



Clinton Board of Education Special Meeting
Monday, January 6, 2020 6:30 PM
Administration and Technology Center
1720 Opal Ave
Clinton, Oklahoma 73601

1. Call to order and roll call.
2. Possible consideration and action regarding the Board's Superintendent search process.
3. Possible discussion regarding the characteristics to be utilized in the search for a superintendent.
4. Adjourn.

Donna Warnick, Minutes Clerk

If you need any special assistance to enter the premises or if you need any special consideration for any portion of this meeting, please call 323-1800 at least 10 hours prior to the start of the meeting.

This agenda was posted on the West side of the front door of the Administration and Technology Center on Friday, 4:00 p.m.



Superintendent Search Process

Agenda Language

1. **Agenda item to discuss Superintendent search process. This must be in open session**
Possible discussion regarding the Board's Superintendent search process.
2. **Agenda item to enter contract with an entity to assist in the search process.**
This must be in open Session.
Possible consideration and action to begin a contract with OSSBA to assist in the Board's Superintendent search process.
3. **Agenda item to discuss qualifications and characteristics of the new superintendent.**
This must be in open Session.
Possible discussion regarding the characteristics and criteria to be utilized in the search for a superintendent.
4. **Agenda items to review applications, discuss candidates, narrow down candidates, etc.**
Executive Session Item
Consideration and vote to enter executive session to discuss the employment of a new Superintendent of Schools, pursuant to 25 O.S. § 307(B)(1).
Acknowledge Board's return from executive session.
5. **Agenda items to interview applicants. Executive Session Item**
Consideration and vote to enter executive session to interview applicants for the position of Superintendent of Schools, pursuant to 25 O.S. § 307(B)(1).
Acknowledge Board's return from executive session.
6. **Agenda items to discuss terms of contract concerning a specific individual.**
Executive Session Item
Consideration and vote to enter executive session to discuss entering a contract with an individual to serve as Superintendent of Schools, pursuant to 25 O.S. § 307(B)(1).
Acknowledge Board's return from executive session.
7. **Agenda item to vote on offering someone the job of Superintendent: Open Session Item**
Consideration and vote to employ an individual as Superintendent.
8. **Agenda item to recess meeting and reconvene: Open Session Item**
Possible consideration and vote to recess meeting to reconvene and continue the meeting later.
Note: The motion that is made must state a very specific time, date and place to reconvene.

Clinton Public Schools
Superintendent Search_2020

Getting Started Board Task List

DRAFT Timeline:

Board approved search proposal	12-13-19
Board president sign and email MOU to stephanieh@ossba.org	1-3-2020
Materials to OSSBA marketing team	1-3-2020
Board Focus Group	1-6-2020
Post Opening	1-13-20
Host Q & C Community Forums	NO
Open Online Community Survey	1-13-20
Close Online Community Survey	1-31-20
Close Opening	2-14-20
Application Review Meeting w/ OSSBA	2-19-20 5:15 PM
Round 1 Interviews	Week of 2-24-20
Due Diligence Screening	TBD
Round 2 Interviews	Week of 3-2 or 3-9
Negotiate Contract	
Hire	March 2020

1. Complete the excel spreadsheet and email to stephanieh@ossba.org

Contact Information Needed: *excel sheet attached*

Board Members

- Full Name
- Board Position
- Email Address (frequently checked)
- Cell Phone Number

District Contact (superintendent assistant or minutes clerk) *excel sheet attached*

- Full Name
- Position
- Email Address
- Work number and extension
- Cell number

Getting Started Board Task List

2. **Materials to OSSBA. Email to kellyr@ossba.org and stephanieh@ossba.org**
 - Point of contact name and contact information –
 - **Paul Adams – 580.309.4601 – pauladams226@gmail.com**
 - Points of Pride (3-4 bullet point reasons to lead your school, a "Chamber of Commerce advertisement" so to speak)
 - Logo, student photos, etc. – **see attachments**
 - District description
 - how many sites –
 - **3 Elem Schools; 1 Middle School (7th-8th); 1 High School (9th-12th)**
 - how many students – **2275 students**
 - number of employees – **345 employees**
 - overall budget **20 million**
 - one athletic success – **2019 Soccer State Champs**
 - **one fine arts success**
 - one sentence about student achievement – **CHS Mission Statement**
 - **“100% Graduation – College and Career Ready”**
 - Job description – **optional**

3. APPROVED

Two Qualification and Characteristic (QC) Statements will be included in the application, providing the board a quick look at the applicants’ writing style, depth of thought, and experience level.

EXAMPLES

- Provide evidence that demonstrates you are a leader with successful record managing school finance, facility improvement, bond issues and construction projects.
- Describe your experiences in leading a diverse student population so that all are successful, regardless of their socio-economic status and/or ethnicity.

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Getting Started Board Task List

Additional Fee Services

4. YES Marketing Package

- News releases (delivered electronically)
 - Announcing the hire of OSSBA, outlining the search timeline, and stakeholder opportunities
 - Announcing hire
- Community forum flyer (delivered electronically)
- Internal hire announcement (delivered electronically)

~~**5. Stakeholder Forums. OSSBA will facilitate up to 4 sessions per day.**~~

*Board member(s) are welcome to attend

Sample Schedule and Stakeholder Groups

- *Business/Community Leaders Noon
- Administrators Mid afternoon
- Staff After school
- *Community at large Early evening

Location/Venue Requirements

- Comfortable space that encourages conversation (prefer round tables that seat 4-6)
- Wi-Fi accessibility
- Microphone
- Projector
- Screen

Marketing Package \$750.00
Community Forums \$1,200 per day, includes 4 forums / \$500.00 per forum over 4