

**North Kitsap School District #400
Special Meeting of the Board of Directors
October 6, 2016
District Office
18360 Caldart Ave NE
Poulsbo, WA 98370**

MEETING MINUTES

Present:

**Beth Worthington, President
Cindy Webster-Martinson, Vice President
Bill Webb, Director
Jim Almond, Director
Glen Robbins, Director**

1. Call to Order 5:00 p.m.

2. Review of Request for Proposals (RFP's) for Superintendent Search Firms

The Board received a suggestion to have the new superintendent meet with the various stakeholder groups to close the loop once the process is complete to address any concerns that are brought up during the search process. At the October 13th meeting the Board will decide on the finalists so oral presentations can be held October 20th. The next process would be to ask clarifying questions of the firms, contact references, and create a matrix using the five areas of importance for each proposal received and have the information available to the board by the next meeting. Beth Worthington and Glen Robbins will work together to create the matrix for each proposal received.

Five area of importance are:

- Basic qualification, experience (local/regional), and accessibility.
- Meaningful stakeholder and staff input.
- Fastest timeline with results by March 2017.
- Access and ability to recruit quality candidates.
- Cost.

Proposal were received from:

- **ECRA Group, HYA Executive Search Division**
Questions: Clarify with each firm their definition of applicant, candidate, and finalist. Clarify the relationship between the openness of the process and the quality of candidates.
- **JG Consulting**
- **McPherson & Jacobson LLC**
Question: Define who or what the selection committee is or would be?
- **Northwest Leadership Associates**
- **Ray and Associates, Inc.**
Question: What is the standard of questions asked to the top 10 to 12 candidates, what is the significance of the Ohio Department of Education State Superintendent of Public Instruction search through video technology.

Reference Questions:

What was the view of the community about the process and selection?
Was the firm responsive to the Board's input on the process?
Who was the consultant that you worked with and were they responsive?
What challenges did you face in the search process?
What did you like best about the search process?
Would you use the firm again?

Board assignments for reference checking:

Jim Almond: Northwest Leadership
Cindy Webster-Martinson: McPherson
Beth Worthington: JG
Bill Webb: Ray & Associates
Glenn Robbins: ECRA Group HYA.

3. Adjournment at 6:40 p.m.

The meeting minutes were approved as written by:

Secretary to the Board

Board President