

JOINT SCHOOL DISTRICT NO. 171

MINUTES

MEETING: Special
DATE: February 16, 2012
TIME: 6:00 PM
SITE: Administrative Office

MEMBERS PRESENT
Cindy O'Brien, Chairperson
Amy Jared
Alyce Arnsberg
Theresa Graber, Vice Chairperson
(Via Telephone)

MEMBERS ABSENT
Danielle Hardy

Dale Durkee, Superintendent
Janice Sutton, Clerk

A. Roll Call

Cindy O'Brien, Chairperson opened the meeting at 6:00 P.M. Janice Sutton, Clerk, called the roll of members: Amy Jared, Alyce Arnsberg and Cindy O'Brien were in attendance. Theresa Graber joined the meeting via telephone. Danielle Hardy was absent.

B. Call to Order

1. Flag Salute

Cindy O'Brien led the flag salute.

2. Approval of Agenda

A motion was made by Mrs. Arnsberg, seconded by Mrs. Jared and approved unanimously to approve the agenda as presented.

C. Public Comments

Bob Reggear spoke on behalf of the Soil & Water Conservation District. He asked the board to draft a letter of support for applying for a grant. This grant will provide dollars for a study on bio fuels for an area which would include Orofino High School, the prison and the bus garage. The Soil & Water Conservation District feel that thermal heat is very feasible.

D. Action Items

1. Advertisement of Superintendent's Position

Mr. Durkee introduced Mrs. McIntosh to the board and patrons. He then went on to give his list of recommendations concerning the Superintendent's position to the board. His recommendations included:

1. Advertising for a full-time position with responsibilities as Superintendent and Federal Programs Director.
2. The superintendent will have a valid superintendent's endorsement by July 1, 2012.
3. The salary should be competitive with Idaho districts of similar size.
4. The term of the contract should be 240 days.
5. The length of the contract would be two years with the possibility of annual renewal of the two year contract.
6. The job description as listed in Procedure #6100P.
7. The application form for Administrative Employment would be used with ten additional questions to be answered by each applicant.
8. Including an updated informational brochure with application packet.
9. Following a time line as provided.
10. Composition of a search committee.
11. Following Policy #5100 which concerns notice of vacancy, application, and interview procedure.

Mrs. O'Brien felt a one year contract is fairly typical. She wants to see the right person hired for the position.

Mrs. Jared wants to look at other Superintendent's ideas of a one year contract. She also questioned whether a new superintendent could handle the federal programs director position as Mr. Durkee was so efficient at that position.

Mr. Durkee showed a comparison of 2009-10 Superintendent's Salaries by district student population. Using eleven districts, ranking in size from 41 - 52, the average superintendent's salary would be approximately \$96,314.55. That amount is \$14,443.55 more than what we are currently paying our Superintendent. Mr. Durkee feels that by increasing the salary we would be making the position more attractive to top notch candidates. He does not recommend increasing the salary by \$14,000 but recommends increasing the current salary by approximately \$7,500.

Mrs. McIntosh, Payroll/Personnel, gave the board administrative salary information. Currently the superintendent earns \$315 per day whereas, the average administrator salary is \$364 per day and the Special Education Director receives \$372 per day. The superintendent's salary is currently based on a 260 day contract. If the superintendent's days were adjusted by 8% as were the administrators' and Special Education Director's salaries, then the superintendent's (whose current salary is \$81,872) daily rate of pay would be \$343.

Mr. Durkee went over Policy #1410 (The Board-Superintendent Relationship), the job description, the application for Administrative employment which includes the ten questions for superintendent applicants, the informational brochure, the hiring time line and his ideas for a superintendent search committee.

Mr. Durkee specified that it is the committee's responsibility is to read all applications, conduct telephone interviews of references, and recommend three to five candidates to be interviewed by the Board. The committee **is not** responsible for hiring the new superintendent.

He recommended having a "Meet the Candidates" night beginning at 7:00 p.m. on April 12th, at Timberline Schools and at 7:00 p.m. on April 13th at Orofino High School. The committee could ask up to five questions of each candidate. Patrons would be allowed to visit informally with all candidates and then relay they feelings to board members.

Candidates would be interviewed by the Board on Saturday, April 14th beginning at 9:00 a.m. at Orofino High School.

Mrs. Jared said she had no issues with what had been recommended with the time line.

A motion was made by Mrs. Jared to approve the job position description, the contract term of 240 days, the brochure with additions and corrections, the committee composition with revisions of individuals and the time line. Mrs. Graber seconded the motion and the motion was approved unanimously.

The meeting was adjourned at 7:23 p.m.

Cindy O'Brien, Chairperson

Attest:

Janice Sutton, Clerk