.

There was discussion regarding what qualifications and credentials should be required for this position. Duane would like to see the person hired into this position have a TSPC administrator license. Jan Martin agreed with Duane. To best understand school district staff, she feels it is important for the HR Director to have lived in the shoes of a teacher and school administrator. However, Anna expressed that she feels someone strong in HR processes from the private sector could be just as strong or stronger in this position.

In the positing for the HR Director position, the qualification requirements indicate a TSPC Teaching License with three years of experience, along with a TPSC Administrator Endorsement with two years of experience are preferred. That leaves the door open for someone otherwise qualified but does not hold a TSPC license.

Doug indicated he would like to see a standing agenda topic on regular Board Meeting agendas reporting on the HR Director hiring process until the position is filled.

**4. ADJOURNMENT**

The meeting was adjourned at 9:15 a.m.

*Doug Smith*

---

Doug Smith, School Board Chair

*Jan Martin*

---

Jan Martin, Board Secretary

**October 9, 2017**

---

Date Minutes Approved