

Special Board Meeting  
Thursday, November 9, 2023 6:30 PM  
Board Room, Wilber Clatonia Public Schools  
900 S Franklin  
Wilber, NE 68465-0487

## 1. Welcome & Introductions

Board Members present: Tim Riechers, Lance Kuhlmann, Chris Woerner, Brad Kalkwarf, Russ Schuerman, and Chris Cerveney.

Other guests present were: Ray Collins, Mike Lucas, Shannon Furstenau and Christine Radcliff.

President Riechers called the meeting to order at 6:30 p.m.  
President Riechers led the group in the Pledge of Allegiance.

### 1.1. Great timing for this search

We have already had 5 people reach out and show interest in the opening.

### 1.2. Brief Overview of Superintendent Search Process

#### 1.2.1. Open and Transparent Process

1.2.2. Press releases, emails to staff, and website tab to keep everyone "in the know"

We will ask Armando to put a tab on the website for the information.

1.2.3. Going to need the Board of Education to be a united team

1.2.3.1. 3 meetings and lots of follow-up and timely communication

1.2.3.2. Interviews in open session

the interviews will be in open session. This is different from what we have done in the past but this is what the Attorney General has mandated.

1.2.3.3. As elected officials, you make the decision

1.2.3.3.1. You are the only folks that get to formally interview the candidates....interviews are in open session and patrons can listen but they can't be part of the interview...this is your decision

1.2.3.3.1.1. Others can be involved in the "meet and greet" portions of the interview days, but it comes down to you as the "hiring agent".

## 2. Finalized Tentative Search Calendar

2.1. Biggest Requirement of the Board is **"time" and "commitment"**

2.1.1. Three board meetings with us, candidate interviews, and selection

November 9th 1st meeting  
December 7th 2nd meeting  
January 3rd 3rd Meeting

2.1.2. Important that each of you is here for all meetings/interviews

## 2.2. Review key dates/additions/revisions

November 9th the first special board meeting

November 17-December 19th Advertising the position

December 7th Various Input meetings

7:00 p.m. the second special board meeting

December 19th the application deadline

January 3rd Meeting for Board of Education Committees

7:30 pm the third special board meeting to select the finalists

January 10th and 11th Interviews

January 15th Approve the hire of the New Superintendent

## 2.3. Advertising parameters

## 3. Set schedule for "Input Meeting Day"

Mike will share a finalized version of this schedule.

3.1. All patrons will be invited to a public forum that evening so EVERYONE can feel involved

3.2. "Survey monkey" will be available as well as for those that can't make it to an in-person meeting...we want everyone's voice to be heard

3.3. Board Members/Administrators should NOT attend the community or staff input meetings

3.4. Typically, whatever groups we meet with on the "input day" are also involved on interview dates as "meet and greet committees".

3.4.1. 1:00-1:30

3.4.1.1. 15-25 STUDENTS currently in 7th-11th grades

3.4.2. 1:30-2:00

3.4.2.1. Classified Staff Leaders

3.4.3. 2:00-2:30

3.4.3.1. Administrators

3.4.4. 2:45-3:15

3.4.4.1. Office Personnel/"Other"

3.4.5. 3:30-4:00

3.4.5.1. Teachers

3.4.6. 4:30-5:15

3.4.6.1. Open Community Forum #1 (for anyone)

3.4.7. 5:30-6:15

3.4.7.1. Open Community Forum #2 (for anyone)

4. Recruitment Brochure to-do list checkup with Ray

Ray has the information for the recruitment brochure that Mike can take and work on.

5. Press Release #1 for local media, staff email, and website

5.1. Where do you want this sent?

## 6. Nominal Group-Consensus Building

6.1. Each Board Member to identify the qualities, skills, and characteristics you are looking for

Mike led the board members through choosing the qualities, skills and characteristics they are looking for in a Superintendent.

6.2. Narrow priorities to top 4-5 criteria based on input from the entire board

6.2.1. This is what will shape up the search parameters, interview questions, and recruitment procedures...it's not all we/you will look at....it just provides some focus/target areas.

## 7. Next Steps

7.1. Get applications ready to go online and Advertise, Recruit, Advertise, Recruit, etc.

7.2. Prepare for Community "Input" Visits

7.3. Make certain all board members reserve the dates determined on the supt search calander

7.4. Consider salary array, 2-year contract offer, etc

7.4.1. What schools do you compare yourself to?

7.4.2. Now is a great time to contact your school attorney to have them update your superintendent's contract

Ray shared the Superintendent's contract with Mike to see if there are any changes that need to be made.

7.4.2.1. Will next superintendent be required to live in the district?

7.5. Begin to think what interview day looks like for the spouses, homes for sale, rentals, meals, etc.

## 8. Next Meeting

8.1. Selection of interview questions

8.2. Discuss interview schedule

8.2.1. What groups do you want involved in "meet and greets?" Spouse program?

8.3. Salary array and contract parameters

8.4. Review of input meetings

9. Questions, Comments, Concerns to...Mike Lucas (402)366-6491 mikelucas81472@gmail.com

10. Adjourn

The meeting adjourned at 7:54 p.m.

The next Regular meeting of the Wilber Clatonia Public Schools Board of Education will be held on Monday, November 20th at 7:00 p.m.