

# EXECUTIVE SUMMARY

## FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** Update on open School Board seat interview process and draft interview questions

**Date:** December 4, 2012

**Prepared by:** Marty Lexmond

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**Recommended action:**

<input type="checkbox"/>	Information only
<input checked="" type="checkbox"/>	Presentation/discussion
<input type="checkbox"/>	Discussion/action by committee
<input type="checkbox"/>	Discussion/action by board of education
<input type="checkbox"/>	Presentation/action next meeting

**Recommendation(s):** No action

**Background:**

1. On October 27, 2012 Board member Michael Mishlove resigned from the Shorewood School Board. His resignation was effective immediately.
2. The Board has an established policy and guideline 133 "Filling School Board Vacancies" that is being followed to seek applicants for this seat. Policy 133 states, "In the event a vacancy occurs on the Board of Education, the vacancy shall be filled by appointment of the remaining members of the Board in accordance with established procedure".
3. A short discussion of the skills and attributes the Board seeks in applicants for the open seat was held on November 13, 2012. The Board identified the following:
  - Student-centered focus
  - Maintaining a positive working environment
  - Ability to work with the community
  - Willingness to listen and learn
  - Good chemistry with Board members
  - A commitment to the time involved
  - Willingness to review the Board packet and come prepared to the meetings
  - Policy background
  - Teacher evaluation background
  - Curriculum/Development background
  - Anyone interested and willing to serve the community

4. Applicants must be adult residents of Shorewood and eligible to vote. Applicants must submit a letter of interest to Mr. Marty Lexmond, Superintendent, c/o Shorewood School District 1701 E. Capitol Dr., Shorewood, WI 53211. Letters must be postmarked no later than November 30, 2012. As of November 30, 2012, ten letters of interest were received. One of these was post-marked after the required date and will not be considered. A letter communicating this was forwarded to the applicant with information about the spring election as another option.
  5. The Board will conduct applicant interviews on December 18, 2012 and select an individual to fill the vacancy at a special Board meeting on... The successful candidate will have the opportunity to run in the April 2013 School Board election.
  6. On Monday, December 3, 2012 the Board met to finalize the interview process and to draft interview questions. The process will include a five-minute presentation by each applicant focused on the attributes, skills and experience each brings to the Board. This will be followed by a five-minute follow up question period by the Board based on the presentation and the written application materials. After the presentation and discussion, the Board will ask two or three prepared interview questions and pursue follow-up questions related to these.
  7. The draft interview questions at this time include the following:
    - What is your most important priority as you think about becoming a school board member? How will you go about working on this priority in the district and in the community?
    - At times, part of working on a school board includes working through change. Change can cause disagreements and even conflict. Given the rapid pace of educational change and the things school boards are required to implement in the coming years, how do you approach and resolve conflict?
- OR
- Please respond to this scenario. You are working on an issue that is coming before the school board. You have spoken to many community members and believe your strongly held position is supported in the community. You arrive at the school board meeting where the Board will consider action and learn that the other Board members disagree with your position as strongly as you believe it. How do you think about, approach, and work through this conflict?
  8. Each interview is scheduled to last approximately twenty minutes. Applicants will be asked to wait outside of the scheduled meeting room on a voluntary basis in order to treat each applicant fairly in the process.
  9. On Friday, Tuesday, December 11, 2012 a letter was forwarded to each school board applicant asking them to hold Tuesday, December 18, 2012 for interviews. This letter will be followed up by a communication through which the final interview questions are shared.