

EVERETT PUBLIC SCHOOLS

Everett, Washington Special Board Meeting

The Board of Directors of Everett School District No. 2, Snohomish County, Washington, held a special Board meeting on Wednesday, November 12, 2008, at 4:30 p.m., in the Board Room of the Educational Service Center, 4730 Colby Avenue, Everett, Washington. Board members in attendance were Carol Andrews, Sue Cooper, Kristie Dutton, Karen Madsen and Ed Petersen.

The purpose of the meeting was to finalize the list of desired attributes of the new superintendent of Everett Public Schools, discuss the superintendent search process and review legal requirements about that process.

President Madsen called the meeting to order and said today's meeting would include a discussion (via speakerphone) with attorney Val Hughes and a discussion about the recruitment brochure for the superintendent position. Director of Communications Mary Waggoner will help with the brochure. Before calling Val, the Board reviewed their calendars and determined that they will hold a special Board meeting on Sunday, January 25, 2009 for an all-day executive session to screen the qualifications of the applicants. Applications will need to be received by January 22, 2009. President Madsen and Board member Cooper will be the contacts for inquiries. They will rent a post office box at the Claremont station. Applicants' confidentiality will be maintained as much as possible. Online applications will be accepted. Interim Superintendent Brandsma will ensure a District e-mail box is set up. There will be a packet of materials for applicants to receive by U.S. Mail or on-line and return by January 22. Interview dates will be February 5 – 8 (first interviews) and February 19 – 22 (second interviews, if necessary). The Board hopes to take action and offer the position at the March 10, 2009, Board meeting.

The Board talked about the information they had previously received from Val. They called her at 4:45 p.m. and spoke to her via speakerphone. She reviewed with them the guidelines for executive sessions, open sessions and applicant expenses. The conversation with Val ended at 5:15 p.m.

The Board discussed the contents of the application and the brochure, the list of requirements, recruitment materials and the draft list of attributes. President Madsen reviewed the evening's PowerPoint presentation which contained charts and percentages relative to the superintendent search survey (E:55/09). Board members provided overviews of the narrative feedback (attached) for the questions (3, 5, 7, 9, 10) which they were assigned to collate and categorize. Not all questions had narrative feedback (1, 2, 4, 6, 8). The information gleaned from the two letters received via U.S. Mail was incorporated into the survey feedback. Previously, the Board reviewed telephone and e-mail feedback and the adopted minutes from the special meetings held on October 22, 27 & 28 as well as draft notes from the special meetings held on October 29 & 30, and November 4.

At 6:40 p.m., President Madsen called for a five-minute rest break.

At 6:45 p.m., President Madsen re-convened the special meeting.

Using the input noted above, the Board developed a draft Leadership Profile (attached).

In the immediate future, the Board will hold a special Board meeting on November 20 while in Spokane at the WSSDA fall conference. In addition, a Board work session will be held November 25 during the regularly-scheduled meeting.

President Madsen adjourned the special meeting at 8:20 p.m.