

## **Bastrop Independent School District**

906 Farm Street

Bastrop, Texas 78602-3717

A Special Meeting of the Board of Trustees of the Bastrop Independent School District was held at 8:45 a.m. on Thursday, September 3, 2009, at **the Bastrop ISD Service Center, 906 Farm Street, Bastrop, Texas.**

### MEMBERS PRESENT:

John Eaton, President  
Johnny Sanders, Vice-President  
Sophia Williams, Secretary  
James Allen  
Jim Mills  
Ty Mc Donald

### ALSO PRESENT:

Barry Edwards, Asst. Superintendent for HR  
Betty Richardson, Asst. Superintendent for C&I  
Nancy Barrientos, Adm. Asst. to Superintendent  
Dr. Mike Moses, School Executive Consulting

### MEMBERS ABSENT:

Glenn Peterson

## **1. Meeting Called to Order**

The meeting was called to order by President Eaton at 8:48 a.m. A quorum of Board members was present. The meeting was duly called and notice of this meeting was posted in accordance with the Texas Open Meetings Act.

## **2. Discussion of Process and Timeline for Superintendent Search**

Dr. Moses from School Executive Consulting thanked the board for the opportunity to assist them with the district's Superintendent search. Dr. Moses reviewed the Superintendent search process and stated that it is a good time to be in the market for a Superintendent. Dr. Moses stated that this is a team decision and is the most important decision that a school board makes.

Dr. Moses stated that one of the first things that his firm does is to review the district's vision, mission and strategic goals. He stated that most searches are done in Texas; however a national search is not too expensive. He added that the main expense for a national search is advertising, which would run about \$1,500-\$1,800. Dr. Moses went on to say that most out of state people that are interested in relocating to Texas usually watch two Texas association websites.

Dr. Moses explained that his firm will be out recruiting people, not just accepting applications. He stated that they would accept all applications that are submitted, both

internal and external candidates. Dr. Moses added that between the three partners, they have a broad networking base. Dr. Moses stated that he has already heard from a few that may be interested in applying.

Dr. Moses stated that this should be an orderly transition since the current Superintendent is still in place. He reminded board members that confidentiality is very important during this process and it will be imperative that candidates' names are not released. Dr. Moses stated that they would be glad to solicit candidates if there is someone that a board member would like to nominate to apply for the job. He asked board members to refer any inquiries that they may receive to the search firm.

Dr. Moses stated that they will spend one day with focus groups in the district. He said that he would prefer that board members not be present for these focus group meetings. Dr. Moses stated that he would like three focus groups, each with about 20 members, and asked each board member to submit 9 names. He stated that they would have three separate focus groups meetings, and could meet with the media during the lunch hour. Following the focus group meetings, Dr. Moses would like to meet with board members at the end of the day and share their findings. He stated that this is a good way to get input from the community. In addition, Dr. Moses suggested putting a link on the district's website about the superintendent search. He said that the link should include district information, selling points, etc. He also recommended a link where the community can give input on the superintendent search. Dr. Moses said that all information submitted would be forwarded on to his firm.

Dr. Moses stated that his firm would be recruiting and screening candidates for the next 2-3 months. He said that they would get all compensation information from candidates prior to the interview process to make sure there are no surprises. Dr. Moses stated that once a finalist has been identified, his firm would perform a background check and a financial credit rating if the board desires. He added that they would also visit the candidate's district. Dr. Moses stated that his firm would be with the board until the search is complete and the board is satisfied. Billing would be done once the search is completed.

Dr. Moses stated that the board would need to set aside 2-3 hours to screen applicants. He encouraged the board to interview a diverse group of applicants and not 6-7 that are alike. Dr. Moses stated that he would provide the board with about 100 interview questions and board members could pick and choose their questions. His firm will not be present for the interviews; however they will make sure that the board is prepared for the interviews. He said that the interviews will last approximately two hours. Dr. Moses said that his firm will schedule the interviews and the most important thing the board can do is to all be present for all of the interviews. He added that candidates will be interviewing the board as much as the board will be interviewing the candidates.

Dr. Moses reviewed the timeline for the superintendent search. He stated that he would like for the board to approve the superintendent's employment contract at their December meeting, and he anticipated that the new superintendent will assume the position on February 1, 2010. Dr. Moses stated that the second round of interviews usually lasts three hours and includes spouses. He said that the second round of interviews is typically for the final one or two candidates. Dr. Moses stated that it is very important to maintain the timeline.

The board decided on October 6<sup>th</sup> for the focus group meetings, with the board meeting later that afternoon or evening. Dr. Moses said that the focus group members should be a diverse group – business people, people of faith, teachers, administrators, people with children in the district, people with no children in the district, etc. President Eaton asked board members to make their list and email it to Barry Edwards by September 10<sup>th</sup>. He said that the final list of focus group members would be shared with the board at the regular September meeting. President Eaton asked board members to contact the people that they are putting on their list prior to submitting it to make sure that they are willing to serve. He added that a letter would be sent to each focus group member with the meeting date and time.

Another big decision that was discussed was interview dates. Dr. Moses suggested that the board interview the candidates over a three day period and not to spread them out. He asked for the board to set aside time for at least six interviews, adding that the board would decide before they leave on the last night of interviews who they want to bring back for the second round of interviews. The board reviewed their calendars and decided to schedule interviews the evenings of November 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> beginning at 4:00 p.m. The interviews would take approximately 4.5 hours each night.

Mr. Allen agreed with Dr. Moses that it is very important that the board adheres to confidentiality. He liked the idea of the board putting together the focus groups.

### 3. **ADJOURNMENT**

There being no other business, James Allen moved and Jim Mills seconded to adjourn at 10:25 a.m.

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Board Secretary

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Board President